

HEALTH AND SAFETY POLICY

(Nag 5)

To be read in conjunction with the Long Bay College:

- Respectful School Policy
- Information Communication Technology (ICT) Policy
- Education Outside the Classroom Policy
- Trespass Policy
- Images Policy

PURPOSE:

The purpose of this policy is to ensure that all practicable steps are taken to ensure that a safe and healthy working environment is established and maintained, and that we comply with the requirements and obligations contained in the Health and Safety in Employment Act 1992 and the Health and Safety in Employment Amendment Act 2002.

POLICY:

The Board of Trustees will take all practicable steps to ensure compliance with Health and Safety and other relevant legislation in the areas of:

- Emergency and Civil Defence preparedness
- First Aid and primary care following accidents
- Identification and management of workplace hazards
- Ensuring safe and healthy work practices
- Minimising risk in the use of vehicles
- Schools Exempt Laboratories Code of Practice

Specific procedures in these areas are outlined in the following sections of the policy document.

GENERAL PROCEDURES:

- The management of Health and Safety matters is conducted by a member of the Senior Leadership Team. A Health and Safety Committee with representation from the Board of Trustees, management, administration and professional staff meets at least twice a year to review systems, procedures and incidents.
- All new staff members undergo training in Health and Safety as outlined in a staff handbook.

- The Board's employees will be informed of their responsibilities under the Health and Safety in Employment Act 1992 and amendments, for their own safety and health while at work, and their responsibility to ensure that their actions do not harm any other person.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

| New/Reviewed | Tabled | Adopted | Signed |
|---|---------------|----------------|--|
| 25/10/95 | 28/11/95 | 12/12/95 | By Prue Cruickshank, Board Sub Committee Chairperson |
| 4/97, 5/97 | 26/5/97 | 3/6/97 | By Joan Titman, Board Chairperson |
| 6/99 | 11/99 | 7/12/99 | By Joan Titman, Board Chairperson |
| 2/03, 1/4/03, | 3/6/03 | 3/6/03 | By Andrew Stewart, Board Chairperson |
| Amendments to May 2007 Sub Committee meeting | 22 May 2007 | 3/7/07 | By Richard Griffin, Board Chairperson |
| Under review 21/7/09, amendments to Sub Committee 15/9/09 | 6/10/09 | 3/11/09 | By Richard Griffin, Board Chairperson |
| 15/11/11 | 6/3/12 | 3/4/12 | By Rob Gosling, Board Chairperson |
| 19/5/15 | 4/8/15 | 1/9/15 | By Robyn van der Sande, Board Chairperson |

HEALTH AND SAFETY PROCEDURES

EMERGENCIES AND CIVIL DEFENCE:

- A full school emergency evacuation drill (as distinct from block evacuations) will be held once per term on average.
- Block evacuations will be held annually.
- Evacuation instructions, routes and assembly areas are posted in each classroom.
- In the event of a Civil Defence Emergency:
 - In the event of earthquake or other major destructive event, the school will evacuate to the courts.
 - In non-destructive emergencies, students will remain in classrooms. Further instructions will be delivered to classrooms from Senior Managers depending on the nature of the emergency.
 - All staff and students are to remain on site to await the arrival of emergency services.
 - Relief of distress will follow the College "Critical Incident Guidelines".
- Lockdown Procedures exist and are posted on classroom walls. Staff are trained. Practices are held each year.

FIRST AID AND ACCIDENTS:

- All accidents and injuries are to be recorded in the Accident Register.
- Secure storage and safe dispensing of medication is provided by the first aider.
- Staff members will receive first aid training appropriate to the activities they are involved in.

HAZARDS:

The Board of Trustees will endeavour to meet all requirements or obligations placed upon it by the Health and Safety in Employment Act 1992 and amendments by:

- Systematically identifying actual and potential hazards.
- Eliminating, minimizing and/or isolating significant hazards.
- Providing advice and/or education about significant hazards.
- Monitoring exposure to hazards.
- Providing appropriate training to ensure that all employees are adequately trained in the safe use of plant and equipment.

- Providing protective clothing and equipment where needed.
- A database of hazards and the follow-up will be kept.
- Providing for a system whereby employees and students are encouraged to report any hazard or potential hazard to the Property staff immediately.
- Ensuring compliance with the Ministry of Education Code of Practice for physical standards of Health and Safety (with notification to the District Property Manager, Ministry of Education, where minimum standards are prescribed in the Code cannot be met).
- A stationary container System Test Certificate will be kept up-to-date for larger scale storage of hazardous substances such as petrol storage for school vehicles.

SAFE WORK PRACTICES:

- All staff receive appropriate training in the safe use of plant and equipment.
- Appropriate safety information is displayed where machinery is used.
- Protective clothing and equipment is provided where appropriate.
- Those employees who have been issued with protective clothing or equipment have a responsibility to use these items where appropriate.
- Staff members have an obligation to report on any situation which has the potential to cause harm either to themselves or others.
- Hazardous machinery should not be used when the operator is the only person on the premises. Another person should be close by in case emergency first aid is required.

