



Rotorua Seventh-day
Adventist™ School

Te Kura o Te Rā Whitu ki Rotorua

Building for Eternity

POLICY STATEMENT

HEALTH & SAFETY POLICY

*Be strong and courageous. Do not be afraid or terrified because of them, for the Lord your God goes with you; he will never leave you nor forsake you. **Deuteronomy 31:6***

Rationale

The Rotorua Seventh-day Adventist School Board of Trustees is committed to providing a safe, health and accident free workplace for its employees (both on-site and itinerant), students, visitors, volunteers and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice in its workplace and to the provision and maintenance of a safe and secure learning environment for its pupils. The board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

Purpose:

- To provide and maintain a safe, healthy and secure workplace environment to ensure the physical and emotional wellbeing of employees and pupils. This will be achieved through the provision of the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.
- To preserve the long-term health of the Rotorua Seventh-day Adventist School community by demonstrating care, aroha and concern for self, others and the environment.

Board Responsibilities

The board will, as far as is reasonably practicable, (1) comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community

- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.
- receive and review reports from the Principal relating to Health and Safety concerns
- monitor and review situations where health and safety risks or breaches have occurred

Proprietor Responsibilities

The Proprietor owns the integrated buildings and grounds and so is responsible for maintaining the integrated buildings, and the associated plant, up to the required code. It is also the Proprietor's responsibility to ensure that any Proprietor-commissioned works on school premises are carried out Safely. Consequently, the Proprietor must coordinate health and safety measures with the Board (or the Principal) when commissioning and carrying out capital works. Likewise, it is the Proprietor's responsibility to require the contractors that carry out the works to coordinate their actions with the school, and to monitor the safety practices of their Contractors. Similarly, the Proprietor should collaborate with the Board on the Proprietor's and the Board's respective ten-year maintenance plans, with an emphasis on health and safety. The Ministry Policy 1 funding of the Proprietor's capital works must be prioritised for health and safety matters.

Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees have the information they need in order to comply with policy and procedures.

Principal Responsibilities

The principal, as officer, has responsibility through delegation for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations therein (see 2 below)
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure the staff code of conduct is implemented effectively

- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free environment
- ensure that a risk analysis management system (RAMS) is in place, carried out and that it is part of the planning and management procedures for all EOTC trips and school events in which the element of risk is beyond that of those considered a normal school activity.
- seek Board approval for overnight stays/camps/visits attesting first to their compliance with above
- consult with the community every 2 years regarding the health programme that is delivered to students
- provide information and training opportunities to employees including induction
- will ensure that the Board is promptly notified of any health and safety issues arising and advise the Board Chair of any emergency situations as soon as possible
- advise the Proprietor of any situations involving the school property or buildings as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
 - cooperate with school health and safety procedures
 - comply with the health and safety legislation and duties of workers
 - ensure their own safety at work
 - promote and contribute to a safety-conscious culture at the school
- where any risks are posed by unsafe buildings, plant and other fixtures, the Principal should act immediately to remedy this, by commissioning repairs under the school's minor maintenance policy, or alerting the Proprietor to the need for remedial capital works, as appropriate. The Principal must nevertheless take all reasonable steps to ensure the safety of all on the school premises, while the school awaits action by the Proprietor. The Principal should monitor that good overall safety standard prevails on the school premises during the capital works
- ensure that the school has written management procedures that reference current legislation where appropriate and that these are available on the school website, actively practised and regularly reviewed for compliance and include:

- i) sexual, physical and emotional abuse and reporting including Child Abuse Disclosure, Sexual Harrassment, Behavioural Management/AntiBullying and Child Protection
 - ii) injury and incident reporting including a procedure, checklists, board reporting and investigation forms
 - iii) First aid, protection from communicable diseases and pandemic procedure
 - iv) protection from identifiable hazards, e.g. weather, sun, road safety and maintain a hazard register
 - v) emergencies including Civil Defence Policy, Accidents at Work policies & procedures, school evacuation procedures
 - vi) EOTC activities, equipment, structures, RAMS
 - vii) adult conduct in the school / Child Protection / police vetting
 - viii) use of digital technologies including Cybersafety
 - ix) employment in relation to the Vulnerable Children's Act 2015
 - x) transportation of children
- ensure that the school complies with the Ministry of Education Guidelines to the Health and Safety in Employment Act and Health and Safety Code of Practice for State and Integrated Schools and the Vulnerable Children Act 2015 in conjunction with the Board of Trustees

Guidelines to assist Principal in meeting Health & Safety requirements:

- Ensure that all machinery and equipment is safe for employees to use.
- Ensure that work methods and processes are arranged in such a way that no one is exposed to hazards at the place of work and learning.
- Ensure that emergency procedures are in place to deal with emergencies that may arise.
- In addition to this commitment, policies that cover the following will be implemented: Legal Compliance, Facilities for Health and Safety, Accident Recording, Reporting and Investigation, a Hazard Management System, Sexual Harassment issues, Child Abuse, Off-site Visits and Field Trips, Emergency Procedures and Civil Defence, Animal Protection.
- An accident register will be maintained.
- Identification of hazards is ongoing.

- Have guidelines to help deal with cases of discrimination.
- Civil Defence requirements will be met in consultation with Civil Defence authorities.
- Our school is a smoke, drug and alcohol-free environment. Anyone breaching this ban will be asked to leave immediately.

Staff Responsibilities

All staff play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

Health and safety is everyone's responsibility.

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning
- Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices and develop a "health and safety" mind-set by being active and having a voice in health and safety planning.

FORMULATED BY: Rotorua Seventh-day Adventist School Board of Trustees

APPROVED: Board Chair, Victoria Finch _____

BOT RATIFIED: 27 May 2020

BOT REVIEWED: February 2019

March 2018

November 2012

1. *Reasonably practicable* means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
2. *The six due diligence obligations* are to:
 - know about work health and safety matters and keep up to date
 - gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
 - ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
 - ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
 - ensure there are processes for complying with any duty and that these are implemented
 - verify that these resources and processes are in place and being used.