

LAKE TAUPO CHRISTIAN SCHOOL

POLICY NUMBER: 12

NAG'S REF: 4&5

POLICY TITLE: **Health, Hazard and Safety Management**

Ratified by B.O.T. Date: 14 September 2020

Review Date: 14 September 2023

Signed by Chairman:

PURPOSE:

The board of trustees as a responsible PCBU and in accordance with the Health and Safety Act 2015 is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

The Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:

- making health and safety a key part of our role
- working with our workers 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
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner.

All workers: are encouraged 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 workers, 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 work place 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.

All others in the workplace including students and visitors are encouraged 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 encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

Responsibilities:

Proprietors:

The responsibilities for property development and major maintenance are the responsibility of the proprietors in accordance with the Schools Integration Deed of Agreement.

1. To provide a safe and aesthetically appealing environment for the school community.
2. To ensure strategic planning for present and future development.
3. To ensure the facilities meet the needs of the School community.

Board of Trustees:

1. To provide for the day to day maintenance of the school.
- 2 To ensure all School property meets general and legal safety requirements.
- 3 To identify and eliminate Hazards.

The LTCS Board of Trustees and the Principal shall be responsible for the implementation of this policy. They shall designate expense to either the Trust or the Board in accordance with the responsibilities set out in the Integration Deed.

Guidelines:

The BOT as part of their meeting agenda will ensure that property programmes are being implemented within the time frames and budget. A proprietor's elected representative shall oversee and monitor the financial management and general implementation of planning and programming.

Asset Management

The BOT is responsible for managing the school's land and building in order to provide a good learning environment. In achieving this the following objectives will be considered:

- a. To recognise in its property maintenance programmes the rights of the Proprietor as owner of the school premises, as provided in the Private Schools Conditional Integration Act 1975 and the Integration Deed of Agreement for the school.
- b. The Principal and BOT is to provide a register of school assets and to complete a stock-take at the end of each year. Any major items written off are to be reported to the BOT.

Maintenance Programme

The BOT will implement a maintenance programme to ensure that the school's buildings and facilities provide a well maintained, attractive, safe, healthy learning environment for students. This will be achieved by:

- a. maintaining and improving the condition of the Proprietor's assets to high standard.
- b. keeping the school in a clean, tidy, safe and hygienic condition, meeting the requirements of the Regulations and Acts relating to health and safety (see also the Policies associated with NAG5).
- c. keeping short, medium and long term maintenance and development plans which will include Schedule 3 work, painting the school buildings, cleaning and caretaking, maintenance of the school grounds, plumbing, carpentry, electrical repairs, maintenance and replacement of equipment, furniture and stores, and any other such things that relate to the school's physical resources.

The primary responsibility for identifying and reporting on maintenance activities rests with the BOT and the Principal.

Building Warrant of Fitness

Regular inspections to meet the standards and requirements of Building Warrant of Fitness will be carried out. These include; Fire extinguisher checks, signage checks and manual Fire alarm checks.

Personal Property

The BOT will not be responsible for personal property at the school unless the BOT accepts responsibility for such property and there is written acknowledgement provided from the Chairperson, Secretary or Principal. (Refer Policy 21 Intentional Damage)

Intentional Damage

All occurrences of vandalism are to be reported to the BOT. (Refer Policy 21 Intentional Damage)

Security

The Principal will ensure that the buildings and equipment are appropriately secured at the end of each school day. Any occurrences where the buildings have not been properly secured (either by school personnel or other third parties using the facilities) are to be reported to the BOT.

The Principal shall maintain a key register and maintain control over the issue of all keys.

SAFETY AND HAZARDS

Fire:

The Principal will hold fire evacuation drills at least every second term. The date of the drill will be logged on the Emergency Drill Register for compliance audit

Earthquake:

A copy of earthquake procedure shall be displayed in each building. Earthquake drills shall be held at least once during the year. The date of the drill will be logged on the Emergency Drill Register for compliance audit.

Flood:

Flooding is unlikely to affect the school because of its position on high ground. Therefore a flood drill is not deemed necessary. If it did become necessary to evacuate the school due to flooding it should be done under the civil defence evacuation procedure.

Hazards (Identification & Management):

Management Includes.

- Assessment of risk.
- Steps taken to secure the risk.
- Local control of the risk.

Hazards identified, shall be recorded in the hazard register along with action to be taken. All reported hazards shall be kept in this file. The identification of hazards is accomplished by:

- + Monthly safety checks throughout the whole venue
- +Staff Tool Box meetings where hazards and general Health and Safety can be discussed.
- +When a near miss or incident occurs the Incident Reporting Form is filled out by the staff member as soon as possible after the event.
- +Where necessary an investigation will be carried out and any changes to the Hazard Register will be made to identify the risk to everyone.

