



## PHYSICAL HEALTH AND SAFETY FOR ALL PERSONNEL

### Purpose

- The Board of Trustees is to provide a working environment that is physically safe and healthy for all staff, students visitors and contractors within the school and Hostel.
- The Board must comply with all aspects of the Health and Safety at Work Act 2015 with relevant legislation including all relevant health regulations, New Zealand standards, and approved codes of practice.

### Guidelines

- To develop procedures that enable the school to meet the obligations of a suitable and safe working environment as required by the State Sector.
- To ensure safe practices in using school buildings, plant and operation, equipment operation and emergency procedures.
- To provide safe practices to ensure the physical safety and good health of all members of the school community, staff, students and visitors.
- Regular review of the effectiveness of all Health and Safety policies and procedures must occur on an on-going basis.
- To consult staff and students about incidents of health and safety that affect them as individuals.
- To provide opportunities for staff and students to acquire First Aid qualifications.
- The School will continually review changes to the health and Safety at Work Act.
- All staff have responsibility for eliminating or minimizing the potential for harm for people at their workplace on a day to day (and when hazards arise) basis.
- All visitors will be informed of potential hazards.
- To ensure that the school and Hostel environments are drug, smoke, **vape** and alcohol free.
- All staff will be made aware of the procedures and will practice procedural action for earthquake, fire evacuation or lock down.
- The school will have a staff elected Health and Safety officer, who will be available for staff to report any concerns to.
- The Director of Boarding is delegated as being responsible for all Property matters at the hostel.
- The Director of Boarding is the designated Health and Safety Officer for Hostel employees.
- All trips/activities held outside the school must be accompanied by RAMs
- making health and safety a key part of our role
- working with our staff to improve the health and safety systems at our school
- The Health and Safety committee meet each term to assess any potential risk to the H&S of staff and students
- making sure all incidents, injuries and near misses are recorded in the Incident Folder
- investigating incidents, near misses and reducing the likelihood of them happening again
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner, including informing them of potential hazards.



## Procedures

1. The Deputy Principal in consultation with the caretakers will manage any day to day property issues.
2. A staff Health and Safety Officer will be appointed from the staff for the reporting of confidential issues of hazard, or harm, (see Appendix 3) who will make regular reports to the staff either at Monday morning briefing or the termly Health and Safety Committee meetings.
3. The Health and Safety committee will monitor and report on Health and Safety within the school to the Board of Trustees.
4. The HOD is responsible for ensuring all safety equipment is provided and procedures for its use are in place within his / her area of responsibility.
5. A building warrant of fitness will be conducted annually by an outside agency.
6. The fire evacuation plan will be current and approved by FENZ. Fire bells will be tested and a fire drill carried out as and when appropriate.
7. A hazards register will be maintained by the Deputy Principal in order to eliminate / minimise hazards and reviewed at regular intervals.
8. Hazards will be managed in the following ways:
  - All visitor to the school must sign in at Student Services.
  - Students via the Daily Notices and staff via the whiteboard in the staff workroom will be informed of any physical hazards.
  - The caretaker will liaise with the Deputy Principal if there are daily/on-going property issues.
  - Student services will communicate any potential hazards to visitors to the school.
  - A whiteboard located at the Student Service Centre will inform students and visitors of current hazards.
  - Any newly identified hazard must be reported to the Deputy Principal as soon as possible. The Deputy Principal will then take the appropriate action including informing the caretaker, staff and students as appropriate.
9. Staff in charge of a field trip/activity must submit RAMs to the Principal for approval before the event takes place.
10. A review of electrical equipment and installations will be carried out periodically; testing electrical cords every 2 years would be appropriate when used in normal educational situations. Test every 12 months if the electric cords and equipment are subject to flexing in normal use, open to abuse, or used in hostile environments such as exposure to conditions of moisture, heat, vibration, mechanical damage, corrosive chemicals and dust.
11. A Lab Manager will be appointed and agreed delegations will be in place to ensure the safety with regards to science equipment, classrooms and chemical security and safety.
12. Secure storage of hazardous chemicals will be provided within the school grounds.
13. If an individual staff member/ Student is injured/hurt, this should be communicated to/they should go to Student Services Centre who will immediately contact a member of the Senior Leadership Team and/or Guidance Counsellor as is appropriate. An incident / accident report will be filled out and given to the Principal
14. Staff with current first aid certificates will be identified and a list of those staff with current First Aid certificates will be available on EDGE
15. All staff, new and existing, will be provided with appropriate induction into the school systems and processes.
16. Students who consume alcohol, drugs or smoke on school premises or at school events may be stood down from school and/or be required to undertake appropriate education.



