1. The Board of Trustees has due diligence obligations towards health and safety and is committed to ensuring the health and safety of all staff, students, visitors and contractors at Takapuna Grammar School. The Board of Trustees recognises Takapuna Grammar School's responsibility to comply with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

2. This Health and Safety policy and all procedures policy should be read in conjunction with the Health and Safety at Work Act 2015.

3. Takapuna Grammar School will respond to emergencies of local or national basis in order to maximise the safety of students, staff and other occupants and to limit damage to property.

**Principles:**

1. The Board of Trustees, the Principal and the Senior Leadership Team will set the direction of health and safety in the school

2. Learning opportunities will empower staff and students to support and implement good health and safety practices

3. There will be resources created to guide members in the school in following good practice in health and safety

4. Hazards and associated risks will identified and effectively managed
5. The school will be managed to ensure that the environment is well maintained and that there are emergency plans and induction processes for staff, student and visitors.

6. Appropriate equipment and clothing will be required in all work and learning environment where health and safety is identified as an issue.

7. All injuries and accidents within the school will be reported, recorded and/or investigated.

8. Proactive measures will be taken so that staff, students and visitors can actively manage their own health and personal wellness. This will include support structures for staff and students returning after injury or illness.

9. A monitoring and reporting system will continuously improve health and safety performance.

10. There will an induction process for all staff new to the school which will be the responsibility of the HR Manager.

Procedures:

A Responsibilities

1. The Board of Trustees will:
   - Acquire and keep up to date knowledge of health and safety matters relating to Takapuna Grammar School's operations.
   - Ensure health and safety is a key area of focus for the Board of Trustees and a regular agenda item at board meetings.
   - Delegate responsibilities for health and safety matters to appropriate levels of management, and ensure that the Senior Management Team and other school staff are properly trained and provided with sufficient resources to carry out their health and safety responsibilities.
   - Ensure that there are appropriate processes in place for receiving and considering information about incidents, hazards and risks, and for complying with health and safety obligations.
   - Ensure that Takapuna Grammar School's health and safety programme has adequate funds, materials and equipment to meet the health and safety requirements for all school operations.
   - Regularly monitor organisational performance in relation to health and safety.

2. Senior Management will:
   - Be responsible for providing and maintaining a safe and healthy workplace for all staff, students, and other people in the workplace.
   - Observe and comply with the Health and Safety at Work Act 2015 and all other relevant health and safety legislation, regulations and guidelines that apply to the operation of Takapuna Grammar School.
• Work with school employees, contractors and volunteers to continuously assess and improve the health and safety processes and procedures at Takapuna Grammar School.
• Take all reasonably practicable steps to eliminate or reduce the risk of harm to workers, students and visitors to Takapuna Grammar School.
• Provide appropriate induction, training and supervision to workers to enable work to be carried out safely, and without risk to employees, students and visitors to Takapuna Grammar School.
• Ensure employees, contractors and volunteers are working safely at all times, and complying with all school health and safety procedures and protocols.
• Ensure all equipment and machinery is kept and maintained in a condition that ensures it can be used safely and without risk of harm to employees, contractors, students and visitors to Takapuna Grammar School.
• Make sure all incidents, injuries and near misses are recorded in the appropriate place, notified to WorkSafe as required by law, and fully investigated to ensure steps are taken to prevent recurrence.
• Ensure there is an adequate Emergency Plan and procedures in place, which are implemented in the event of an emergency.

