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A. Purposes

1. To provide for the safety and welfare of pupils and staff at Christchurch South Intermediate School
2. To meet the Board's obligations under the Health & Safety at Work Act 2015 1992 and the Health & Safety Code of Practice

B. Definition**1. Serious Harm**

- a. Any fatality; or
- b. Any injury or work-related illness which results in the person receiving attention from a registered medical practitioner, accident or emergency clinic, or being admitted to hospital; or
- c. Any injury or work-related illness of a significantly serious nature which temporarily disables the person and prevents them from carrying out normal work duties.

C. Health & Safety Team**1. Responsibility**

- a. Health and Safety is not just the responsibility of the Health and Safety team, but is the responsibility of all workers. Therefore the team should provide the opportunity for all workers to have involvement regarding risk management.

2. Health and Safety Officer

- a. The property manager (caretaker) is the health and safety officer
- b. The Health & Safety officer's role is:
 - i) To be member of the Health and Safety Team. This team will meet and check the premises twice a year (or more frequently if required).
 - ii) To play a major role in identifying hazards by inspection of equipment and premises.
 - iii) To maintain Material Safety Data Sheets
 - iv) To see that safety signs are displayed where necessary.
 - v) To help in problem solving regarding Health and Safety requirements and improvements to the system.
 - vi) To sign the "Building Maintenance Manual" monthly or as required, following required inspection.
- c. The Principal's role is:
 - i) To investigate following any accident or near miss and to check that the correct forms (held in Office) are completed and actioned. The Principal is to be notified of findings and will report to the Board.
 - ii) To maintain the Hazard Register.
 - iii) To help organise or conduct staff and student training/orientation in Health and Safety.
 - iv) To compile a record (to be kept in the Health and Safety programme file) of accidents/injuries/near misses and to analyse this to identify areas which will require attention.
 - v) To present a written report to the Board twice a year (or more frequently if required) regarding Health and Safety in the school.

3. Health and Safety Team

- a. The Principal will establish a Health & Safety Team comprising the Health and Safety Officer, principal, at least two staff representatives. This team will meet twice a year (or more frequently if required) and be responsible for safety inspections.
- b. When appropriate, specialist assistance will be accessed by obtaining the services of, such persons. While engaged this person shall be a member of the Team
- c. The Health and Safety Team shall have the functions of investigating and developing recommendations to BOT members, staff and students on matters such as:
 - i) Health and Safety procedures including such matters as the recording system for accidents and hazardous incidents, and the safety rules to be observed by employees.
 - ii) Reports of accidents and hazardous incidents within the school.
 - iii) Suggestions and complaints from employees and/or management relating to Health and Safety.
 - iv) Reports of occupational health and safety inspections, and preparing action plans.
 - v) The working environment, including workplace design and procedures.
 - vi) The selection, provision, proper use and maintenance of safety equipment.
 - vii) Hazardous substances and situations within the school.
 - viii) Safety training programmes for BOT members, staff and students.
 - ix) Monitoring the safety improvements achieved and publicising these.

D. Occupational Safety and Health Checklist**1. Annual OSH Compliance Checklist**

- a. An annual Occupational Safety and Health Compliance Check will be carried out each March, and a report and action plan completed in April and presented to the Board of Trustees. See [Form 5:01a Occupational Safety and Health Code of Practice Compliance Checklist](#)

E. Plant and machinery**1. Plant, machinery, and harmful substances**

- a. All plant and machinery will be operated in accordance with specifications provided by the manufacturer
- b. Electrical safety checks will be completed by a suitably qualified technician on an annual basis, or more frequently in compliance with staff Collective Employment Agreements
 - i) "Fit" items will be tagged to identify details and results of the test, and when the next test is due
 - ii) "Unfit" items will be withdrawn from service by the property manager who will arrange for the item to be repaired or written off.
- c. When any plant or equipment is in doubtful condition it must not be used. It will be treated as a hazard, and the principal must be informed. The principal will determine if the item is to be repaired or written off.
- d. All plant and machinery will be operated in accordance with the manufacturer's safety recommendations. This will include wearing appropriate protective equipment.

