

# NORTHLAND SCHOOL POLICY

## Health and Safety Policy – NAG 5



### Values

**Northland School looks after and values the physical and emotional health, safety and wellbeing of every child and staff member. In doing so Northland School:**

- Creates a positive school environment through a shared vision and a school culture that promotes staff and student wellbeing through positive social values, strong leadership and respecting diversity.
- Values emotional health, the teaching of values and provides an environment where children are able to seek adult assistance with issues faced
- Recognises that physical health includes, among other things, education about food and nutrition and the importance of being sunsmart.
- Acknowledges the importance of the physical environment to the physical health of children, and will explore ways to maximise opportunities for students to take advantage of the school's physical environment in the lead up to and during the building project.

### Purpose

The Northland School Board of Trustees is committed to providing the health and safety of all staff, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards and approved codes of practice.

The Northland School Board of Trustees is committed to providing and maintaining a physically and emotionally safe place for all staff, students, contractors and visitors to Northland School. We will achieve this through:

- Making health and safety a key part of the Board's role.
- Working with our staff to improve the health and safety system at Northland 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.
- Investigating incidents, near misses and reducing the likelihood of them occurring 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 staff.
- Helping staff who were injured or ill return to work safely.
- Making sure contractors and sub-contractors working at the school operate in a safe manner.
- Undertaking a Health & Safety Audit every [three] years, or more frequently as required.

- Ensuring that the appropriate level of resources (budget, people and equipment) is available to support the delivery of a safe and healthy working environment at Northland School.

All staff and other workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace at Northland School through:

- Being involved in improving health and safety systems at Northland School.
- 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 staff, existing staff members, trainees and visitors to Northland School to understand the safety procedures and why they exist.
- Reporting any health and safety concerns or issues through the reporting system.
- Keeping Northland School tidy to minimise the risk of trips and falls.
- Wearing protective clothing and equipment as and when required to minimise exposure to hazards.
- Discussing with Northland School students the reason for wearing protective clothing and equipment, and also following all instructions, rules and procedures, to lift student understanding of safety procedures and why they exist.

All visitors, contractors and students 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 member.
- Wear protective clothing and equipment as and when required to minimise exposure to hazards whilst learning.

Northland School 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.

Approved by:

Date: September 2017

Next review date: September 2020

This policy is to be read alongside the Northland School Health & Safety System and its associated procedures.