

POLICY ON HEALTH AND SAFETY

July 2012

RATIONALE

The Board of Trustees is committed to the provision of a healthy and safe environment for its employees, students, visitors, volunteers and contractors. The Board of Trustees recognises that New Zealand has one of the highest melanoma rates in the world.

PURPOSES

To ensure that all the Health and Safety initiatives at St James' Catholic School are effective and meet legislative and ministry code requirements.

POLICY STATEMENTS

Compliance

- In order to provide and maintain safe and healthy working conditions the Board will comply with the Health & Safety in Employment Act (1992) and its relevant regulations, Health & Safety in Employment Amendment Act (2002) and the Ministry of Education Safety Code of Practice for State and Integrated Schools (revised 2007).
- Annual reviews will be completed and acted upon for the following categories; Hazard Identification and Control, Building Warrant of Fitness, Staff Induction, First Aid, and the School Emergency Response Plan.
- Monthly reviews of the following documents are made at the monthly Health & Safety Subcommittee and then reported to the Board accordingly; Accident/Incident Register, Hazard Identification.
- Annual audits will be completed and acted upon for the following categories; Fire, Occupational Health & Safety.
- Health & Safety is now part of the Asset Management and HSE subcommittee of the Board (which consists of at least one teacher representative, the Principal, and a parent representative). They will be responsible for reviewing all health & safety matters in the school. A monthly report to the Board is required. Any complaint related to health and safety that is covered by the Ministry of Education Safety Code of Practice for State and Integrated Schools (revised 2007) requires immediate attention from the Board to investigate and resolve the matter.
- The Health & Safety policy will be updated every two years.
- Employees are required to be involved in the identification, recording and management of hazards in the school environment. Staff are encouraged to

participate actively in health and safety matters. Health and Safety issues are included within the agenda of regular staff meetings.

- In accordance with the legislation, any incidents that result in serious harm (as defined in the Ministry of Education Safety Code of Practice for State and Integrated Schools (revised 2007)), will be reported immediately to the local Department of Labour Office (DOL) after the Principal and a Asset Management/HSEsub-committee representative have formally investigated the incident and, deemed it 'serious harm'. The immediate area where the incident occurred will be sealed off as far as practicable until the DOL site visit occurs (if at all).
- All new employees employed on a regular basis during school hours will undertake police vetting prior to their appointment, in accordance with section 78CA of the Education Act, 1989).
- An annual inservice education session will be provided for all staff by the principal (on behalf of the board) and will include:
 - What to do in an emergency
 - Emergency procedures
 - Identify any hazards or potential hazards and how to manage them
 - Storage and location of safety clothing and equipment.

School environmental considerations

- All requirements related to water, ventilation, heating, lighting, and space (to avoid overcrowding) as specified in the Ministry of Education Safety Code of Practice for State and Integrated Schools (revised 2007) will be met and maintained.
- All apparatus, equipment or plant (including physical education and playground equipment) used within the school/school grounds must be erected and installed as per the manufacturers requirements.
- Sun protection and the provision of adequate shade will apply during Terms 1 and 4 especially between 11am and 4pm. However from the beginning of September UVR levels are increasing, therefore sun protection should be used in September when children are outdoors for extended periods e.g. sports days. During the winter months sun protection is unnecessary.
- Students are required to wear their broad rimmed (min 7.5cm legionnaire school uniform hat during all breaks, excursions and sporting activities in Terms 1 and 4. Extra hats are provided for children to borrow.
- There is a No Hat No Play in the Shade policy. Children without hats are required to play in the shade
- The use of SPF 30+ broad spectrum, sunscreen is also encouraged and the PTFA commit to purchasing sunscreen for the children to use.