F. Safety Inspections and Hazard Identification**1. Safety Inspections and Hazard Register Maintenance**

- a. The property, buildings and equipment shall be inspected for safety issues regularly.
- b. Inspection shall be done on a regular basis dependent on the nature of the work being carried out and the hazards identified.
- c. All identified hazards will be recorded in the Hazards Register together with the plan to manage the hazard.
- d. The Hazard Register will be kept in the office and maintained by the Safety Officer.
- e. All staff will be advised of unsafe items immediately. The Principal or the Safety Officer will determine how students are to be advised of the newly identified significant hazards. Visitors to the school will be made aware of the significant hazards related to the areas of the school they will be using.
- f. Items suspected to be a "Significant Hazard" shall be individually examined.
- g. All inspection checklists shall be retained on file as a permanent record.
- h. Hazards identified at times other than during routine inspections must be reported to either the Principal or Safety Officer and recorded on the shared google doc "Caretaker Health and Safety List".
- i. The Health and Safety Officer will document efforts to manage the hazards and ensure any not able to be eliminated are identified on the Hazard Register.

2. Significant Hazards

- a. All significant hazards shall be examined by the Principal or the Safety Officer.
- b. All staff working on the site shall be advised of the significant hazards and how to eliminate, or if this is not practicable, to isolate, or again, if this is not practicable, to minimise the hazard.
- c. Students and volunteers will be advised of the significant hazards.
- d. New staff, visitors and contractors will be advised of the significant hazards before working on the site.

G. Hazardous materials**1. Identification and documentation**

- a. Information will be gathered on the products we use in the workplace to:-
 - i) Identify hazards
 - ii) Control hazards
 - iii) Educate employees on hazards

2. Site procedures

- a. All chemicals and fibre based substances introduced to the site must not be used unless accompanied by a Materials Safety Data Sheet.
- b. The Principal or the Health and Safety Officer will ensure that the use of these products will not be harmful to the staff handling the products, by ensuring the correct handling procedures are observed and that the appropriate type of protective equipment is provided and is to be used.
- c. The Principal or the Health and Safety Officer will maintain a list of all substances, chemicals, solvents and materials used and produced.
 - i) The school will obtain material safety data sheets from suppliers
 - ii) When purchasing new products, Material Safety Data Sheets will be requested.

- d. Storage
 - i) All cleaning materials will be kept in a locked cupboard. The principal, Health and Safety Officer, caretaker and cleaners will have keys (or access to them) to the storage areas.
 - ii) Cleaning materials kept in classrooms will be kept in a place inaccessible to students
 - iii) Any chemicals stored in the school will be correctly labelled and kept in place inaccessible to students
- e. Use of sprays
 - i) Any sprays used must be approved for use on a school site and the applicator must follow the manufacturer's recommended application procedures including the wearing of appropriate safety garments.
 - ii) The use of chemical sprays will be confined to times when there are no students on site.
- f. The Health and Safety Officer will regularly review the Hazardous Materials information
 - i) Can a less hazardous substance be substituted?
 - ii) Are employees using the substance educated about any hazards?
 - iii) Is the correct protective clothing and equipment used?
 - iv) Are the materials stored appropriately?
 - v) Is the information about hazardous substances in a form and manner that is easily understood?

H. Contractors

1. Worksafe NZ Compliance

- a. Contractors engaged should be able to demonstrate a good safety record and more importantly evidence that they themselves are complying with the Act.
- b. It is preferable to engage the "same" contractor for a specific type of work wherever possible.
- c. Contractors need to have submitted adequate evidence of their own health and safety management before they commence work.
- d. Contractors
 - i) will be informed of the school's approach to Health and Safety and be aware of their responsibilities under the Health and Safety at Work Act 2015.
 - ii) read the school's Procedures, Emergency Plans and the Register of Hazards, and recognise that they apply to them and must be adhered
 - iii) complete a checklist confirming they have a Health and Safety Management Plan
 - iv) inform the Principal/Employer of hazards that they will bring onto the Work Site
 - v) make available their Safety Records for Inspection.
- e. See Procedure 6.03 Police Vetting for information about police vetting of contractors.