TRANSPORT AND VEHICLES:

- Bus loading and unloading is to be organised so that there is the minimum of risk involved.
- Parents/caregivers are encouraged to drop off and collect their students in the designated area.
- In partnership with the bus companies, behaviour of students on buses is closely monitored and controlled.
- Buses hired to transport students to special events must be driven by fully qualified and licensed drivers.
Drivers and passengers on all transport shall comply with current road safety and driver-licensing regulations at all times.
- Pedestrian, bicycle, bus and other vehicle movements around the school should be separated in time and space as much as possible.

MEDICAL EMERGENCIES:

- In the event of a major medical emergency, the guidelines published by the Ministry of Education will be followed.
- A file of guidelines is kept in the office of the Deputy Principal and the office of the Principal's Executive Assistant and the office of the Personal Assistant to the Senior Leadership Team for reference if such an emergency occurs.
- Examples include the Pandemic disease Planning Guide (2006). Similar guides exist for SARS (2001?) The Principal's Guide to Crises, Disasters and Emergencies is a useful reference held on file.

ANIMALS ON SITE:

- The Board will take all reasonable steps to guard against hazards on the College campus by forbidding dogs on the school grounds with the exception of dogs under control on leads, the dog of the Property Manager when being used by the Property Manager for security purposes, and working dogs when being used for specific official and/or support purposes, e.g., police dogs, guide dogs for the blind, the deaf and the disabled.

SCHOOLS EXEMPT LABORATORIES CODE OF PRACTICE:

This code applies to the small scale use of hazardous substances and requires that:

- Laboratories shall be locked when not supervised.
- Signs are erected at the entrance to laboratories detailing hazardous substances contained inside.
- Closed shoes and safety glasses shall be worn when handling corrosive substances.
- Flammable liquids shall be stored safely.
- Materials shall be available and students and staff instructed in the safe removal of hazardous materials in the event of spillage.
- A database of hazardous substances shall be held by the Science Technician.

SAFETY ON THE DANCE FLOOR : DANCE STUDIO FOOTWEAR:

Those using the Dance Studio for Dance must choose from the following options:

1. Bare feet.
2. Socks turned down so heel is exposed.
3. Dance footwear.
4. Socks with grip dots on the bottom.

Normal, everyday socks are not to be worn as the only foot covering during dance performance.

LOCKDOWN ALARM PROCEDURES

The alarm

The alarm is

1. The **school bells ringing off and on** at approximately 2 second intervals.

Location

These are switched using 2 switches mounted under a plastic cover next to the bell control in the office of Deputy Principal Mr Rajeev Sharma (across the hallway directly opposite the door into Reception).

Responsible for declaring a lockdown alarm:

The Senior Manager who is closest to the alarm when an intruder report is received. The report should be verified if at all possible, and consultation with the Principal and/or other Senior Managers should take place if possible and/or practicable.

All Clear signal

The bells remain on while the situation lasts. The all-clear is signalled by switching them off. (Indication on computer screens and laptops.)

If the alarm sounds during a period

1. All students and teachers remain in classrooms.
2. Those teachers closest to outside doors, close them.
3. Block wardens ensure that 'strays' are brought into blocks.
4. Students outside (on message, runners etc) go into nearest block.
5. Students outside for classes (Physical Education etc.) – go into courtyard of nearest block - but not to gym which could take them across pathway where the intruder is.

Following the alarm: communications

1. Broadcast to all computers and laptops.
2. An email may be sent from 'Office' to all staff informing staff of situation (drill, description of intruder, location etc) if possible.
3. If the intruder(s) are located near particular block, students and teachers instructed to sit on floor, blinds closed, or other way to prevent someone outside being able to see inside rooms.
4. The situation remains as above until the bells and siren are switched off.

If the alarm sounds outside period time

1. All students are instructed to go to the nearest classroom block and remain in the courtyard.
2. Teachers in the area go to block and open up their classrooms.
3. Teachers in the block check email for messages from 'office'.
4. All remain in blocks until 'all-clear' signalled by the bells being switched off.

Communication systems options

1. Emails sent to all staff from 'Office'.
2. Phone calls to Wardens/HOFs from the office.

Communication Centre

1. The Principal's Office is the default communication centre during a lock-down emergency. Circumstances during an emergency may dictate that the communication centre moves to another place in the Administration Block.
2. The Principal and/or Deputy Principal(s) available in the area makes decisions about calling outside agencies and when to declare the 'lockdown' at an end.

Further procedural matters

1. If the situation allows it, a staff member is deployed at school access points to stop further access by students/parents etc.
2. Procedures for contractors and visitors.