

Health and Safety

Guidelines and Procedures

The Board of Trustees (as PCBU) is committed to take all practicable steps to ensure the safety and health of its employees, the students enrolled at the school and all other persons on site by complying with the relevant health and safety legislation, regulations, NZ standards and approved codes of practice.

At Paraparaumu Beach school everyone plays an important role in Health and Safety.

We will:

- Adhere to the Health and Safety principles contained in the current legislation and Ministry of Education Codes of Practice for Schools.
- Report/Communicate all significant hazards and injuries to the Board of Trustees through the school's Health and Safety Committee and record issues in the Hazard register. Decide on practicable steps to remove or reduce the risk of injury or illness.
- Take all practicable steps to ensure the Health and Safety of ourselves and others involved in school activities.
- Have regular Health and Safety messages and updates at Staff meetings and via school communication channels (e.g. morning messages, daily messages on Google docs).
- Provide appropriate induction, training and supervision for staff.
- Maintain a smoke-free environment under the Act 1990.

MEDICAL

- Keep a register of all injuries and first aid given at school, and when away from school on trips and camps.
- Ensure that suitable first aid material is on hand during school hours and on school trips and camps.
- Store medicines and medical equipment in the Medical room or Staffroom fridge, unless otherwise discussed with the parent/caregiver.
- Use MoH processes for reporting notifiable diseases.
- Use HSWA, MoE and WorkSafe NZ processes for reporting accident and serious injuries. By law, all work related illnesses and accidents, where an employee has received serious harm, must be notified to WorkSafe NZ immediately. The Principal and Board of Trustees will follow the procedures they provide for reporting and investigation.

TEACHING/LEARNING

- Teach students basic hygiene and health, keeping ourselves safe (sun safety, water safety, road safety, cyber safety etc), school safety rules, and healthy eating as part of our Health Curriculum.
- Ensure students know the school's behaviour expectations to ensure safe practices, boundaries for students and a bully free environment.
- Adhere to our school's EOTC procedures.

CLEANING/CARETAKER

- Ensure cleaning of the school is regular, adhered to and completed.
- Keep all chemicals and dangerous goods securely locked away.

EMERGENCIES/EVACUATION

- Have emergency procedures which are known and practiced by staff and students - fire, earthquake, tsunami, lock-down.

- Communicate these plans to the community.

BUILDING COMPLIANCE/WOF

- Ensure our buildings comply with Buildings Compliance Regulations, including monthly/termly/annual checks e.g. fire sensors and extinguisher checks.
- Conduct playground checks.

VCA

- Adhere to our school's procedures for Vulnerable Children.
- Conduct Police vets of staff as per VCA.
- Conduct Police vets of parents helping on overnight camps.

VISITORS

- Require all visitors to sign in and out in the appropriate register (at the school office front desk).

HEALTH AND SAFETY CODE OF PRACTICE:

The following have been identified as hazards and the notes with each item outline the steps taken to minimize and/or isolate and/or eliminate the identified hazards.

CONTRACTORS/SUBCONTRACTORS

All contractors and sub-contractors are encouraged to play a vital and responsible role in maintaining a safe and healthy school environment through:

- Signing in and out at as 'visitors' at the school office.
- Complying with the school's Health and Safety procedures as communicated to them or their supervisor.
- Providing the Principal with details of their organisation's Health and Safety programme (where appropriate), that their staff will comply with.
- Provide safety checking/police vetting of their staff .
- Report, to the Principal or School Property Manager, any identified hazards or any health and safety concerns noticed in the course of their work or that may result from their planned activities.
- Keep the workplace tidy to minimise the risk of any trips and falls.
- Wear protective clothing and use equipment as and when required to minimise exposure to workplace hazards.

GROUNDS/OUTDOORS

MOWING

Mowing is done away from areas where children are playing or working and the spraying of grass from a mower is directed away from where any persons are. Mowing equipment, petrol, oil, etc is kept in a locked shed.

SPRAYING

This is done at the end of the day when pupils have left the school or during school holidays, so that pupils do not come in contact with recently sprayed weeds.

TREES

Trees will be checked annually for safety and pruned/removed by an arborist where necessary.

BLIND CORNERS

There are a number of blind corners in our school environment. Pupils are taught safe ways to negotiate corners.

ADVENTURE PLAYGROUNDS

When the weather is wet or frosty playground areas/equipment can be slippery. If adults consider the playgrounds too slippery then this will be signaled to students by displaying a red flag or cones.