I. Risk management**1. Blood and Body Fluids**

- a. The following procedures must be used by any member of staff or student who has gone to the assistance of a child or staff member with a cut or broken skin.
 - i) Avoid contact with blood if your hands or lower arms have open cuts or unhealed wounds.
 - ii) Use disposable gloves and wash thoroughly with soap and water after removal of gloves.
 - iii) If disposable gloves are unavailable at the time wash your hands and lower arms and any other bodily parts in contact with or splashed by blood, thoroughly with water and soap after handling blood.
 - iv) Place any cotton wool, gauze, etc that has had contact with blood in a plastic bag and seal it for disposal or incineration.
 - v) Wipe down the benches or other bloodied areas with cold or tepid tap water and then with household bleach (eg Janola) freshly diluted 1 to 10 with water.
 - vi) Wash carpeted areas with water and soap.
 - vii) Wash scissors or other instruments thoroughly in cold tap water to remove any blood, then instruments can be effectively sterilized by boiling for at least 10 minutes or by soaking them for 30 minutes in household bleach diluted 1 part to 10.
- b. A copy of this procedure is to be displayed in the medical treatment room.
- c. The office staff member responsible for first aid is to ensure that a supply of disposable gloves is to be available in the medical treatment room at all times.

2. UV Protection and SunSmart Procedure

- a. Children are required to wear hats in terms 1 and 4 when involved in outdoor activities (playtime, lunchtime, sports trips, camps).
- b. Staff will be encouraged to act as role models by employing appropriate sun protective behaviour for summer outdoor activities. e.g. wear sunhats
- c. Children are able to eat their lunch inside classrooms or under shaded areas with teacher supervision. Students are encouraged to utilise natural shade while outside.
- d. SPF 15+ Broad Spectrum Sunscreen will be available in each homeroom for staff and children and its use encouraged, especially on days of high risk. Parents are encouraged to put sunscreen on their own children.
- e. The Sun Protection Procedure will be reinforced in a positive way through school newsletters and the Health programme that promotes melanoma awareness.
- f. The Principal will consider provision of shade areas around the school when planning property and grounds development

3. Smoke Free Procedures

- a. No smoking is permitted at Christchurch South Intermediate School, or on any activities involving pupils away from the school. This includes parents, employees and contractors, and any other helpers.
- b. Notices will be displayed at school entrance ways informing everyone that the school is Smokefree.
- c. All prospective employees will be informed of the school's Smoke Free procedures

- d. All complaints regarding smoking will be investigated in the first instance by the Principal within 20 working days and following the procedure laid down in the Smokefree Environment Act 1990

4. Staff Emergency Medical Plans

- a. Staff members will be asked to provide a confidential Emergency Medical Plan recording contact information and personal medical information for use in a medical emergency.
- b. The Plan will be updated in February each year. All permanent and relieving staff are responsible for ensuring that their plan is updated if there are any changes during the year.
- c. Plans will be treated in the strictest confidence, and recorded on the Staff Management computer programme. The office staff and senior management will know how to locate the plans.

5. Staff Welfare and stress

- a. All staff will be asked to complete Form 3.01f Employee Information to ensure appropriate support in the event of an emergency or illness.
- b. The staff at Christchurch South Intermediate School have a shared responsibility for supporting each other and working to ensure each others' wellbeing.
- c. Deputy Principals, team leaders and the office manager are to report to the principal any concerns for the welfare of members of their team, particularly where there is a risk to health or wellbeing due to stress or other work-related matters

J. Accidents and near misses

1. Accident or Incident Investigation, Recording and Reporting

(See also Procedure 5.02 C 9)

- a. The principal, or in the principal's absence the Associate Principal or the Health and Safety Officer, is responsible for investigating, recording and reporting Accidents and Incidents
- b. The Principal will ensure there is a supply of official forms:
 - i) Form 5.01g - Incident Reporting Staff (Safety Assist Form 15/16)
 - ii) Form 5.02a - Accident or Incident Reporting Students