17. Students who arrive to attend a school event intoxicated/having consumed alcohol will not be permitted entry. Their parents will be informed and requested to pick up their daughter from the venue.
18. All property concerns at the Hostel are reported directly to the Director of Boarding through the Maintenance Book which is checked regularly by the Groundsman.
19. All staff must follow the Search and Seizure guidelines as per the Directions Book. (see Appendix 1)
20. The use of physical restraint on students by staff is as per the legislation which states that a teacher or authorised staff member can use physical restraint if he or she reasonably believes that there is a serious and imminent risk to the safety of the student or others, and the physical restraint must be reasonable.
21. Seclusion of students in a locked room or in an isolated withdrawal area is not permitted under any circumstances as per the Directions Book. (See Appendix 2)

Last Reviewed: September 2019

Board Chair:

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Review Date: September 2021

Principal:

A handwritten signature in blue ink, consisting of a stylized initial 'P' followed by a long horizontal stroke.

## Appendix 1 - Searching of Bags and the Seizure of Students Property

The Education Act states that schools have the statutory authority to require students to surrender items in their possession or control that are likely to endanger safety or detrimentally affect the learning environment. This includes items stored on electronic devices. There must always be reasonable cause to carry out a search. If you are unsure, check with a Senior Leader.

**It is important that this process follows the guidelines below:**

1. The search needs to be carried out in a respectful and calm manner, by either a Year Level Co-ordinator/Senior Leader.
2. Always have someone with you before you ask a student to empty a bag/ pockets/ open / show their device.
3. Ask the student to empty the bag / open laptop/device – don't touch it yourself.
4. If a student refuses to do so, do not use any forceful method/physical force/ threats in order for them to do so, but refer them onto a (more) Senior Leader.
5. Any property seized must be handed into Student Services for safe keeping that day. Do not store it in the drawers of a desk or office.  
This applies to cigarettes/drug paraphernalia/ weapons of any kind/cellphones/laptops and devices.  
All seized property must be named (student name) and dated and any pertinent instructions (e.g. to be collected by parents etc).

## Appendix 2 Seclusion of Student

Southland Girls' High School does not have a withdrawal or seclusion room. It is against the law to do so.

However, on occasions it may be necessary to withdraw the student from class for various reasons for a period of time.

- Students can never be placed in a locked room.
- Preferably, they are in an area where there is some foot traffic e.g. SLT Office Area or an office area that is mostly glass and thus visible to outsiders.
- Please remember – it is not safe for you to have them in an office area alone with you, with the doors shut. This can be misinterpreted by others.
- Always check with a Senior Leader if you are unsure. If in doubt, don't do anything that might be misconstrued as 'seclusion'.

## Appendix 3

### Health And Safety @ Sghs

- Health and safety in our work place is the responsibility of all employees.
- The Health and Safety Act 2015 imposes a general duty on employers to take all practicable steps to ensure that workers have a safe and healthy work place. The new Act in April 2016 saw us refine processes further with a feedback loop.
- When an incident report is completed, the Deputy Principal enters it on register. At the end of the month the Deputy Principal actions the double loop. This email requests that the staff involved liaise with victims and witnesses to see if there are further preventative measures or actions required. This is then discussed at the following Health and Safety meeting.
- The Health and Safety Committee meets once a term, near the end of the term to review Health and Safety and prepare for the following term.
- The Act also imposes a general duty on workers to take all practicable steps to ensure that no act or omission on their part causes harm to any person.
- The Act contains a process for identifying and addressing hazards in the work place.
- A hazard is anything that is an actual or potential source of harm.
- Harm is any illness or injury including physical or mental harm caused by work-related stress.

