



Geraldine High School / Carew Peel Forest School

Combined Board of Trustees



HEALTH, SAFETY & WELL-BEING POLICY

Ture hauora, ora, oranga hoki

RATIONALE / TE KAUPAPA

The Geraldine High School-Carew Peel Forest School Board of Trustees is committed to ensuring the ongoing health, safety and well-being of all employees, students, visitors, and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

Health, safety and well-being is everyone's responsibility.

PURPOSE / TE TAKE

Responsibilities of the board / Ngātakohanga mōte poari

The board will, as far as is reasonably practicable, comply with the requirements of legislation dealing with health, safety and well-being in both schools by:

- * making physical and emotional health, safety and well-being a key part of our role.
- * ensuring health, safety and well-being strategies are in place and maintained and improved in both schools by collaborating with employees, the wider school community, and on-site organisations.
- * ensuring adequate child protection procedures are in place (Vulnerable Children's Act 2015)
- * providing adequate facilities, including sufficient access, and ensuring property and equipment is safe to use and students and workers are not exposed to hazards.

Responsibilities of the principals - Ngātakohanga mōngātumuaki

The principals, as Officers, have responsibility for implementing this policy and therefore must:

- * exercise due diligence in accordance with the provisions of the health and safety legislation.
- * take all reasonable steps to protect students, staff, and visitors to the schools from unsafe or unhealthy conditions or practices and to remove or reduce the risk of injury or illness.
- * implement comprehensive child protection procedures to ensure the well-being of all students.
- * provide appropriate induction, training, and supervision for all new and existing workers so everyone can work safely.
- * ensure that staff codes of conduct are implemented effectively.
- * ensure there is no tolerance of unacceptable behaviour and that there are effective processes in place to support this.
- * ensure risk analysis management systems are in place and used.
- * seek approval for overnight trips based on their compliance with the previous point.
- * consult their communities every two years regarding the health programmes delivered to students.
- * help employees who were injured or ill to return to work safely.
- * advise the board chair of any emergency situations as soon as possible.
- * ensure all employees and other workers at the schools take reasonable care to:
 - * cooperate with schools' health, safety and well-being procedures.
 - * comply with the health and safety legislation's description of duties of workers.
 - * ensure their own safety at work.

- * promote and contribute to safety-conscious cultures at the schools.

Responsibilities of the employees - Ngātakohanga mōngākaimahi

All employees will, as far as is reasonably practicable, actively work to maintain healthy and safe school environments by:

- * being involved in improving health, safety and well-being systems at work.
- * following all instructions, rules, procedures, and safe ways of working.
- * reporting all injuries, incidents, near misses, and pain or discomfort involving self or others as soon as possible.
- * helping new people in the workplace understand safety procedures.
- * reporting any health, safety and well-being concerns or issues through the reporting system.
- * using protective equipment as required to minimise exposure to hazards.

All others in the school environments will, as far as reasonably practicable:

- * follow instructions, rules, and procedures while on the schools' grounds.
- * report all injuries, incidents, near misses, pain, or discomfort to an employee as soon as possible.
- * use protective equipment as required to minimise exposure to hazards.

GUIDELINES / NGĀARATOHU

The policy will enable the Board to provide a framework for the day to day management and responsibility to be exercised by the Principals. The Principals will be specifically responsible for managing their school's procedures for all areas of health safety and well-being.

The Board will ensure procedures are developed and implemented for the following at Geraldine High School:

- 5.01 Health & Safety**
- 5.02 Staff Safety**
- 5.03 Evacuation (Fire, earthquake, natural disaster)**
- 5.04 Animals in Schools**
- 5.05 Students Leaving School Grounds**
- 5.06 Shady School**
- 5.07 Hazard Management**
- 5.08 Transport**
- 5.09 Administering Medication**
- 5.10 Drugs – Alcohol – Smoking**
- 5.11 Food and Nutrition**
- 5.12 Student Protection**
- 5.13 Anti – bullying**
- 5.14 Cybersafety**
- 5.15 Crisis and Grief**
- 5.16 Pandemic Outbreak**
- 5.17 Lockdown**
- 5.18 Parent Notification and Sending Students home**

The Board will ensure that procedures are developed and implemented for the following at Carew Peel Forest School:

- 5.01 Child protection - policy**
- 5.02 Child protection procedures**
- 5.03 Harassment**
- 5.04 Positive behaviour**
- 5.05 Anti-Bullying**
- 5.06 Playground supervision**
- 5.07 Truancy**
- 5.08 Custody and Access**
- 5.09 Cybersafety**

- 5.10 Accidents and Sick Children
- 5.11 Administering Medication
- 5.12 Drug Use, Misuse and Smoke-free
- 5.13 Contact with Blood and other Body Fluids
- 5.14 Sun protection

- 5.15 Visitors
- 5.16 Surrender and Retention of Property and Searches
- 5.17 Emergencies, Crises, Lockdown, Pandemic Outbreak
- 5.18 EOTC Safety Management
- 5.19 School Transport System
- 5.20 School swimming pool
- 5.21 Occupational Health and Safety
- 5.22 Hazard Management

CONCLUSION / TE MUTUNGA:

Compliance with all relevant *National Education Guidelines*, *National Administration Guidelines*, the current *NZ Curriculum Principles and Guidelines* and the current *Employment Contracts* will ensure the Board, through the Principals, develops and implements high quality programmes and health, safety and well-being procedures for all students and staff attending each of the schools.