



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

Health and Safety Policy:

Rationale:

The Pukekohe North School Board of Trustees aims to establish and maintain a safe and healthy working and learning environment for staff, students and visitors.

The Board focuses upon:

- Instructing, training and supervising employees and students to learn and work safely without risk to their spiritual, emotional and physical health
- Providing a place of work that is well maintained, having safe access and egress for all without risk to health
- Establishing and maintaining safe systems and methods of work
- Providing property, machinery and equipment that are without risk to health
- Ensuring materials and substances for use at work are safe when properly used, stored, handled and maintained
- Providing suitable safety clothing and protection
- Ensuring that visiting contractors provide safety fencing, scaffolding, signage to protect staff and students and any other visitors to our premises
- ALL contractors MUST be Police Vetted
- All attendees on school trips, camps etc. must be Police Vetted
- Ensuring that all act with a responsibility and respect for the environment and that activities do not adversely affect our school land or buildings

Caretaker

1. Pukekohe North School through the Principal and Caretaker will establish and maintain a Hazards Register to identify, isolate, minimise, reduce and if possible eradicate those hazards.
2. The Building Warrant of Fitness Folder will be check-listed monthly by the caretaker and reports sent to Argest. Any faults will be remedied immediately.
3. The caretaker will close and lock all gates into Pukekohe North School between the hours of 9.00.a.m.-2.30.p.m. to provide a high level of safety for our students and staff
4. Students are to remain within the school fence line during school hours
5. The caretaker will use potentially dangerous equipment (weed-eater, mowers) when the students are in class or out of the school grounds
6. The caretaker will store petrol, weed killer, paints, solvents, spray cans and any potentially dangerous substances under lock and key within the Caretaker's shed. The shed is never to be left unlocked when the caretaker is not present. Students are NOT allowed inside of the shed
7. The caretaker will use all safety equipment and protection in tending to all duties. (earmuffs, eye protection, safety boots, Hi-Viz jacket, ladder platform)
8. Adventure Playground componentry will be inspected by the caretaker regularly and at every school holiday break and any defects reported and remedied
9. The caretaker will isolate their working area from the students and a safe distance maintained

10. The caretaker is responsible for the repair and maintenance of the school property and plant. Minor repairs can be conducted by the caretaker however, builders, electricians and plumbers will be called to repair any more complex or difficult tasks..
11. Should the situation occur that water cannot be provided to the site, the Board of Trustees will close the school to ensure the hygiene and safety of all those on site

Student Care:

12. Staff and students will be provided with the appropriate equipment and training to ensure they can carry out their learning and work in a safe environment
13. Students cannot use any batting equipment nor play tackle rugby without the supervision of a staff member
14. Staff will wear Hi-Viz jackets when on duty to make them easily identifiable to students who may need their help during intervals.
15. Staff will keep current Workplace First Aid certification through bi-annual training sessions
16. All school trips or events will be supported by a Risk Assessment Management System and provided to the Principal at least two weeks prior to the date of the activity
17. Emergency Drills (Fire, Earthquake, Dangerous Goods and Lockdown Situations will be practiced each term across the school year and outcomes evaluated and reported to the Board
18. Trained and certified staff will undertake scheduled checks of school safety and security systems, reporting and rectifying any defect (Wormald, Air Conditioning Units/ Kinetic Electrical Safety Tag Inspections)
19. All electrical componentry will be inspected by trained staff and the respective Safety Tags acknowledging that the equipment is safe to use for the specified period.
20. Any defective equipment will be repaired /destroyed
21. A map of the Fire Fighting capabilities and positioning of extinguishers will be shared with all staff within the Staff Handbook.
22. All electrical equipment will be inspected and reviewed by authorised personnel on a rotational basis.
23. All visits to the school sickbay will be recorded and the records reviewed regularly to identify any trends or potential risks identified.
24. Whanau may ask staff to provide doses of medicines to students- Anti-biotics, Ritalin, Asthma Inhalers etc. ALL medicinal treatments must be recorded in the Medical Book
25. Staff are to be familiar with the Administration of Medicines Policy
26. With our Public Health Nurses assistance, Pukekohe North School Administration Staff will keep a record of our student's immunisation statuses
27. Annual Programmes will include instruction and activities to educate the students in safe and healthy practices including topics such as dealing with bullying, making and maintaining friends, drug free lifestyles, healthy eating, sun sense, water safety.
28. Students will wear sun hats during Day Light Saving Times (Terms 1 and 4)
29. Weekly in class sessions will be included by staff to build the New Zealand Curriculum's The Key Competencies – Self-Management, Relating to Others, Participating and Contributing and Thinking
30. Students must use the pedestrian crossings when crossing over Beatty Road or Princes Street
31. Furniture that is unsafe is to be reported to the Principal and repaired / replaced

