



Royal Oak Intermediate School  
**Health and Safety Policy - NAG 5**

### **Rationale**

Royal Oak Intermediate School (ROIS) will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, codes of practice and Te Tiriti o Waitangi Kaupapa.

### **Purpose**

To provide a safe physical and emotional environment for all students, employees, visitors and contractors within the ROIS environment.

### **Guidelines**

1. Creating and maintaining a safe working environment including providing facilities for staff health and safety at ROIS.
2. Engaging with staff, union and other employee representatives to encourage active participation in health and safety management.
3. Ensuring all staff are informed of, understand and accept their responsibility for the well-being of all people at their workplace including students, contractors, other staff and visitors. This includes providing appropriate orientation, training and supervision for all new and existing staff.
4. Ensuring ROIS has an effective method for identifying hazards and that there are processes and procedures in place to properly control identified hazards by:
  - i) Eliminating any hazard which may cause harm to staff, students or other people.
  - ii) Minimising the effects of hazards, if they cannot be practicably eliminated.
5. Having in place plans and procedures for all foreseeable emergencies that may arise in the ROIS environment.
6. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
7. Accurate recording, reporting and investigating injuries to all students, employees, visitors and contractors on ROIS grounds.
8. Board of Trustees commitment to continuous improvement in health and safety.
9. Board of Trustees commitment to comply with all relevant health and safety legislation.
10. Supporting the safe and early return to work of injured employees.
11. Ongoing evaluation, review and updating of ROIS compliance with its health and safety programme and this policy.

## Supporting Procedures

In order to fulfil the policy, the board and management have developed, and will regularly review, the following procedures:

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| • Accident and Illness (First Aid, medication, near misses)  | • Alcohol, Drugs and other Harmful Substances                        |
| • Asthma   | • Attendance Support   |
| • Student Behaviour Management (Covering Procedure)  | • Behaviour Management (PB4L Flow Chart)                             |
| • Blanket Consent for EOTC (Parent consent)  | • Chemical & Gas Spills  |
| • Child Abuse - Responding to and reporting  | • Civil defence emergency management procedures                      |
| • Concerns/ Complaints   | • Contractors/Sub Contractors  |
| • Crisis Management Response Plan  | • Cyber Safety use agreement for students                            |
| • Education Outside the Classroom  | • Emergency (Fire, Earthquake, Lock Down, Evacuation, Emergency Kit) |
| • Emergency planning and procedures (EOTC)   | • Evacuation   |
| • Hazard Management (Register)   | • Health and Safety Committee  |
| • Health Care Plan for students  | • Healthy Food, Nutrition and Canteen Food                           |
| • HIV/AIDS and other infectious diseases   | • Injury Procedures (Action to take when a child is injured)         |
| • Investigating Student Bullying, Random Acts, Near Miss, Minor, Moderate Injuries or other events | • Medicating   |
| • Missing Student  | • Online Publication of Student Images and Work                      |
| • Pandemic Management  | • Plant and Machinery Safety   |
| • Playground Supervision   | • Preventing Worksite Accidents                                      |
| • Procedures in the case of an earthquake  | • Protected Disclosures (NAGs 3, 4 & 5)                              |
| • Road Patrol / Safety   | • School Bus transport   |
| • School Closure   | • Searching and Confiscation (students)                              |
| • Separated Parents and day-to-day care and guardianship   | • Smoke Free / Auahi Kore  |
| • Staff Social Media   | • Stand-down and Suspensions   |
| • Student safety and welfare   | • Sun Protection   |
| • Visitors   | • Water safety   |
| • Working onsite afterhours  | • Workplace Harassment   |

## Supporting Documents

Documents supporting this policy and its associated procedures include but are not limited to;

- Te Tiriti o Waitangi Policy Framework
- Children, Young Persons, and Their Families (Oranga Tamariki) Legislation Act 2017
- Health and Safety at Work Act 2015
- Education Act 1989 including all associated amendments
- He Pitopito Kōrero | Ministry Bulletin for School Leaders
- 042017 NAG 5 Health and Safety Audit

Ratified by the Board

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Chairperson: George Woodward

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Date: 30 Oct 2018

**Next Annual Review:** October 2019 or sooner if new information comes to hand.

**Review History:**

|            |            |           |            |            |            |  |
|------------|------------|-----------|------------|------------|------------|--|
| 18/12/2012 | 28/10/2014 | 9/03/2016 | 31/03/2016 | 31/10/2017 | 30/10/2018 |  |
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