



St James' Catholic School

Whakaruruhau

A Sheltering Place

— Te Kura Katorika o Hato Heemi —

ST JAMES' SCHOOL BOARD

Policy on Health and Safety

Date Reviewed:	March 2021
Review Team:	T Sheehan, G Clear, M Fennessy, M Balm, C Cosgrove, T Royds
Date of Next Review:	March 2024
Connection to the Bishops' document "The Catholic Education of School Age Children"	Each Catholic school is a community within the larger community of the diocese and the Church in Aotearoa New Zealand. The community dimension of a Catholic school embraces students, parents, teachers, priests and benefactors.....
Related Documents:	Emergency Response Plan. Policy for the Care and Provision for sick and Injured Children Policy on the Administration of Medicine by a Staff Member MOE Health and Wellbeing Programme Fact Sheet
NELP: (National Education and Learning Priority))	Objective: 1 -3 Priority: 1-6
Community Consultation:	April 2021
Signed:	
Approval Date:	31 May 2021

INTRODUCTION

The St James' Catholic School Board is committed to ensuring the health and safety of all workers, students, visitors and contractors, by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

GUIDELINES

- The St James' Catholic School Board will achieve this through:
 - making health and safety a key part of our role
 - working with our workers to improve the health and safety system at our school
 - doing everything reasonably practicable to eliminate risks to health and safety
 - if it is not reasonably practicable to eliminate risks to health and safety to minimise those risks as far as is reasonably practicable
 - so far as is reasonably practicable consult, co-operate and co-ordinate activities with the management of the school
 - ensuring as far as is reasonably practicable that the school buildings and grounds and the entrances and exits to them and anything arising from them, are without risks to the health and safety of any person. Annual reviews will be completed and acted upon for the following categories; Hazard Identification and Control, Building Warrant of Fitness, Staff Induction, First Aid, and the School Emergency Response Plan
 - providing health and wellbeing opportunities for workers

- exercising due diligence to ensure that the Board complies with its duties in relation to health and safety, including, by taking reasonable steps:
 - (a) to acquire, and keep up to date, knowledge of work health and safety matters; and
 - (b) to gain an understanding of the nature of the operations of the school and generally of the hazards and risks associated with those operations; and
 - (c) to ensure that the Board has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the school; and
 - (d) to ensure that the Board has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
 - (e) to ensure that the Board has, and implements, processes for complying with its duties under the Health and Safety at Work Act 2015; and
 - (f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).
 - making sure all incidents, injuries and near misses are recorded in the appropriate place
 - investigating incidents, near misses and reducing the likelihood of them happening again
 - procedures for regularly identifying risks and hazards (hazard walks)
 - having emergency plans and procedures in place
 - training everyone about hazards and risks so everyone can work safely
 - providing appropriate induction, training and supervision for all new and existing workers
 - helping workers who were injured or ill return to work safely
 - making sure contractors and subcontractors working at the school operate in a safe manner.
 - MSDS (Material Safety Data Sheets) for Chemicals held on site are accessible from the School Office.

2. **Role of staff and other workers** (including volunteers)

While at work, all school workers must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the Board or school management to allow them to comply with this Act or regulations; and
- co-operate with any reasonable policy or procedure of the Board or school management relating to health or safety at the workplace that has been notified to workers.

All workers are encouraged to 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 workplace 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.

3. Role of others in the workplace

All others in the workplace including students and visitors must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the Board or school management to allow the Board or school management to comply with this Act or regulations.

They must also:

- 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.

Dogs are prohibited in the school grounds. The exception to this policy is when dogs are brought into the school for educational purposes, and assistive dogs (such as those for the visually impaired).

4. Tasks delegated to the principal / school management responsibilities

To help the Board and the school management discharge their responsibilities under the Act and regulations the board requires school management to:

- (a) Identify hazards that could give rise to reasonably foreseeable risks to health and safety
- (b) If it is not reasonably practicable to eliminate risks to health and safety to minimise risks to health and safety, implement control measures in accordance with the regulation. This requires the school to minimise risks to health and safety, so far as is reasonably practicable, by taking one or more of the following actions that is the most appropriate and effective taking into account the nature of the risk:
 - i. substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk:
 - ii. isolating the hazard giving rise to the risk to prevent any person coming into contact with it:
 - iii. implementing engineering controls.

If a risk then remains, the school management must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains, the school must minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment.