- On mufti days children are encouraged to wear clothing that protects their skin from the sun (sleeves and collars, no shoe string tops)
- Staff role model sun smart behaviour, particularly the use of appropriate hats, within the school ground and during outdoor school activities
- The SunSmart policy is reflected in planning all outdoor events eg. camps, excursions, sporting events.
- The sun smart section of the Health and Safety Policy will be regularly publicised through the school newsletter, parent meetings and the school website.
- Expectations of Sun Smart behaviour will be shared with parents at enrolment
- The Principal is responsible for ensuring areas where students congregate e.g. for lunch provides adequate shade.
- The Board is responsible for improving existing shade which includes both planting for shade and shade considerations in building programmes.
- Wherever possible outdoor activities and sports events will be scheduled before 11am
- Every effort will be made to organise outdoor activities in areas with plenty of shade wherever possible
- As part of the normal biannual review this policy of which Sun Smart is included, will be reviewed by the Principal and Board of Trustees. The review of the policy will include the assessment of shade provision, the SunSmart behaviour of students, staff, parents, and visitors, and the current SunSmart curriculum and if appropriate will make recommendations for improvement.
- The school will be kept clean and free from rubbish and obstruction.
- Appropriate storage will be provided for students clothing not worn in school hours.
- Adequate storage and shelving to contain resources, materials and equipment are provided within our school buildings.
- The water in the swimming pool must meet the NZ Pool Water Quality Standard (NZS5826:2000). Chemicals used to maintain the water quality are stored in a locked room, away from the pool area in accordance with safety standards. The chemical shed is to have appropriate hazard signage affixed to the door or building. Other equipment necessary to maintain the pool are also kept in a secure area.

- The swimming pool area is kept locked when not in use and the fence maintained to a high standard in order to isolate the water hazard

Emergency Management

- All exit doors must remain free from obstruction in case of emergency.
- All visitors and contractors are required to ‘Sign-In’ so that a record is available in case of emergency of all people present in the school grounds. Likewise to maintain an accurate record, parents are required to ‘Sign Out’ all students leaving the school within school hours. An In/Out board is used for staff to record their absences in a school day.
- Detailed information on emergency management can be found in the St James’ Catholic School Policy on Emergency/Crisis Management and its accompanying Emergency Response Plan. The Principal or their delegate is responsible for managing the emergency/crisis. The person to whom delegated responsibility is given when the principal is absent will be written on the staff In/Out board.
- In the event of an Influenza Pandemic or outbreak, all procedures and actions will be undertaken as stated in the St. James’ Catholic School “Influenza Pandemic Action Plan” based on the national “Alert Code” status and as instructed by the local Health authority. Appropriate equipment will be provided for use in the event of a pandemic.

First Aid

- A minimum of one staff member with current First Aid Certification must be within the school grounds at all times.
- If an injury occurs in the playground, the teacher on duty is the first person responsible for attending to the student and their injury. They will send for assistance if required.
- All serious injuries to employees, children, visitors or contractors which are attended to by staff in the school will be recorded in the School Injury First Aid Record. A serious injury is defined as one requiring attention by a medical practitioner
- First Aid supplies kept in the school sick bay will be used in accordance with current practices.
- Employees who are administering first aid, will use effective hand-washing and wear gloves when dealing with blood or body fluids.
- A First Aid Kit is kept in the School Administration Area and the School Pool Complex. Portable First Aid Kits are also available for use on school trips. These kits are replenished after use.

Education and Training

- Training and instruction will be provided so that employees will be able to perform their work both safely and efficiently. This is done as part of Staff Induction.
- Once every 5 weeks the staff will meet to discuss the hazard checklist and other health and safety concerns. Once a term the principal will ensure the hazards checklist is reviewed and updated
- A minimum of three staff members will hold current First Aid Certification. Staff holding this qualification are required to update this training every two years. The Board is responsible for the costs associated with the training.
- Within the school health delivery programme, a number of health and safety initiatives are integrated into classroom programmes. Amongst others these include: Sun Smart behaviour, road safety and personal safety (by the NZ Police) and emergency management.