2. Serious Harm Accidents or Incidents

- a. The Principal, or in the absence of the Principal, the Health and Safety officer will contact Worksafe NZ no matter what time of the day, as soon as possible after the occurrence.
- b. Worksafe NZ contact details are available on their website.
- c. The Principal will complete the necessary forms with the staff involved, as soon as possible after the occurrence, while the details are still fresh in everyone's mind.
- d. The written report must be with Worksafe NZ within seven (7) days.

3. Minor Accident or Near Miss Report

- a. Form 5.01g Incident Reporting Staff will be completed by the appropriate staff and counter-signed by the Principal, as soon as possible after the incident.
- b. The completed form will be filed in the Health and Safety Folder no later than two (2) working days after the day of the accident or near miss.

4. Investigation

- a. Serious harm accident or incidents will be investigated by the Principal, or in the Principal's absence, by the appropriate staff and appropriate external experts.
 - i) The legal requirements will be adhered to and necessary forms/reporting completed
 - ii) The accident scene must not be interfered with until authorised by an inspector unless absolutely necessary to save life, property etc.
 - iii) The investigation will be undertaken as soon as possible and concluded within five (5) working days to comply with Worksafe NZ requirement
- b. In respect of minor accidents and near misses, the Principal or the Safety Officer, as soon as possible after the accident, will decide if an investigation is warranted. If so, the investigation shall be undertaken as soon as possible, but no later than five (5) working days after the minor accident or near miss.
- c. See Section K "Guidelines for Accident & Incident Investigation"

5. Gather all the Facts

- a. What happened? Interview witnesses and describe events in detail, using any photos, diagrams or other exhibits that may be appropriate.
- b. Has the prescribed accident report been completed and OSH, or other agencies been informed?
- c. Be sure you understand the sequence of events fully before any analysis takes place.

6. Who should Investigate?

- a. Only people with the appropriate skills and experience should investigate accidents.
- b. If there was serious harm or the potential for it, and there is a likelihood of a recurrence, a group approach to the investigation could be justified. This will bring a range of skills and perspectives to bear.

7. Identify all the Hazards Involved

- a. Identify all the hazards involved. Consider:
 - i) Equipment, materials etc
 - ii) Work practices and procedures
 - iii) The work environment
 - iv) Health issues
- b. Are any hazards significant and likely to cause serious harm?

8. Assess the Hazard Controls in Place

- a. What controls were in place, and why didn't they work?
- b. What is needed?
- c. Is there a need to train or inform employees?

9. Decide on Future Action

- a. Describe fully what needs to be done to prevent further accidents or incidents.
- b. Who should do what and by when?

10. Inform all those Affected

- a. Inform everyone who needs to know, not only those directly involved. This is likely to involve circulating your report or a summary of its findings.

11. Follow Up

- a. Identify all the hazards involved. Consider –
 - i) Equipment, materials etc
 - ii) Work practices and procedures
 - iii) The work environment
 - iv) Health issues
- b. Are any hazards significant, ie. Likely to cause serious harm?

12. Check

- a. Plan to check to ensure that recommended changes have been made and results achieved. This relies on measures being in place to ensure people are accountable for their actions, or lack of actions.

K. Evacuation procedures:**1. Trial evacuations:**

The Principal is responsible for ensuring that:

- a. The school will hold a trial evacuation each term. Students and all adults on the site will assemble in the assembly areas designated in the Evacuation Plan.
- b. The Fire Service will be notified of at least one trial evacuation a year to enable them to attend for monitoring purposes.
- c. Form 5.09b - Evacuation Plan records the organisation for school evacuations
- d. A checklist Form 5.09a Evacuation Checklist will be kept of all trial evacuations. The checklist will be filed in the Trial Evacuations Register which is held in the school office

This procedure is reviewed as part of the Christchurch South Intermediate School Board of Trustees' programme of review.