Food Preparation / Serving:

1. All surfaces will be cleaned and disinfected prior to any food preparation / serving
2. Food preparers will thoroughly wash and dry their hands before commencing their duties
3. Food preparers will wear gloves when carrying out their duties

4. Food will be covered / refrigerated prior to and following meals
5. Leftover foods will be disposed of within 2 days of serving
6. School made sandwiches will be served in paper bags to students
7. When barbecuing, the preparation area will be isolated to prevent any possibility of burns to students, whanau or visitors

Safety of Staff:

1. Staff will use the safety equipment provided when carrying out duties (Platform ladders, Hi Viz jackets, Raincoats on Patrol duty, PNS Jackets when on duty in colder months)
2. Staff will be offered Free Vaccinations in Term 2 to ward off Influenza
3. Staff are advised unless attending school meetings or events they should not be on the school grounds alone from 7.30.a.m. to 5.00.p.m.
4. If staff decide to work at weekend or outside these hours they MUST inform Code 9 of where they are working and their estimated time to leave the premises
5. Staff are to follow the Understanding Behaviour Responding Safely (UBRS) Plan for Pukekohe North School when dealing with students
6. Staff are reminded to be familiar with the School Behaviour Plan
7. Staff are also directed to our Vulnerable Children, Protected Disclosures, Child Protection, Child Restraint , Emotional and Physical Wellbeing of Students Policies
8. Staff must report any accidents or dangerous occurrences or safety concerns to the Principal
9. All personal data pertaining to our staff are held in a locked filing cabinet in the Principal's Office. Only the Principal has access to this file

Visitors to Pukekohe North School:

1. ALL visitors to our site must sign in at the office and wear an identification tag for the duration of the visit.
2. Visitors are to sign out and return Identification Badges on departure
3. The person immediately associated with the source of the visit has the duty to maintain the safety of the visitor whilst on site. (Point out any hazards, take responsibility for the visitor during any Emergency situations
4. Users of the Hall facility must abide by the contents and conditions as stated in the Hall Hire Agreement
5. Alcohol is not permitted at Pukekohe North School
6. All users are reminded that all schools are smoke free zones

Cleaning of the Premises:

1. Crest Cleaners are contracted to ensure staff, students and visitors are presented with a hygienic environment daily
2. All floors will be vacuumed, toilets and basins cleaned with disinfectant on a daily basis

Fire / Emergencies:

1. All staff must be aware of the Fire / Emergencies Flow Charts as displayed in all areas of Pukekohe North School.
2. Student safety is paramount in all emergency situations and moving the students to positions of safety according to the nature of the emergency is always the first priority of staff
3. Fire Alarms and Fire Extinguishers are reviewed each term by Wormald Services to ensure effective functionality

4. All doors can be locked from the outside but not from the inside to ensure students cannot be locked within a building
5. Fire and emergency drills will be practiced every term
6. Staff should be familiar with our policy on Pandemic Situations

On line Safety:

1. Whanau will sign an agreement on enrolment that their children will maintain an on line presence that aims to keep themselves and others safe
2. Students are to report to their teacher any sites visited that are objectionable
3. N4L provides a high level of screening and monitoring to prevent New Zealand Students from entering into sites that that are not appropriate

Conclusion:

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general well being.

Ratified June 2019

Review June 2021