Student, staff and visitor safety

- Classroom teachers will ensure that the details of students with serious health issues are recorded on the Relieving Form to alert the relieving teacher to potential health related issues.
- When working alone, (e.g. traditional dark hours or during weekends) staff are required to 'lock' themselves into the building where they are working. Telephones have been provided in all classroom areas in case of emergency.
- Staff are required to use the protective equipment and/or protective clothing provided in order to minimize harm where a potential hazard has been identified.
- Machinery and equipment is maintained and repaired.
- Staff have the right to refuse to do any activity as part of their work that they consider would be likely to result in serious harm.
- Staff and or students are encouraged not to lift heavy loads, which may result in personal injury. A 'hand truck' is available for this purpose.
- All medicines that require administration by school staff will be stored in the administration area of the school: either in the drawers provided- inhalers etc, in the locked medicine cabinet or in the fridge.
- Appropriate signage must be used to warn students and staff of potential hazards. Areas 'under construction' must also be secured using appropriate barriers that are consistent with the relevant regulations and codes.

- School patrols are present on the Albert Street pedestrian crossing Monday to Friday, 8.30am till 8.50 am and then after school till 3.10 pm. Students on the patrol are adequately equipped and must wear the appropriate safety clothing. Training is provided by the NZ Police and is compulsory both for students performing this role, and the adult supervisors (parents or teachers).
- Effective supervision will be provided in the playground during break and lunch times. A duty roster determines which teachers are responsible for this on a day to day basis.
- After school bus students will be supervised by a member of the teaching staff until the bus departs the school grounds.
- All poisons or chemicals will be stored in a locked area, inaccessible to students
- Students under 10 years of age are strongly discouraged to cycle to school unless accompanied by a parent. All cyclists must wear helmets.
- Vehicles must be used correctly within the school grounds. Drivers who chose to park in the school grounds may not leave the area until the school patrol has left the area and removed the barrier. The car park is not to be used as a thorough-fare. Walkways around the car park area must be used.
- All users of the swimming pool must comply with the rules determined by the school. A sign stating these rules is attached to the changing sheds. See appendix one for the Pool Rules. The Board and Principal have the right to restrict community access to the pool whenever such action is warranted.
- Children must be supervised by an adult who is willing to take responsibility for their safety and behaviour while using the pool and its surrounds.
- The swimming pool is always secured by a lock when not in use.
- Dogs are prohibited in the school grounds. The exception to this policy is when dogs are brought into the school for educational purposes, and working dogs (such as those for the blind).

Illness and injury prevention

- All students and staff with infectious diseases are encouraged to remain at home until they are well or no longer contagious to students or staff. This is a practical measure implemented in order to avoid cross-infection. It is acknowledged by the Board and staff members that this can be a very difficult time for the individual and their family, and no discrimination is intended. If help is needed at this time, pastoral care will be offered from within the school community.
- It is the intent of the Board, that stress and fatigue associated with employment be kept at a minimum (if at all possible). When stress or fatigue is perceived to be

problematic to individual staff members, the Board and Leadership team fully support staff use of the Employment Assistance Programme (EAP). This service is funded by the school, and is accessed via the Principal. The Board will pay for the initial three sessions.

- Any concerns regarding a student's mental health and well being will be acted on promptly. Staff members will consult with the Principal who will act in adherence to the guidelines in the "Policy on Reporting Child Abuse".

As St James' School is a Catholic school maintaining spiritual health is also of importance for staff, students and their families. The school community is invited to participate in major spiritual days of significance, and school liturgies held on a regular basis. The school also invites families to participate in events held at St Patrick's Parish in order to further develop their understanding of the Church and its teachings. Prayer time and reflection are integral components to maintaining spiritual health and these are provided at various times during the school day. There is also a spiritual dimension and strand connection in the Home Learning grid, encouraging families to talk together and to build a spiritual life.