The BOT will ensure that the hazard is eliminated or it's potential to cause harm minimised. Assessment of hazards will be by use of the assessment form attached to this policy.

Civil Emergency:

In the event of a civil emergency such as flooding, earthquake or chemical spillage, the children shall be accounted for and taken to the nearest civil defence post.

Storage of Chemicals Poisons and Medication:

1 Chemicals and poisons to be kept in a locked cupboard accessible only by school staff.

2 Medications to be stored in a safe area within the school office.

Hazardous Substances:

Hazardous Substances include swimming pool chemicals, cleaning agents, fertilisers, paints and fuels. All of these Substances (if held on school property) will to be stored correctly in locked storage areas.

- Swimming Pool Chemicals
- Cynuric Acid
- Cleaning Agents
- Petrol / Methylated Spirits
- Gas Bottles
- Flammable paints
- Rodent poisons
- Fertilisers
- Weed Killer

Hazardous substance storage areas are indicated by the international hazard symbol. Protective equipment must be used when handling any hazardous substances.

Care must be taken to ensure incompatible substances are not mixed together. If there is any doubt seek assistance.

All bottles should be labelled with suppliers label with basic information and MSD sheets on file with more information

The no-smoking policy must be strictly adhered to in and around storage areas.

Mechanical equipment:

Mechanical equipment used within the school includes:

Maintenance equipment such as lawn mowers, weed eaters hand tools and ladders;
Administration equipment such as computers, printers, photocopiers, guillotines and other office equipment;

Science Laboratory equipment; and

Kitchen equipment such as ovens, stoves, fridges, dishwashers and small appliances.

All care must be taken in their storage and use to ensure the safety of both the operator and others. Safe Operating Procedures (SOPs) will be followed to ensure the safety of all staff, students and visitors on site when tasks are being carried out, either educational, administrative or maintenance related.

Ear protectors must be utilised when using lawn mowers, line trimmers and any other equipment emitting excessive noise.

Safety glasses and goggles must be utilised when using the line trimmer and in any other situation where there may be a risk of eye damage.

Electrical equipment:

All electrical equipment will be tested for safety and will be tagged if passed safe.

Equipment failing the electrical test will be disposed of.

All staff should know how to inspect equipment (basic visual check), especially the condition of the leads. Damaged equipment and or leads should not be used and the damage reported to the caretaker.

Conclusion

The implementation of these procedures will result in sound management of the school's physical resources and provide a safe, aesthetically appealing environment that also meets all legislative requirements and obligations.

Health and safety is everyone's responsibility!

Attachments:

1. Hazard Identification form
2. Incident Reporting form

Area/Section:	Hazard Location:	Date:
Reported by:	Reported to:	
Task/Activity:	Date for Feedback:	

LIST ANY HAZARD OR POTENTIAL RISK TO PERSONNEL

IDENTIFICATION	What is the HAZARD? <i>E.g.: Frayed electrical cord.</i>	Why is it a HAZARD? What could have happened? <i>E.g.: Could short circuit leading to electrocution.</i>

WHAT IS THE POTENTIAL OF THE HAZARD/NEAR MISS

ASSESSMENT	Steps (Select the description from the table)	For each Hazard			
		Think about:	How severely it could hurt someone		
	1. What could have been the result? (Consequence)	How likely it is to hurt Someone ↓	Kill / Disable	LTI	First Aid
	2. What is the chance this could happen again? (Probability)	Very Likely – happen		2	3
	3. Find the risk score at the intersection of your selected consequence and probability (<i>eg Fatality/disability x Very likely – Could happen regularly = 1</i>)	Regularly Likely – happen Occasionally	2	3	4
	The numbers show you how important it is to do something: 1 Top priority, do something immediately! 6 Low priority, do something when able.	Unlikely - Happen Rarely Very Unlikely	3	4	5
		Could but Probably never	4	5	6

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WHAT SHOULD BE DONE TO LESSEN THE RISK?

CONTROL

Proposed Action/s Include Short & Long Term Actions	By Whom	By When	Authorized

PROPOSED ACTIONS

REVIEW

The proposed actions will be reviewed by: Name:		Date:
Are proposed actions in place?	Yes <input type="radio"/>	No (Comment):
Are proposed actions minimising risk?	Yes <input type="radio"/>	No (Comment):
Has feedback been given to the person who reported the hazard?	No <input type="radio"/>	Yes (Comment):