3. Staff: Workers play a vital role in maintaining a safe and healthy workplace. Staff and contractors at Takapuna Grammar School are expected to work cooperatively with the Board of Trustees and senior management, and take responsibility for health and safety matters. Staff and contractors are responsible for ensuring their own health and safety, and the health and safety of others in the workplace. They will
• Observe safe work practices at all times and follow all health and safety instructions, rules and procedures in place.
• Report any pain or discomfort as soon as possible, so the Board of Trustees is able to address any issues immediately.
• Report all injuries, incidents and near misses, as well as any issues/concerns, through the established incident reporting procedure immediately and provide as much detail as possible.
• Participate in all training and information sessions, and any health and safety briefings and/or meetings as required by the Board of Trustees and/or senior management.
• Assist new workers, staff members, trainees and visitors to the workplace to understand the safety procedures in place at Takapuna Grammar School, and ensure they are being followed at all times.
• Keep the work place tidy to minimise the risk of any trips and falls.
• Wear protective clothing and use protective equipment as and when required to minimise their exposure to workplace hazards, and ensure students do the same.
• Ensure their conduct, work practices and behaviour does not put the health and safety of colleagues, students and visitors to Takapuna Grammar School at risk.

4. Students and Visitors: Health and safety is everyone’s responsibility. Students of Takapuna Grammar School, and any visitors to Takapuna Grammar School, are expected to take responsibility for their own health and safety. All others in the workplace, including students and visitors, are encouraged to:
• Follow all instructions, rules and procedures relating to health and safety 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.
**Procedures: Refer to**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, natural disaster evacuation procedures</td>
<td>SLT/Property Manager</td>
</tr>
<tr>
<td>Lab safety/workshop safety (departments – particularly PE, Technology, Science)</td>
<td>HODS</td>
</tr>
<tr>
<td>Wellness programme</td>
<td>HR Manager</td>
</tr>
<tr>
<td>Hazard identification and rectification procedures</td>
<td>Property Manager</td>
</tr>
<tr>
<td>EOTC including safety of students out in work experience</td>
<td>SLT</td>
</tr>
<tr>
<td>Student supervision including vehicles</td>
<td>ref Policy D4</td>
</tr>
<tr>
<td>PD programme supporting Health and Safety</td>
<td>SLT</td>
</tr>
<tr>
<td>Orientation for new staff (check list attached)</td>
<td>HR Manager</td>
</tr>
<tr>
<td>Health and Safety Induction</td>
<td>HR Manager</td>
</tr>
<tr>
<td>Visitors procedures</td>
<td>SLT</td>
</tr>
<tr>
<td>First aid</td>
<td>SLT</td>
</tr>
<tr>
<td>Long term property maintenance for safety</td>
<td>Property Manager</td>
</tr>
<tr>
<td>Pool procedures</td>
<td>Property Manager</td>
</tr>
<tr>
<td>Vehicles within the school environment</td>
<td>SLT</td>
</tr>
<tr>
<td>Food safety (see food policy attached)</td>
<td></td>
</tr>
</tbody>
</table>

**B Full procedures summary:**

1. **Maintaining a Safe and Healthy School:**

   - The School has a Health and Safety Committee co-ordinated by the Property Manager which meets monthly. Membership is from a cross section of departments, support staff and the Senior Leadership team. The committee’s role is to discuss responses to identified hazards, to represent staff concerns in regard to health and safety issues and to develop health and safety procedures.

   - Health and Safety is a school wide responsibility, in particular hazard Identification. Once identified measures will be taken to **eliminate, isolate** or **minimise**, those hazards.

   - A Hazard Register is maintained in the office of the Property Manager.

   - All new employees will be given an induction into Health and Safety issues and in particular:
     - Potential hazards and notification processes
     - Safety equipment where appropriate
     - Evacuation and emergency processes
     - Access to personal wellness support
• Appropriate relationships to students

- Visitors to the school are required to report to the main Reception Office (or to the Property Manager or relevant property staff member) to advise of their attendance on site and the area in which they will be working. They will be required to sign the visitors’ register and they will be issued with a visitor’s pass

- Takapuna Grammar School is a smoke free site, both inside and outside, without exception

2. Staff Wellness

The School recognises the importance of supporting its employees to maintain a healthy lifestyle and to be supported if suffering from work or non-work related illness. Therefore:

- The Human Resources Manager has the responsibility to develop a school-wide wellness programme

- There is a responsive and proactive Senior Leadership team process for dealing with long and short term illness and work load issues

