

# Health and Safety Policy

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## Safe workplace

Maungaraki School takes a holistic approach to the physical, mental and emotional health and safety of all staff, students, visitors and contractors. Our health and safety practices comply with relevant legislation, regulations, New Zealand standards, and approved codes of practice. These are woven in through policy and management practices to create a wider understanding of health and safety at a personal level, both how to look after ourselves and others.

## We will achieve this 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
- when not on school grounds we follow the procedures and processes of both the school and location we are visiting
- providing appropriate induction, training and supervision for all new and existing staff
- helping staff who were injured or ill return to work safely
- seeking approval from the board for all camps and overnight stays and inform the Board of any upcoming high risk<sup>1</sup> EOTC activities
- advising the Board Chair of significant health and safety related incidents as soon as possible
- making sure contractors and subcontractors working at the school operate in a safe manner.

## All staff are required 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 staff, 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.

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<sup>1</sup> High risk activities could include day trips such as adrenalin forest or kayaking in the harbour

### **All others in the workplace including students and visitors are required 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.

Students are provided with basic health and safety rules, information and training and are required to engage in positive health and safety practices. Health and safety is everyone's responsibility.

### **Health and Wellbeing**

Maungaraki School is committed to providing a physically and emotionally safe environment for all students and staff attending the school.

#### **The Principal shall:**

- ensure students and school staff develop the knowledge and understanding, skill capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future
- as appropriate, access the services of appropriate medical professionals to promote and facilitate the physical and mental wellbeing of all students and staff
- ensure school staff provide appropriate care in the event of accidents and emergencies that arise at school or during school based activities (based on or off the school site)
- make provision to protect staff and students from the sun and ensure students are educated about the dangers of exposure to it.

Resources:

- Ministry of Education: [Health and Safety requirements for boards and school leaders](#)

### **Emergency Planning**

Maungaraki School has current plans in place to respond to emergencies.

#### **The Principal shall ensure:**

- the school has a detailed plan to protect staff and students from the effects of any future emergency events, which includes:
  - identifying likely risks and emergency scenarios, such as natural disasters, fire, accidents, traumatic incidents, and anything that would require reverse evacuation, both at school and as part of emergency planning for EOTC events
  - identifying and evaluating assembly areas and evacuation points, and emergency facilities
  - having site plans showing the location of all relevant infrastructure and providing instructions on their safe operation in an emergency.
  - considering how we will communicate with parents, students, and staff in an emergency.
- evacuation procedures are practised and reviewed regularly
- the emergency kit is up-to-date
- emergency contacts are current
- all staff know the emergency procedures, and the location of the printed copies and the emergency kit
- accurate and up-to-date personnel details have been added to the Ministry's emergency mass contact tool, Mataara.
- a review and debrief is held after every drill or emergency event.

Resources:

- Ministry of Education: [Planning and preparing for emergencies and traumatic incidents](#)

## **Nutrition**

We promote a healthy lifestyle to our community: students, staff and families, as part of our commitment to a safe school environment. Educating students about nutrition and encouraging healthy eating patterns contributes to their personal success and well being, and to a healthier community for all of us.

### **The Principal shall:**

- ensure that any food provided by/through school follows national food and nutrition guidelines
- incorporate nutrition education across the curriculum including the health programme
- encourage staff members to model healthy food choices
- communicate our nutrition messages to the school community in various ways, including the newsletter
- consider our nutrition messages when deciding on class rewards and celebrations, prizes, fundraising activities and school camp menus
- ensure that any programme is sensitive to the cultural practices of all groups within the school community
- actively promote physical activity as the partner of good nutrition.

Resources:

- Ministry of Education: [Food safety for schools and kura \(Food Act 2014\) | Education in New Zealand](#)

## **Digital technology**

Maungaraki School supports a Digital Citizenship model for the promotion of safe and responsible use of technology. The Board recognises that by fostering a culture of successful digital citizenship in our students, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of digital technology.

### **The Principal shall:**

- develop and maintain procedures around the safe and responsible use of digital technologies at school
- ensure digital technologies enhance teaching and learning
- communicate our processes and procedures with the wider community to ensure a close partnership between home and school
- ensure our school is capable of adapting to current pedagogy and development in digital technologies.

Resources:

- TKI: [Digital citizenship / Teaching / enabling e-Learning - enabling eLearning](#)

**Approved:** June 2020

**Review date:** June 2023