



# RANGIORA NEW LIFE SCHOOL

## POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

5.1	Health & Safety	Health and Safety	
Ratification		Chairperson	
Last Review	11 Aug 2005 by Committee of the Board	Chairperson	

### RATIONALE

The school environment must be safe and healthy for its students, employees and visitors.

*Trust in the Lord and do good; Dwell in the land and enjoy safe pasture. Psalms 37:3 (NIV)*

The Board of Trustees (BOT, or the 'Board'), by virtue of their control and management of the school, have the role of employers in terms of the Health and Safety in Employment Act (1992) ('the Act'), and therefore prescribe the following policy statements. In doing so, the Board also seeks to meet its obligations to students and staff under the 'State Code' [1], which prescribes minimum health and safety standards for schools.

The scope of this policy includes protection of the wellbeing of staff, students, and visitors.

### POLICY STATEMENT

#### 1 Emergency Incidents

The overriding principles are that the School should be able to respond promptly and effectively to a crisis event. The objective in any crisis should be to provide care to those who are affected, and minimize further harm to people or property. These incidents are expected to be rare events, and thus require deliberate preparedness on the part of the School. Consequently, the Board requires the following activities:

- [1] The School shall develop an 'Emergency Response Plan' (as a Procedure), in which will be detailed the activities to be followed for certain types of crises. The Plan will:
- Identify a range of situations recognized as crises that would require the activation of management procedures. Such crises to include fire, earthquake, flood, trauma, and off-site crises.
  - Contain a crisis strategy flexible enough to respond to a variety of situations.
  - Identify a crisis management team with a clear chain of command and designated roles which is able to function immediately a recognized crisis occurs to:
    - Co-ordinate and communicate
    - Provide action plan for teachers
    - Ensure appropriate support for students

The Plan must be distributed to all staff and readily available to visitors and temporary teachers at the main administrative offices.

- [2] The School shall maintain a current list of emergency details, including contact details of senior school staff and emergency services, and distribute this to staff. Each classroom shall have, fixed near the door or fire extinguisher, a prominent notice describing the evacuation process and identifying the assembly area(s).

- [3] The School shall ensure that it has basic first aid capability, both in the medical contents of kits, the number and location thereof, and staff who are competent to administer first aid. There shall be a minimum of three staff members who have current competency in first aid, and of these there shall be at least one in each of the teaching teams for food technology (home economics), science, and technology (workshop). Such competent staff must be clearly identified to staff and students by a publicly displayed photo at reception. First aide competency shall expire two years after the staff member was last trained, i.e. periodic refresher training is required. A complete First Aid Kit will be accessible to every class teacher.
- [4] Unannounced fire/earthquake/evacuation or other emergency drills will be conducted once per term, and at least one evacuation per year must be during assembly. The time taken to complete the drill must be recorded, and any issues that arose.
- [5] The School shall keep a register of emergency incidents whether or not those resulted in harm [1]. Where serious harm occurs it is necessary that the Board advise OSH within seven days [1], and the School shall advise the Chairperson of the Board immediately of such events and assist in preparing the submission. Serious harm is defined in the State Code [1, p9].
- [6] The Principal shall ensure that the Board of Trustees receives a report at each regular meeting of the Board, covering the following:
- All hazards, whether or not deemed significant, that have been identified during the reporting period, and the status of those hazards. Untreated hazards from previous periods should also be included so that the Board can be fully informed of the outstanding issues.
  - Incident reports: A summary of all significant health and safety incidents during the reporting period. All incidents that activate the 'Emergency Response Plan' are deemed significant.
  - Accident register: A summary of all accidents during the reporting period.
  - Time taken to complete emergency drill, and description of any issues.

## 2 Hazard Management

Hazards are detrimental events that might occur, i.e. they have not yet occurred.

### 2.1 Hazards on the School property

The School Principal and management team ('the School') shall Manage hazards in the following way:

1. Identify hazards, including but not limited to an annual H&S inspection of the facilities. The scope of this is to include all teaching facilities (including class rooms, laboratories, workshops), sporting facilities, administrative areas, grounds, and support facilities. The scope also includes non-curriculum use of facilities, including the use of the facilities by other organizations (e.g. church groups), since we have a duty of care towards them too.
2. Treat the hazards by eliminating them altogether if feasible, or isolating the hazards , or minimizing the hazards and monitoring them
3. Communicate hazards, health and safety information to staff, involve staff in development of H&S procedures, and train staff to work safely
4. Warn staff, students, and visitors of any particular hazards, e.g. building works. This also applies to any non-curriculum users of school facilities.
5. Keep a list of all identified hazards similar to that shown in Appendix 1, and report to the BOT at least each term on H&S matters, such report including the results of any H&S inspections and all significant hazards that have arisen in the period.

6. Immediately advise the BOT of any hazards that either cannot be adequately treated by the School, or are believed to be the responsibility of the Proprietor (e.g. involving fixed assets).

If the BOT decides that untreated hazards are the responsibility of the Proprietor, then they shall communicate this to the Proprietor with a 'Hazard Notification Advice', the wording of which is included in the State Code [1, p45], and a copy of which is included as Appendix 2.

## **2.2 Hazards peripheral to the School property**

Road crossing.

- The School shall provide clear instructions to people who assist with road crossing.
- Collection of children, pick up and drop off.
- The School shall provide guidance to parents and children regarding safe passage to and from School, and any instructions or limitations about driving onto School grounds.
- The School shall provide cycle safety training for class years 4 to 8.
- Children under the age of 9 yrs shall not be permitted to cycle to school unaccompanied by an adult or responsible high school student. All children must wear safety helmets when cycling to and from School. The School shall follow up any breach with the child and the parents.
- The School shall provide instructions to parents and children about bus safety.

