

## Mission Heights Junior College Health and Safety Policies

### National Administration Guideline 5 – Health and Safety

Each Board of Trustees is also required to:

- (a) provide a safe physical and emotional environment for students, all workers, visitors and contractors;
- (b) promote healthy food and nutrition for all students; and
- (c) comply in full with all relevant Health and Safety regulations, New Zealand Standards and approved Codes of Practice.

### Policy Statements

Mission Heights Junior College meets its obligations under National Administration Guideline 5 through the implementation of the policies listed below and management is committed to the on-going monitoring and improvement of Health and Safety concerns.

The Board of Trustees monitors the implementation and effectiveness of these policies through the Principal's reports and Property and Health and Safety Committee reports.

#### 1. GENERAL

While Health and Safety is a collective responsibility, the Health and Safety Portfolio is delegated by the Board of Trustees to the Principal and Associate Principal who will consult with the Health and Safety Committee and report regularly to the Board of Trustees.

##### 1.1 Management Responsibilities

The management team will provide a safe, healthy and clean work environment and comply with all legislative requirements which relate to Health and Safety, including the Health and Safety at Work Act 2015.

This will be achieved through:

- making health and safety a key part of our role.
- working with our staff to improve the health and safety system at our school.
- doing everything reasonably possible to remove or reduce the risk of injury or illness.
- 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.
- 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 staff.
- helping staff who were injured or ill return to work safely.
- making sure contractors and sub-contractors working at the school operate in a safe manner.

##### 1.2 Staff Responsibilities

Everyone is 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 workplace.
- 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 exposure to workplace hazards.

### **1.3 Others in the workplace**

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.

### **1.4 Students**

Students are to be provided with basic Health and Safety rules, information and training and are encouraged to engage in positive Health and Safety practices.

## **2. LEGISLATIVE COMPLIANCE**

### **2.1 Shared Site Liability.**

With reference to the hiring of facilities to external agencies; project work; contractors and any other services which are not covered by internal processes, the school undertaking, either through direct engagement or gaining benefit of the work, if being paid for by MoE, shall be responsible for complying with all relevant Health and Safety procedures as stated in the Health and Safety at Work Act (2015) and Vulnerable Children Act 2014.

Where the works are for the shared benefit of both schools, the responsible party shall be confirmed prior to works commencing.

### **2.2 Offences and Costs Associated with Prosecution**

The Board of Trustees acknowledges that as a PCBU (Person Conducting a Business or Undertaking) it may be subject to fines and penalties, however, individual members other than the Principal are exempt from prosecution relating to a failure to meet and/or comply with their due diligence obligations as an Officer. These duties include maintaining appropriate systems, and implementing policies and procedures which identify risk and minimise possible harm, injury or sickness.

If the Principal or any other member of the school staff is subject to an investigation or prosecution under the Act in relation to anything done in the course of their duties, the Board may meet any costs incurred by them in responding to that investigation or defending that prosecution. The Board shall exercise this discretion on a case by case basis, paying regard to relevant circumstances including whether it is satisfied that reasonable due diligence and care was followed, and that any relevant instructions were complied with.

By law the Board cannot agree to pay any penalties that may be imposed if the staff member is found to have committed an offence under the Act. These must be met by the individual concerned.

## **2.3 Privacy**

The Privacy Act (1993) applies to Mission Heights Junior College, as it applies to all other organisations and institutions in New Zealand. The school will follow guidelines with respect to the collection, use and disclosure of information relating to individuals. This policy should be read in conjunction with the complaints policy.

## **3. PHYSICAL SAFETY**

### **3.1 Communicable and Infectious Diseases**

The Board of Trustees will provide a healthy and safe working and learning environment. This includes protection from those carrying communicable diseases. *Section 19* of the Education Act (1989) gives the Principal the right to remove any student who may carry a communicable disease. (communicable diseases are specified in the Schedule to the Education Act (1989).) In practice, the school will proceed subject to advice received from health authorities.

The Principal has the authority to take the necessary steps (within employment laws) to ensure that a staff member does not put other staff or students at risk.

### **3.2 Surrender and Retention of Property and Searches**

If a teacher/authorised staff member has belief on reasonable grounds that a student has an item that is likely to endanger safety; likely to detrimentally affect the learning environment or is harmful then he/she can require the student to produce, reveal or surrender the item; surrender the device on which the item is stored; or produce or surrender the harmful item.

### **3.3 Physical Restraint**

Section 139AC of the Education (Update) Amendment Act 2017, says that a teacher or authorised staff member can use physical restraint if they reasonably believe the safety of the student or of any other person is at serious and imminent risk, and the physical restraint must be reasonable and proportionate in the circumstances.