Promoting healthy lifestyles

- All families/whanau are strongly encouraged to provide healthy food for their children to eat during the school day. Water is promoted as being the drink of choice. These two practices support current New Zealand Health Initiatives to reduce childhood obesity and improve children's oral health. Where food is sold for student lunches, a priority is given to those that are considered 'healthy'. Food that is considered 'unhealthy' or 'a treat' will be sold on the odd occasion.
- Smoking is prohibited in all school buildings and the grounds. Appropriate signage will be displayed on all school buildings.

Miscellaneous

- All practical steps will be made to ensure to support the safe and early return to work of injured staff.
- If animals are kept within the classroom, the classroom teacher is responsible for their welfare. They must ensure that the animal is kept in a secure surrounding with enough space, the required diet, and fresh supply of water. They are also responsible for ensuring that the animal remains disease-free. Animals brought to the school on teacher request or for the purpose of fund-raising events remain the responsibility of the owner.
- Animals at school to assist learners e.g. Seeing Eye Dogs are also the responsibility of the owner.

All employees are to sign this policy and related documents as part of their initial induction programme.

SPECIAL CHARACTER

When considering the implementation of this policy, Gospel values and special character will be upheld. This policy will at all times be conducted and operated so as to maintain and preserve the School's Special Character.

RELATED DOCUMENTS

St James' Catholic School. Policy on the Provision of Care for Sick or Injured Children.

St James' Catholic School. Policy on the Administration of Medication

St James' Catholic School. Policy on Emergency Crisis Management.

St James' Catholic School. Emergency Response Plan.

St James' Catholic School Reporting on Child Abuse Policy

Signed:

Approval Date:

Review Team: T. Edwards, C. Cosgrove, L. Te Paiho, D. Pacheco

Next Review: July 2014

ST JAMES' CATHOLIC SCHOOL POOL USER INFORMATION 2011-2013

All users are asked to become familiar with and to follow the St James' Rules that govern pool usage.

1. The pool is for use by the St James' Catholic School community, families and their friends.
2. The key is to be collected by an adult, who is responsible for the return of the key. Keys are not to be loaned out by users. Lost keys will incur a charge of \$10-00. Please ensure that your family and friends are aware of the pool rules. Any violation of these rules may lead to the key being forfeited.
3. Key holders have a responsibility to report and/or act on breaches of the pool rules to St James' Catholic School Leadership Team.
4. As this is a private pool and we ask all key holders to take responsibility in ensuring that noise levels are kept to a minimum and that the privacy of neighbours is respected.
5. All children must be supervised by a person who is 18 years of age or older. The key holder must ensure that the person allocated to 'supervise' the children has the required skill to supervise them actively whilst in the water, and at play around the pool enclosure. Unacceptable behaviour (i.e. running, excessive splashing, dunking, obscene language), is prohibited. Failure to comply with these behavioral requirements may result in offenders being asked to leave the pool.
6. As this pool is used by a variety of people at different ages and swimming ability, we urge swimmers to consider the needs and abilities of others in their play.
7. Attention is drawn to the Water Safety Council's advice regarding alcohol around water and swimming alone. Pool users are requested at all times to act in a careful and responsible manner, ensuring responsible use of alcohol and adequate supervision for children.
8. When using the BBQ, please ensure the safety of other pool users.
9. Please ensure that you take away all items brought with you to the pool (including rubbish).
10. If no other user is present when you leave, please replace the cover (two people are needed to do this job). **Please do not get on the cover whilst doing this task.**
11. The hours of pool use are:

Weekends and holidays:	10:00am – 7:55pm
School days:	3:15pm – 7:55pm

The school grounds are to be vacated by 8pm.

THE SCHOOL POOL IS CLOSED ON CHRISTMAS DAY

NB: Prior to the pool opening each year, the management of the pool and the pool rules are reviewed and a risk analysis performed.

Any 'repeated' abuse of these pool rules may result in a request by management for the key to be returned immediately and the family's privilege to use the pool after hours to be rescinded.