



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

**POLICY**

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### ***Health & Safety*** **Rationale**

The Mt Eden Normal Primary School Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. As a PCBU, the Board is required to:

- take all reasonable steps to provide a safe physical and emotional environment for staff, students and those visiting and/or working on the school site
- comply with all with current Health & Safety Legislation, including the [Health and Safety at Work Act 2015 \(HSWA Act\)](#) and the [Children's Act 2014](#)
- provide the information, training and supervision needed to ensure the health and safety of all students, employees and other people in the workplace
- exercise its Due Diligence Obligations to ensure compliance with health and safety duties and obligations

Health and safety is a collective responsibility. Workers also need to be aware of their responsibilities and comply with this Health and Safety Policy and any related policies, procedures or directions.

### **Definitions**

#### ***Due Diligence Obligations:***

- I. know about work health and safety matters and keep up to date
- II. gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- III. ensure the Board as PCBU has appropriate resources and processes to eliminate or minimise those risks

- IV. ensure the Board has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- V. ensure there are processes for complying with any duty and that these are implemented
- VI. verify that these resources and processes are in place and being used.

**PCBU** is a person conducting a business or undertaking. The Board of Trustees is the PCBU in the school setting.

**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.

A **worker** means an individual who carries out work in any capacity for the PCUB and includes an employee, a contractor or subcontractor, a trainee, a person gaining work experience or a volunteer worker.

### **Delegations**

The Board delegates to the principal, as officer, the responsibility to:

- develop and implement all health and safety operating procedures
- ensure workers have the information they need in order to comply with Health and Safety Policy and related procedures, including a health & safety induction
- establish and maintain a hazard register

### **Requirements**

- 1) The Board will, as far as is reasonably practicable, comply with the provisions of legislation dealing with health and safety in the workplace by:
  - a) providing a safe physical and emotional learning environment
  - b) ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
  - c) ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the Sale and Supply of Alcohol Act 2012
  - d) providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
  - e) ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and reporting all serious illness, injury or near misses
  - f) monitor workers' health and workplace conditions to prevent illness or injury
- 2) Pursuant to the Governance Policy and otherwise as PCBU, the Board delegates responsibility to the principal as "officer" for implementing this policy. The principle therefore must:

- a) exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the Due Diligence Obligations
- b) take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- c) ensure the staff code of conduct is implemented effectively
- d) ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- e) provide a smoke-free environment
- f) ensure a risk analysis management system (RAMS) is in place and implemented for all trips and off-site activities
- g) seek parent approval for overnight stays/camps/visits ensuring first their compliance with the above
- h) consult with the community every 2 years regarding the health programme being delivered to students
- i) provide information and training to employees
- j) advise the Board Chair of any emergency situations as soon as possible
- k) ensure all employees and other workers at the school will take reasonable care to:
  - i) cooperate with school health and safety procedures
  - ii) comply with the health and safety legislation and duties of workers
  - iii) ensure their own safety at work
  - iv) promote and contribute to a safety-conscious culture at the school

3) Workers must:

- a) take reasonable care for their own health and safety
- b) take reasonable care that their behaviour does not adversely affect the health and safety of others
- c) comply with any reasonable instruction from the Board to allow the Board to comply with the Act
- d) cooperate with the school's health and safety policies or procedures

## **Conclusion**

Through the implementation of all Health and Safety and related Policy requirements, including the requirements of the HSWA 2015, the Board will ensure all reasonable steps are taken to identify and mitigate hazards in order to ensure the health and safety of workers, students and people working or visiting on site.

## **Related Policies and Procedures**

Related policies and procedures include:

- Access to Students Policy
- Accidents, Illness & Medication Policy
- Bullying Prevention Policy
- Concerns & Complaints Policy
- Governance Policy
- Staff Grievances Policy
- Police Vetting Policy

- Restraint & Seclusion Policy
- School Hours Policy
- Stand-downs & Suspension Policy
- Substance Abuse Policy
- Sun Safety Policy
- Supervision Policy
- Cyber-safety Agreement
- Emergency Management Plan
- Staff Handbook
- Staff Induction
- Pandemic Plan
- RAMs Form
- Accident & Injury Register
- Accident Reporting Form
- Staff Maintenance Reporting Form
- Staff Hazard Register Form

Signed: Virginia Brown  
Presiding Member

**Policy review details**

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