- The Senior Leadership Team and Board of Trustees accept that stress may impact on the way that staff conduct their professional responsibilities. Where an employee feels that he or she is unduly stressed, then they should discuss this with their Head of Department or Manager in the first instance. Where additional support is needed this will be provided through Senior Leadership, the Human Resources Manager or confidentially through the Head of Student Support

- ACC covers all employees for both work and non-work related accidents. All employees are required to comply with the ACC claims and reporting processes through the Health Centre or they risk losing this support

- Rehabilitation: For short term accidents or Illnesses, the School will, whenever possible, provide alternative duties to facilitate an early return to work. For severe injuries, the School will take an active part in managing employees back to full health and will assist, wherever practical, by providing alternative duties and flexible working hours suitable to the employee’s rehabilitation and wellness. For chronic Illness, provided the employee is capable and desires to be at work, Takapuna Grammar School will, wherever practicable, provide flexible working hours and light duties
3. Hazard and Accident Reporting:

Hazard Reporting:

It is incumbent on all employees and students to report any hazard, potential hazard or potentially hazardous situation that they identify or witness. This should be done to the Property Manager who will arrange for it to be investigated and eliminated, isolated, or minimised. He will record this in the hazard register.

Staff accidents: Any staff member who has an accident at the School (or on a school related activity) must report the accident to the Health Centre Nurse if medical attention is required. The Health Centre Nurse will complete a Staff Accident Report which will be forwarded to the Principal (or nominee), HR Manager (for ACC Claims) and the Property Manager.

The Staff Member should also advise the Human Resource Manager if sick leave is required and to allow ACC claims to be co-ordinated. Failure to report the accident may affect the claimant’s entitlement to ACC Coverage.

The HOD or Manager of the staff member injured should also complete an Accident Investigation Form, a copy to be forwarded to the Health Centre Nurse, the Principal (or nominee) and the Property Manager.

Student Accidents: Staff should send students to the Health Centre for assessment if they sustain an accident or injury during a class activity. The Health Centre Nurse will complete an accident report and send it to the Principal (or nominee) and the Property Manager. All incidents or hazards, including any which may have the potential to create an accident in the future, should also be reported. Near miss incidents, where injury did not actually occur but potentially could cause harm, require an investigation to understand what happened and allow opportunity to put measures in place to ensure that they do not reoccur.

In the case of Serious Harm, an Occupational Safety and Health Inspector from the Department of Labour may be further involved in the investigation and an accident report will be required from the Health Centre Nurse.

4. Evacuation Procedures:
Evacuation

The aim of the normal evacuation processes which the School practises at least once per term is to clear all buildings to ensure that no person is trapped inside. While there will be regular practice evacuations it must be assumed that each could be the real thing and they must be taken seriously.

a) Fire

The School has an approved Fire Evacuation Plan. An trial evacuation is conducted at least once per term and is monitored by the Fire Service. The fire warning or practice is the ringing of the bells/sirens, followed by the recorded voice message “evacuate the buildings”.

Following the activation of the Alarm Bells it is the responsibility of the area Warden to ensure that all rooms in his / her area of responsibility are clear of people and that they are directed to their particular assembly area. When their area is identified as all clear and all doors are closed, the warden reports to the Site Warden (the Principal or his assigned Deputy) with a check list. The site warden will work with the Fire Consultant in the case of a practice or the Fire Department in the case of a real fire to manage proceedings.

Designated evacuation areas.