CARPARKS

The danger of moving vehicles driving in and out, backing, etc. These areas are out of bounds to pupils (as shown by red painted lines). Access to and from school for students and the parent community is through entrances other than the car park. The one exception are those students who bring a bike to school. Those students are expected to walk their bikes past the hall, through the passage between the library and boiler room, and down the edge of the car park then leave their bikes secured at the bike stands. At the end of the day they are to **walk** their bikes off the school grounds.

INDOORS

CARETAKERS TOOLS AND CLEANING EQUIPMENT AND CHEMICALS

The Caretaker's shed and storerooms are kept locked when the Caretaker is not there.

WET VINYL

Wet vinyl floors are slippery. Where possible floors will be washed when pupils are not there, but after spills or cleaning after a pupil activity [e.g. painting] pupils have to be taught to negotiate wet areas with care. Running is not allowed inside. Staff who are still around when floors are cleaned, must also be alerted to the dangers and negotiate wet floors carefully. 'Caution - Wet Floor' warning signs will be utilized in high traffic areas when necessary.

HANGING DISPLAYS

Every effort will be made to ensure hanging displays do not restrict view when moving through a room, hence hiding a hazard. Also hanging displays must not make it difficult for cleaning staff to clean the area around the display, or set off or block intruder sensors in each classroom.

LIFTING

Staff and pupils will be encouraged to use safe ways of lifting and carrying loads, such as boxes of resources [using legs not backs]. A trolley will be available for moving heavy objects and will be encouraged as a preferred practice. Students will not be asked to lift/carry anything unreasonable.

GUILLOTINE

Only adults are allowed to use the school guillotines and sliding paper trimmers. Guillotines will remain in 'teacher only' areas and are not to be taken to or kept in classrooms.

LINO CUTTING AND ART CARVING TOOLS

Training will be given to pupils on the safe way to use these tools. During art sessions teachers will supervise the use of such tools to ensure student safety is paramount.

COOKING

There is a stove/oven in the Staffroom and in the Hall kitchen. Cooking or baking activities will be supervised by a teacher or parent and safety procedures will be taught during the process. If teachers are using a hot plate in their classroom, students must be briefed on safety practices around these items. Teachers are responsible for hot plates at all times during their use, including the cooling down period.

HIGH DISPLAY [USE OF LADDERS]

Pupils are not allowed to use ladders. Staff using ladders should read the safety card and information (on staffroom wall or attached to ladders) before use. Staff are advised to exercise all care if they choose to use them.

DOORS

At times classroom doors may catch in the wind, making them dangerous. During these times doors will be latched back or the identified danger brought to students attention and told of precautions that need to be taken.

SWIMMING POOLS

CHEMICALS

These are stored in a locked area and are the responsibility of the school's property manager.

POOL SAFETY

Classroom teachers train students in water safety as part of the swimming and water safety programmes. Students and staff will exercise safety in and around the pool.

ACCESS TO SWIMMING POOLS

The door opening from the swimming pool onto the school grounds if left open could provide a hazard for those students who have not yet developed an understanding of the danger of the pool.

Classroom teachers on leaving pool area must padlock the gate shut themselves. Students who have been identified as high risk are to be well supervised (e.g. by teacher aides).

DENTAL VAN SERVICES

The Dental Therapist will take all care to ensure that any equipment which could be a hazard to students (e.g. sterilization equipment) is out of their reach. Students are not allowed into the Dental van unless the Therapist is present. Dental Clinic staff are responsible for locking the van when they are not present. The dental van will not be driven across the school site without first informing the Principal, Property Manager, AP or DP first.

ROAD SAFETY

Road Safety and Bike Safety are part of the curriculum at Paraparaumu Beach School. Senior students who volunteer to be road patrollers will be trained by a designated staff member in association with the Police.

NB: The School runs a morning (8.30-9.00 a.m.) and an afternoon (2.55-3.15 p.m.) road patrol duty at both the Gray Avenue and Martin Road entrances.

When using private vehicles for travelling to and from events/trips child restraint laws will be strictly adhered to. Private vehicles must have a current WOF and registration; drivers must hold a current driver's license.

DRINK BOTTLES AND DRINKING FOUNTAINS

These are noted to be a health hazard if used incorrectly (e.g. by drinking with mouth touching the fountain or sharing drink bottles). Basic hygiene rules will be taught as part of the health curriculum.

July 2017