#### *Key Roles:*

Media Release	Yvonne Browning, Principal, BoT Chair
Property Overall Management	John Grogan, Deputy Principal
Caretaker	Barry Lindsay
Caretaker	Andrew McKee
Fire Safety and Evacuations	Bill Claridge
Emotional Safety / Counselling	Margaret Ereckson & Steve Jackson Guidance Counsellors

Carl Ereckson is currently the SGHS Health and Safety Representative. His role is to:

- Foster positive Health and Safety management practices.
- Identify hazards and bring these to the notice of employers.
- Discuss how hazards should be dealt with, largely through the Health and Safety Committee.
- Consult with Worksafe if necessary.
- Promote the interests of workers in Health and Safety context.
- Promote compliance with any other Codes of Practice operating in the work place.

The Health and Safety Representative can also:

- Undertake the process of issuing a hazard notice.
- Advise fellow workers on the right to refuse unsafe work.

If you think that there are hazards in this work place then you have a responsibility under the Act to inform either the Health and Safety Representative or management.

The Board of Trustees provides Employment Assistance for staff needing a level of counselling / support when extra support is needed. This can be accessed confidentially through the Guidance staff / Deputy Principal / Principal. It is funded by the Board.

Health and Safety is reflected in the following BOT Policies and Procedures:

- Emergency procedures appendix 1 - 17
- Bullying - Students
- Child Protection Policy
- Complaints
- Computer and Internet Acceptable Use Agreement
- Conflict of Interest
- Education Outside the Classroom (EOTC)
- International Student Safety
- Nutrition
- Overseas Trips
- Pandemic Plan
- Physical Health and Safety for all Personnel
- Privacy
- Protected Disclosure
- Smokefree Workplace
- Staff Emotional Wellbeing Policy
- Staff Safe Workplace Policy
- Student Emotional Wellbeing
- Student Support
- Traumatic Incident, including:
  - Armed Intruders Incident Emergency Response
  - Bomb Threat Response
  - Earthquake Emergency Response
  - Fire Emergency Response
  - Gas Leak Emergency Response
  - Flood in Building Emergency Response
  - Flooding Emergency Response
  - Intruder Inside Building Emergency Response
  - Intruder Outside Building Emergency Response
  - Medical Emergency Response
  - Physical Assault Emergency Response

Health and Safety is reflected in the following 'Directions' for staff (this Booklet):

- Accidents / Incidents p2
- Appointments Book p2
- Absence Notes p5
- Classroom Problems p11
- Communication p6
- Computers p6
- Contacting Whanau / Parents / Caregivers p6
- Earthquake Safety p13
- Email p13
- Evacuation Procedures p15
- Hazards p16
- Health Nurse p16
- Health and Safety p16
- Leaving During the Day p18
- Out of Bounds p19
- Out of School Trips p20
- Outdoor Education (EOTC) p20
- Parents / Caregivers p21
- Physiotherapy at School p22
- Positive Encouragement p23
- Security p24
- Staff Carparks p26
- Student Release p28
- The Caretaker p28
- Travellers p29
- Visitors to the School p31

Every department has a copy of the 'General Classroom' hazard plan and PE, Technology, Science and Art have specific hazard plans in addition to the 'General Classroom' plan. Each department has reviewed this document and fed back additions. The caretakers also have a copy of the Property hazard plan and have reviewed this. A full copy of all plans are available in the Accident Register.

There are a number of processes and procedures that will reflect Health and Safety also, that are not necessarily reflected in policy, in their own right. The Directions Booklet is reviewed every year. The BOT Policies are reviewed every 1 - 3 years on a timeline or as the need arises if prior to the review date.

The Health and Safety committee is made up of the following members and meets near the end of each term:

- Health and Safety Staff Representative
- Deputy Principal
- Student BOT Representative
- BOT Representative
- Caretaker
- Guidance Representative
- Technology Department Representative
- Science Department Representative
- PE Department Representative

Matters arising from the Health and Safety Committee meetings, RAMS process and also from the Accident and Hazards registers will be shared with the BOT, staff and students in a variety of ways, including:

- Staff Briefing on Monday morning
- Staff Hui
- Department Meetings
- Double Loop with Incident Reports
- Assemblies
- Academic Tutor Times