<table>
<thead>
<tr>
<th>Color</th>
<th>Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Top Net Ball Courts by Library</td>
</tr>
<tr>
<td>Blue</td>
<td>Tennis courts to Side of Sports Hall</td>
</tr>
<tr>
<td>Yellow</td>
<td>No1 Rugby Field, in front of Sir Peter Blake Building</td>
</tr>
<tr>
<td>Green</td>
<td>Main Field to side of Sports Hall</td>
</tr>
</tbody>
</table>

When the Fire Officer in attendance is confident that there is no further danger or that all areas have been cleared, the recorded voice message will cease and an “all clear” will be announced.

b) Earthquake

When an earthquake is obvious, all staff and students should remain inside the buildings until the tremors or shaking have stopped. They should take shelter in doorways or under desks to protect oneself from falling objects – the process of "drop, cover and hold" should be adopted.
Once the shaking has stopped there may be an evacuation signal and everyone should then move to the designated evacuation areas ensuring they keep well away from exterior walls in case of falling debris.

c) Lockdown

The lockdown alarm is an automated verbal warning delivered via electronic speakers across the school. If the alarm rings during lesson time, all students and teachers are to remain in their rooms. Students outside, including those in Physical Education lessons, are to go into the nearest occupied classroom. No-one must leave the classrooms until the all clear is given.

If the alarm rings outside of lesson time, all students go to the nearest classroom block and remain inside. Teachers should open classrooms nearest to them and remain to supervise. No-one must leave the classrooms until the all clear is given.

d) Bomb Scare or other Emergency:

The police will take charge in these situations and will likely direct a specific area of the school to be cordoned off. There would likely be a lockdown alert sounded and staff and students would be required to remain inside until an all clear is advised.

e) Epidemic / pandemic:

In the case of a suspected Epidemic/Pandemic affecting the school population, the Principal will seek advice and direction from the Public Health authorities and will notify parents, caregivers and next of kin as soon as possible following confirmation of an apparent outbreak of any steps or precautions that need to be taken.

A decision on whether to close the school or not, will be made by the Principal following discussion with the local Health authorities. The Chair of the Board of Trustees will be kept informed at all times. If the school remains open in such an emergency, it may be necessary to change or adjust the teaching programme.

5. First Aid Procedures:
a) For Students

The school maintains a Health Centre which is operated by a fully qualified Registered Nurse. It is open during school hours, during term time.

Sickness

- Students who become ill must be sent to the Health Centre with a note. If necessary they may be accompanied by another student. All high risk students must be accompanied if sent to the Health Centre.

- Students who become ill with an epileptic seizure, fainting, hyperventilation, diabetic shock or other similar condition, allow to lie down, provide reassurance and send another student to the Health Centre with a report on the circumstances or phone extension 9297 and the school nurse will come to you.

Accident Injury

- For a potential life-threatening injury (unconsciousness, arterial bleeding, cessation of breathing) send another student to the Health Centre immediately with the description of the injury and location, and or ring extension 9297. If the Health Centre is not able to be contacted immediately phone 1-111 and ring 0 for reception to inform them.

If you are familiar with the appropriate procedures begin emergency first aid, otherwise wait for medical help to arrive. A defibrillator is located at Student Services reception. Do not move the student

- For severe pain with the possibility of broken bones or concussion, do not move the student. Make them as comfortable as possible and send another student to the Health Centre and/or phone extension 9297

- If the student is in shock (very pale, nauseous, sweating, shivering, shaking, fainting), regardless of the seriousness of the injury keep them with you, provide reassurance, send another student to the Health Centre with a description of the circumstances and/or phone extension 9297

Staff should not under any circumstances:

- Attempt to treat a student for a serious injury unless first aid qualified
- Leave in emergencies a class unsupervised
- Administer any drugs, including Panadol to students

b) First Aid Kits and First Aid Certificate holders

First Aid kits are available in areas as noted below and also in each of the school vehicles, as well as being available from the Health Nurse for school trips and camps.

