

Pompallier Catholic School

Health and Safety Policy and Procedures

The name of the Lord is a strong tower; the righteous run into it and are safe.
Proverbs 18:10

Rationale:

To be effective, it is essential that the school has a working environment which is both safe and healthy for the pupils, employees and visitors.

Purposes:

1. To provide a safe, hygienic and effective environment for pupils, and visitors.
2. To ensure safe practices are followed when using school buildings, equipment operation and emergency procedures.
3. To consult with and involve the community with regard to the maintenance, improvement and development of buildings, playground and equipment.
4. To maintain the status of being a "Health Promoting School."

'Te Kura e Whakanui ana I te Hauora'

Procedures:

1. A cleaning company or individual will be contracted to clean the school and a maintenance person will also be contracted as required. Duties will be outlined in a Job Description.
2. A Contractor will be employed to mow the main playing field.
3. Staff will be expected to oversee a tidy and safe environment.
4. Board members will be assigned the role of Property Officer and Health and Safety Officer to oversee the maintenance and development. (Refer Key tasks NAG 3 & 5).
5. Pupils will, through curriculum studies be taught about safety, health and hygiene and environment awareness.
6. Emergency and evacuation routines will be displayed and practiced at least once per term.
7. The Board of Trustees will ensure that the buildings, equipment and grounds are maintained and improved when necessary.
8. The Newsletter will be used to inform the community of any pending improvements to the playground or environment.
9. The Board will commission and implement a Health and Safety Report.
10. The Board will perform a monthly Health and Safety Maintenance check.
11. The Board will endeavour to adhere to the conditions outlined in the current Health and Safety Act
12. In line with our Health Policy it is important for our school to promote an environment that is free of the harmful effects that smoking causes. Pompallier Primary School Trustees are committed to the protection of staff and students alike, and other people, from injury or damage from activities it may undertake. In meeting this commitment the Board of Trustees will comply with all legislation requirements and take all practicable steps to ensure they:

- 12.1 Provide a safe place of work for all staff
- 12.2 Ensure all facilities within the school are safe.
- 12.3 Establish, monitor and insist that safe work methods involving both staff and students issues.
- 12.4 Will deal with any safety issues involving staff and / or students promptly.
- 12.5 Ensure staff and others understand and accept their responsibilities to promote a safe and healthy working / teaching environment.

13. The Board of Trustees requires that food provided through, or by, the school complies with current Health Department dietary recommendations.

14. Accidents and Sick Children:

- 14.1 The teacher in charge is responsible for ensuring that all accident/injuries in the playground are attended to and are recorded in the incident book in the sickbay.
- 14.2 If in the opinion of the Teacher in charge, an injury is sufficient to require closer examination by a doctor, then they will inform the parent / caregiver immediately. A list of contact numbers is kept in the school office.
- 14.3 In the case of a parent not being able to be contacted, efforts will be made to contact the emergency contact person / number. Failing this, the child will be made as comfortable as possible until the parent is contacted. In an emergency an ambulance will be called.
- 14.4 Head and back injuries are regarded as very serious in the first instance. Parents are to be informed immediately.
- 14.5 Gloves should be worn at all times when dealing with bleeding, (or and open wounds) and soiled supplies disposed of safely.
- 14.6 Following any attention given to injury, teachers should endeavour to follow up and take appropriate action if required.

15. Injury prevent / medical treatment:

- 15.1 Two members of staff, one being the school secretary should hold a current First Aid Certificate.
- 15.2 A fully stocked first aid kit for use in the school and one for use on school trips should be kept in the sick bay. All kits should be checked regularly by the First Aid Officer, (the school secretary), and restocked when necessary. Cold packs are kept in the staff room fridge.
- 15.3 When it not practicable to eliminate or isolate the hazard, procedures will be written specifying the necessary measures to minimize the hazard to staff and students. Staff and, if appropriate, students will be advised of these procedures, and will be required to exercise them.
- 15.4 All accidents will be recorded in the Health and Safety Log Book where serious harm has or might have occurred. The Principal will review each accident to determine whether a significant hazard exists, and, if so, take action as required.

- 15.5 Accidents which have resulted in serious harm will be reported as soon as possible to the Occupational Safety and Health service of the Department of Labour. A written report will be provided within a week using the Departments form.
- 15.6 Contracts let by the School will include the clause ‘The contractor must comply with the Health and Safety Employment Act’. Regular contractors working at the school on small informal contracts will be advised by letter that the school requires its contractors to comply with the Health and Safety Employment Act. The school will take the necessary steps to ensure that the staff and students are safe from the contract work and that the site is safe for the contractor. If any staff of the school believe that actions of the contractor or their employers are likely to result in serious harm they will report at once to the Principal. The Principal will as soon as possible report the hazardous activity to the contractor and if the hazardous activity continues, terminate the contact.
- 15.7 When the workplace is outside the School grounds, the staff responsible for that workplace will act in place of the Health and Safety Committee. Significant hazards will be identified and eliminated, so isolated, or minimized as in 15.2, 15.3 and 15.4 of the above so that staff and students are safe. Where the workplace is temporary in nature documentation of identified hazards and actions taken will be recorded as part of normal excursion planning and reporting procedures. Any accidents that resulted or might have resulted in serious harm must be reported as described in 15.6 above.

Signed Chairperson: _____

Date: _____

Date to be Reviewed: _____