## **2.3 Hazards on Education Outside the Classroom**

The Board encourages the School to use opportunities for education outside the class room (EOTC), such as field trips and camps. These events have particular hazards, which though rare can have serious, even lethal, consequences. Thus the Board requires that the School be diligent with regard to EOTC events, as follows:

1. The leader of the event (usually a teacher) shall put a written proposal to the Principal. This will describe the purpose of the event, the site(s), dates, times, transport arrangements, details of outside providers, the possible hazards, names and relevant skills of all accompanying staff, contact details for emergency.
2. Any approval by the Principal shall be in writing.
3. Parental Consent forms shall ask emergency contact details for parents (at least two sets of details), family doctor, medic alert status, medical conditions, medication, allergies (e.g. asthma, bees), dietary needs (if students are not providing own food), swimming ability (if pool is available). The School may obtain consent and this information at the beginning of the year, and this will cover all EOTC activities that occur over a single day and during normal school hours. For activities that occur outside of normal school hours or overnight, the School shall seek specific parental consent and provide the opportunity for parents to amend the information held by the school.
4. All staff and volunteers shall indicate in writing their skills that are relevant to the event.
5. All volunteers shall sign a consent form agreeing to terms of involvement as the School may specify.
6. All volunteers/parents who providing driving or transport vehicles shall disclose in writing their license type, and affirm that their vehicles are roadworthy and insured.

## **3 Provision of a Safe Working Environment**

1. Adequate skills: The School shall ensure that staff and students are sufficiently qualified or experienced to do their work safely, or are supervised by an experienced person.
2. The Staff 'are required to take all practicable steps to ensure their own safety and that no action or inaction on their part causes harm to any other person on the premises' [1, p8].

3. Young persons (under 16 years) shall not be employed in the Schools between 10pm and 6am [1, p18].
4. Adequate facilities: The School shall ensure that there is adequate lighting, ventilation, heating, toilet and washing facilities, cleanliness of facilities, water supply, and rest facilities, and shall advise the Board if there are problems in this regard.
5. The school will not tolerate students using alcohol, illegal drugs and dangerous weapons at school or on school activities.
6. A Police check will be undertaken for all new non-teaching staff appointments and reviewed every three years.
7. It is necessary for the ongoing health and safety of students that they are made aware of the dangers arising from unprotected exposure to the summer sun and that they are encouraged to form sun-safe practices.

#### **4 Behaviour Management**

##### *Values*

The Board expects that students will behave appropriately, i.e. in a way that is socially acceptable and consistent with Christian values. In particular students are expected to

- (i) Respect peers, teachers, other people, property, and the natural environment,
- (ii) Be disciplined in their behaviour
- (iii) Have attitudes of servanthood.
- (iv) Behave with excellence, achievement, godliness, life skills (social, physical, intellectual), evangelism (outreach) and servant attitude (EAGLES).

##### *Expectations*

The School shall integrate the above expectations of the Board into the Christian living curriculum, e.g. through the use of schemes.

The School shall set up a behavior management system for primary and secondary schools that (i) encourages these attitudes, (ii) teaches conflict resolution skills, and (iii) manages deviant behaviour. Further, in the event of extreme deviant behaviour, school staff have the right to protect themselves, and the obligation to protect others, using such force as may be sufficient and necessary. Such events are to be considered behavioural incidents for reporting purposes.

The Board has a particularly negative view of bullying. The School shall be observant towards this type of behaviour, including cell-phone and email bullying, and shall provide training programmes (e.g. Kia Kaha).

##### *Reporting*

The Principal shall regularly report to the Board a summary of the behavioural incidents encountered in the last period. Names of individual students are not generally required unless the specific issue requires attention by the Board, but aggregate data will be sufficient

#### **5 Internet safety**

The school shall develop procedures to minimize risk of students having access to internet material that is obscene, anti-society, or contrary to Christian values. In particular, students shall not be permitted to use internet-enabled computers without a staff member present.

#### **6 Pastoral care**

1. The school shall provide staff and students with access to a counselor. Such counselor shall have a worldview consistent with the special character of the school.

2. The school shall ensure that all students from Year 7 up have access to course and career guidance to prepare them for life and work after their school years.
3. The Children's and Young Persons and Their Families Act, 1989 requires that any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected or deprived, may report the matter to Social Welfare or a member of the Police.

## 7 Spiritual well-being

In recognition of the special character of the school, the Board authorizes the school to use every natural opportunity to present the good news of Jesus Christ to students, integrate Christian beliefs into the curriculum, and pray together with other staff and students.

## 8 Amendments to other policies

At the time of ratification of this policy, the following policies are withdrawn:

- POL 5.1 Health and Safety
- POL 5.2 Behaviour Management
- POL 5.3 Pastoral Care and Guidance
- POL 5.4 Child Abuse and Protection
- POL 5.5 Sun Protection
- POL 5.6 Accidents and Medication
- POL 5.7 Crisis Management

## REFERENCES

[1] MoE, 2000, Health and safety code of practice for state integrated primary, composite and secondary schools, Ministry of Education, ISBN 0-477-05193-6.

## APPENDIX 1

<i>Hazard</i>	<i>Description</i>	<i>Likelihood of occurring</i>	<i>Anticipated Consequences if it does occur</i>	<i>Treatment: eliminating or isolating the hazards and monitoring them</i>	<i>Date</i>
(Brief name)	(Text description)	(very unlikely – unlikely - rare – common)			