<table>
<thead>
<tr>
<th>Health Centre</th>
<th>Student Services Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Reception Office</td>
<td>Science Laboratories</td>
</tr>
<tr>
<td>Sports Hall Office</td>
<td>ESOL Office</td>
</tr>
<tr>
<td>Special Ed Department</td>
<td>All Technology rooms</td>
</tr>
<tr>
<td>Art Department</td>
<td>Grounds Shed</td>
</tr>
<tr>
<td>Performing Arts Office</td>
<td></td>
</tr>
</tbody>
</table>

A register of all Staff Members holding First Aid Certificates is held and maintained by the Human Resource Manager and Deputy Principal, Personnel.

c) Procedure to be taken to prevent ‘cross infection’ at school:

Students who have a cold or other infectious illnesses are to be encouraged to remain at home. Any tissues used when coughing or sneezing should be disposed of correctly after use and hands washed frequently during the day especially after nose blowing, using the toilet and before eating.

d) Safe Practices Blood and Bodily Fluids:

All human blood, other body fluids and tissues are potentially infectious. All staff are to be provided with disposable gloves in all first aid situations. CPR mouthpieces should also be available.

Any surface which has had blood or other body fluids spilt on it must be cleaned up, wearing gloves, with household bleach, e.g. sodium hypochlorite 3% (Janola 1:9).

- Leave on for 20-30 minutes
- Wipe dry with paper towels
- All body fluid contaminated materials must be disposed of appropriately

e) Students and staff with a Disability:
A list of students (and any staff who wish to volunteer the information) with health or physical disabilities is held by the Health Centre Nurse, the Special Education Unit and in the Fire Evacuation Folder (held by the Principal).

f) Concussion Register: –
This is maintained by the Health Centre. The nurse will follow up 4 weeks post-concussion and staff are notified when the student is able to resume normal activities

6. Toxic Substances:
The School will minimise as far as practicable the use of toxic materials and those with the potential to contaminate the environment. Where toxic or potentially harmful substances are used, they shall be handled appropriately, used to the minimum extent necessary and, when no longer required, disposed of safely. Spraying or otherwise applying toxic or potentially harmful substances within the grounds is discouraged.

7. Food Safety
Priority in all decisions and procedures involving the supply and sale of food within the school must be given to the best interests of the students’ health and safety

1. Any food supplied to students must be of a good standard of nutritional quality and take account of the Ministry of Health’s Food and Nutrition Guidelines and the recommendations of the Food and Beverage Classification System

2. There should be a strong relationship between the supply and sale of food and the promotion of concepts of a healthy lifestyle and good nutrition

3. Consideration must be taken in the organization and approval of any school activities where food will be supplied or sold to students to ensure such food meets the nutritional standards expected by the school

4. Any school facility supplying food on a regular basis to students must have in place a Food Control Plan under the Food Act 2014

5. In considering food to be supplied or sold to students, there should be recognition of both potential food allergies and cultural dietary needs and practices

6. Nutrition, healthy food choices and the potential health issues from unwise food choices should be considered where possible within the school curriculum and co-curricular activities
7. In recognition of the understanding of the strong relationship that has been established between healthy and regular eating and the ability to learn effectively, all efforts should be made to identify and support any students without access to satisfactory daily dietary requirements.

8. While these procedures apply primarily to the supply and sale of food to students, the fundamental principles should apply to all members of the school community.

8. **Toxic Substances**

1. The School will minimise as far as practicable the use of toxic materials and those with the potential to contaminate the environment. Where toxic and/or potentially harmful substances are used, they shall be handled appropriately, used to the minimum extent necessary and, when no longer required, disposed of safely. Spraying or otherwise applying toxic and/or potentially harmful substances within the grounds.

9. **HIV/Aids and Hepatitis B and C**

1. The School will ensure that people who have or are thought to have HIV or AIDS or Hepatitis B or C are protected from discrimination.

2. The School will encourage safe practices to protect all members of the school community when they come into contact with blood or body fluids.

3. The School will encourage all members of the school community to take a responsible role in preventing the spread of these diseases.

4. Staff, students and parents alike shall have access to up-to-date educational material on HIV/AIDS and Hepatitis B and C.

5. Parents/caregivers will be encouraged to keep the school informed of cases of HIV/AIDS and Hepatitis B or C under assurance of confidentiality, by direct contact with the Guidance Counsellor or the Principal.

6. Where appropriate, counselling services, information about support groups and community assistance will be provided to families.

10. **Appendix 4 Safe Practices Blood and Bodily Fluids**

1. The strategy is based on the consideration that all human blood, other body fluids and tissues are potentially infectious.