- (c) Where school management implements a control measure to eliminate or minimise risks to health and safety it must ensure that the control measure is effective, and is maintained so that it remains effective, including by ensuring that the control measure is and continues to be:
 - i. fit for purpose; and
 - ii. suitable for the nature and duration of the work; and
 - iii. installed, set up, and used correctly.
- (d) Review and, as necessary, revise control measures implemented under the preceding paragraphs so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.
- (e) Ensure, so far as is reasonably practicable, that every worker who carries out work of any kind, uses plant of any kind, or deals with a substance of any kind that is capable of causing a risk in a workplace—

- i. either, has adequate knowledge and experience of similar places, and work, plant, or substances of that kind, to ensure that the worker carrying out the work, using the plant, or dealing with the substance is not likely to adversely affect the health and safety or cause harm to the worker or any other person; or is adequately supervised by a person who has that knowledge and experience; and
 - ii. is adequately trained in the safe use of all plant, objects, substances, or equipment that the worker is or may be required to use or handle and all personal protective equipment that the worker is or may be required to wear or use.
- (f) Ensure, so far as is reasonably practicable, that—
 - i. the layout of the workplace allows, and the workplace is maintained to allow, persons to enter and exit the workplace and to move within it without risks to health and safety, both under normal working conditions and in an emergency:
 - ii. work areas have sufficient space for work to be carried out without risks to health and safety:
 - iii. floors and other surfaces are designed, installed, and maintained to allow work to be carried out without risks to health and safety:
 - iv. there is suitable and sufficient lighting to enable—
 - each worker to carry out work without risks to health and safety; and
 - persons to move within the workplace without risks to health and safety; and
 - safe evacuation in an emergency:
 - v. there is suitable and sufficient ventilation to enable workers to carry out work without risks to health and safety:
 - vi. workers carrying out work in extremes of heat or cold are able to do so without risks to health and safety.
- (g) Ensure, so far as is reasonably practicable, that adequate facilities are provided for workers at a workplace, including toilets, drinking water, hand-washing facilities, facilities to eat and take breaks if it is not reasonable for workers to leave the workplace if they become unwell, facilities where workers can rest.
- (h) Ensure that the following facilities are provided for workers at a workplace if the work is of such a nature that the facilities are reasonably likely to be required:
 - i. facilities for washing the body:
 - ii. a place in which to change clothes that become contaminated or wet:
 - iii. facilities for keeping clothes that will not be used at work clean and dry:
 - iv. if it is reasonable for workers to perform work while seated, facilities for sitting:
 - v. if it is not reasonable for workers to perform work while seated, facilities for sitting that enable workers to take any reasonable opportunity for rest that may occur in the course of the work:
 - vi. facilities that prevent workers from becoming wet from a wet floor, whether by way of drainage of the floor or otherwise:
 - v. facilities that enable any airborne contaminants to be controlled as closely as possible to their source and to be treated or carried off.

The facilities referred to in (g) and (h) must be sufficient in number and maintained in good working order and must be kept clean, safe and accessible.
- (i) Ensure that adequate first aid equipment is provided for the workplace, each worker at the workplace has access to the equipment and workers have access to facilities for the administration of first aid.
- (j) An adequate number of workers are trained to administer first aid at the workplace or workers have access to an adequate number of other persons who have been trained to administer first aid.

- (k) Ensure that an emergency plan is prepared for the school. The emergency plan must:
- i. provide emergency procedures, including—
 - an effective response to an emergency; and
 - evacuation procedures; and
 - procedures for notifying emergency service organisations at the earliest opportunity; and
 - medical treatment and assistance procedures; and
 - procedures to ensure effective communication between the person authorised by management to co-ordinate the emergency response and all other persons at the workplace:
 - ii. provide for testing of the emergency procedures, including the frequency of testing:
 - iii. provide for information, training, and instruction to be given to relevant workers in relation to implementing the emergency procedures.

School management must maintain the emergency plan for the workplace so that it remains effective.

5. Promoting a SunSmart School. Being a SunSmart school shows that your school; is committed to protecting students, staff and parents from the risks of UV radiation; is raising awareness about the importance of skin protection among parents and students; promotes the school within the community as one that is committed to the health of its students; has a sun protection policy that follows the Cancer Society minimum criteria; promotes and supports positive sun protection behaviours such as hat wearing; is developing and maintaining a sunsafe environment.

Sun Protection

It is compulsory for children to wear the approved green school sun hat in Terms 1 and 4. We are an Accredited Sun Safe School. Children are also encouraged to wear sun block, The PTFA supply each class with Sunscreen. If your child has sensitive skin please take responsibility to read the ingredients on the reverse of the bottle located in Learning Spaces or the Sick Bay. Sunblock may be bought in bulk however bottles in each learning space will be labelled with the expiry date. On non-uniform days children are encouraged to wear clothing that protects their skin from the sun (sleeves and collars, no shoe string, tops).

There are natural shelters (eg. trees, deck areas, shade sails) and other shade areas providing enough coverage for all children playing outside. The availability of shade is considered when planning excursions and outdoor activities.

Wellbeing

Components that may be incorporated into health and wellbeing programmes at St James' Catholic School may include:

- access to counselling and other support services (EAP up to 3 sessions)
- consideration of staff commitments when scheduling meetings
- providing professional development opportunities for workers
- provide access to health insurance
- influenza vaccinations
- participation in a range of regular wellbeing challenges, focusing on physical activity, nutrition, emotional wellbeing
- Angel's club (Social Club) coordinating social activities and/or Pastoral Care for workers

SPECIAL CHARACTER

The Board is committed to ensuring the Special Character Values and Philosophy Hato Heemi (Whakaruruhau) underpin all Governance and Management Policies and Procedures.