### **3.4 Healthy Foods**

Mission Heights Junior College will limit the opportunities for purchase or consumption of unhealthy food options at school (including rewards) and will ensure that safe food handling standards are maintained, as part of its commitment to promoting healthy lifestyles

### **3.5 Administering Medication**

From time to time staff may be required to administer medication to children. Any medication administered will be done so in line with parental permissions. On EOTC excursions a staff member will be delegated responsibility for administering medication in accordance with parental permissions.

### **3.6 Access to Students**

At Mission Heights Junior College access to students will only be available to legal guardians via reception. Access by the public during school time will be available only with the approval of the Principal. Safety checks must be carried out for any volunteers, contractors or any other adults who may have access to students in accordance with the Vulnerable Children Act (2014)

### **3.7 Property**

The buildings, equipment and grounds will be maintained in a safe and healthy condition and improved where necessary.

### **3.8 Emergencies**

This covers emergency evacuations, lock-downs, national or civil emergencies and pandemic planning.

The college will have in place plans to deal with each of these emergencies.

### **3.9 Closing the School**

The Board will ensure that the school is open for instruction except in the case of emergency. In all decision making the Principal and Board will collaborate with the Principal and Board of Mission Heights Primary School.

### **3.10 EOTC**

Mission Heights Junior College embraces the philosophy that learning is not achieved only within the classroom. Authentic, engaging and relevant experiences beyond the immediate school environment have the potential to greatly enrich learning programmes, therefore the school will encourage and support participation in education outside the classroom. The school will ensure that Education Outside the Classroom is conducted in a safe and competent manner.

### **3.11 Sun Protection**

The school will have adequate procedures to ensure staff, students and visitors to the site, are protected from excessive UV radiation.

### **3.12 Self Harming Behaviour**

Staff will be mindful of students who are at risk of self harming. A high degree of vigilance and awareness of signs will be promoted as part of teachers' responsibilities and training.

## **4. EMOTIONAL SAFETY**

### **4.1 Child Protection**

To safeguard the physical and emotional safety of children, staff will report concerns to Senior Leaders in cases of suspected abuse. Senior Leaders will take appropriate steps in consultation with the Principal/Associate Principal to alert relevant agencies in accordance with legislation outlined in the Children, Young Persons and their Families Act (1989) and Vulnerable Children's Act (2014).

### **4.2 Bullying**

Bullying in any form, emotional or physical is not acceptable in the school and staff will be alert to identifying and preventing bullying. The school will promote positive behaviour of students in social interactions and reward and reinforce appropriate/positive behaviours.

Students will be educated about the negative social effects of bullying and cyber-bullying and will be encouraged to report incidents of bullying affecting themselves or others. It must be noted that should bullying behaviour conducted outside the school affect the safety of a student at school then the school will act to support the victim.

### **4.3 Workplace Stress**

As a good employer, Mission Heights Junior College must comply with all relevant legislation concerning employment practice in New Zealand, including the Health & Safety at Work Act (2015). The school has a responsibility to identify and manage workplace hazards, which may include workplace stress. The school will take reasonable and practicable steps in regard to workplace stress, where it knows that this stress exists.

The successful management of workplace stress is a joint responsibility between the School and the employee. The Board can only manage stress situations that it can reasonably be aware of. The Board also recognises that it has no direct control over nor responsibility for non-work stress

factors, but that it may need to take action where the health and safety of the workplace may be affected because of these factors.

#### **4.4 Harassment & Sexual Harassment**

The safety and welfare of staff and students is paramount. The school will make it clear that harassment and abuse in any form is not acceptable and the school will vigorously promote the elimination of such behaviour. Complaints of abuse and harassment will be taken seriously and dealt with accordingly.

#### **4.5 Internet and Acceptable ICT Use**

Mission Heights Junior College will develop and maintain procedures to ensure that students and staff use ICT to maximise the educational benefits of communication technologies while minimising the risks. The College will make internet access available to staff provided they individually sign the Computer and Internet Acceptable Use Agreement Document, and to students and parents if they have signed the Enrolment Form which contains a section on Computer and Internet Acceptable Use.

This document will be reviewed annually, changes made where necessary and saved in the Student and Staff Handbook.

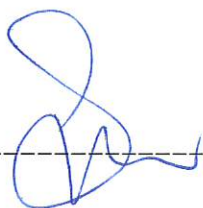
#### **4.6 Traumatic/Crisis Management**

The school will respond appropriately and responsibly to any extraordinary event affecting the school community, especially one that involves death or serious injury of students, staff or their families but also events such as flooding, fire or earthquake. The traumatic incident plan will maintain, as far as possible, the normal running of the school and a return to the normal school routine as soon as possible. This does not mean attempting to hasten the natural grieving processes of staff and students, however routine does provide a form of security in a time of shock. The wishes of parents will be observed wherever possible. Contacts with the media will be handled by the Principal in accordance with the media policy.

#### **4.7 Alcohol and Illegal Substances**

No alcohol or illegal substances may be brought into or consumed on school property or during a school activity.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

19/9/19

Board of Trustees Chairperson