2. All staff/First Aiders be provided with access to, and where practical, use disposable gloves in all first aid situations, CPR mouthpieces should also be available.

3. Any surface which has had blood or other body fluids spilt on it must be cleaned up, wearing gloves, with household bleach, e.g. sodium hypochlorite 3% (Janola 1:9). Leave on for 20-30 minutes. Wipe dry with paper towels. All body fluid contaminated materials must be disposed of appropriately.
1. Takapuna Grammar School will provide facilities for students, staff and the community that will enable them to reach personal excellence in all aspects of their learning and sporting and cultural activities

2. The school’s buildings and equipment will be maintained to ensure that students and staff have a clean, safe, and healthy learning and working environment

**Principles:**

1. The Board of Trustees will have a 10 year property plan (10YPP) which will prioritise health and safety and infrastructure works, plan for maintenance and any potential increase in roll, ensure learning spaces are modernised and identify any capital funding needed. There will also be a 5 year agreement (5YA) with the Ministry of Education as to how funding provided will be expended. These will be reviewed annually by the Board of Trustees' Property Committee

2. There will be an effective annual programme administered by the Principal and the Property Manager for the general maintenance of buildings and grounds, cleaning and caretaking. The programme will also maintain the supply, repair and replacement of equipment, stores and furniture

3. There is a requirement to ensure that all buildings are properly secured at times outside normal school hours

4. Where property work is being done the school will follow the governance mechanisms identified in the Ministry of Education Project Management Requirements, including the requirement to assign a project manager where building consent is needed

5. Takapuna Grammar School encourages the use of facilities by the community where this does not compromise the effective delivery of the curriculum to students. Community groups
using the facilities will need to be made aware in writing of any requirements set by the school with regards to this use

6. Health and Safety remains a priority in all aspects of this policy which must be read in conjunction with policy E1 “Health and Safety”

**Procedures: Refer to**

10YPP and 5YPP
Maintenance Programme and Budget
Health and Safety

**Responsibility**

BOT
Property Manager
1. Takapuna Grammar School will promote sustainable environmental practices in both the curriculum and in the daily running of the school

**Principles:**

1. Students will be encouraged to participate in projects that contribute towards sustainability

2. Where possible issues of sustainability will be given a greater focus in classrooms through the curriculum and teaching practices

3. Opportunities will be sought to introduce sustainability in the school’s infrastructure including:

   - minimising the use of energy, water and material resources
   - reducing wastes and emissions at source
   - recovering resources for re-use and recycling
   - applying sustainability principles to the design, building, refurbishment and operation of buildings
   - promoting the use of sustainable modes of transport including bicycles

4. A strong framework will be provided for building pride in and respect for the school facilities and general environment

**Procedures: Refer to** | **Responsibility**
---|---
10YPP and 5YPP | BOT
Maintenance Programme and Budget | Property Manager
E4 Property and Health and Safety

Major Events Affecting Public Confidence in the School

1. Where a major event affecting public confidence in the school occurs, the Principal and the Board of Trustees shall determine the best course of action and will be solely responsible for any public response.

Principles:

1. Examples of a major event affecting public confidence could be: Extreme staff or student misconduct leading to widespread negative publicity about the school, a disaster involving students and or staff on a school trip or an organised school activity, widespread negative publicity regarding the school emanating from an external source.

2. The Principal and the Chairperson of the Board of Trustees are the only people with delegated responsibility to make statements to parents, the community or media about any issue regarding the school.

Procedures:

1. In the event of a major event affecting public confidence in the school, the Principal and the Board of Trustees shall meet to discuss the best course of action. Legal advice, if required, shall be sought to ascertain the best response to the situation.

2. A press statement may be made by the Principal or his or her delegated authority, to ensure that the background to the event, the current situation and steps that are being made to resolve the issue are positively identified.

3. Staff, Students and Parents should be appraised of the issue and updated regularly or as appropriate.