

Health and Safety

Reviewed:	September, 2024	Next Review:	September, 2027
Applies to:	Board, Staff, Students, All Visitors		

1 Introduction

- 1.1 As required by the Education and training Act 2020 (s. 127) and in support of the Statement of National Education and Learning Priorities (NELP: Priority 1) a key focus of the board of The Cathedral Grammar School is to ensure the School is a physically and emotionally safe place for all pupils and staff, and all visitors and community members.
- 1.2 Under the Health and safety at Work Act 2015, the board and principal are the PCBU (person conducting a business or undertaking). Individual board members and the principal are officers and must exercise due diligence.
- 1.2 For visitors, the Health and Safety Policy will be essentially passive by nature, with policies available to be read and signs prominently displayed to make all persons aware of potential dangers. For those who work at The Cathedral Grammar School, the policy is expansive and proactive.
- 1.3 Parents / caregivers who are visiting the School site when undertaking their parental responsibilities are not classed as visitors to the School (see Clause 13).
- 1.4 The Business Manger is the School Health and Safety Officer.

2 Principles

- 2.1 As the PCBU, the board must implement key legislative and regulatory requirements and do what is reasonably practicable to ensure the health and safety of workers, and work to eliminate or minimise health and safety risks. Health and Safety is a set agenda item for each Board meeting.
- 2.2 At The Cathedral Grammar School we believe everyone in our workplace is responsible for health, safety and welfare. We promote school wide engagement in related policies and procedures.
- 2.3 The Cathedral Grammar School is committed to continuous improvement in the health and safety of employees, students, contractors and visitors within the school educational environment.
- 2.4 The board financially resources its health and safety obligations, including:
 - The board and principal performing their duties under the Health and Safety at Work Act and exercising due diligence
 - Having a health and safety officer and committee
 - Funding measures to eliminate or minimise risks
 - External audits
 - Collaborating with workers to improve health and safety
 - ensure hazards are identified and eliminated or minimised
 - Providing information, training and supervision around health and safety as a part of the induction process

- Ensuring visitors know their responsibilities and are safe while on the School grounds and while working with the School
- Promoting a culture of safety and continuous improvement

2.5 The Cathedral Grammar School will comply with all legislative requirements, codes of practice and safe operating procedures relevant to our workplace.

3 Objectives

- 3.1 Provide and maintain a physically and emotionally safe environment.
- 3.2 Require safe behaviours and practices at all times.
- 3.3 Ensure that employees are familiar with the safe operation of plant and equipment, and provide appropriate training and supervision.
- 3.4 Audit safety by mandatory reporting of all accidents and injuries occurring in the school environment.
- 3.5 Maintain procedures for hazard identification and management.
- 3.6 Maintain procedures for the response to and management of accidents and injuries.
- 3.7 Maintain the management of students and staff with communicable diseases.
- 3.8 Ensure that visitors, including contractors, are aware of their responsibility to comply with the Health and Safety Policy.
- 3.9 Maintain a Health and Safety committee which supports the implementation of the Health and Safety Policy.
- 3.10 Comply with legislative requirements for health and safety.

4 Guidelines

- 4.1 Every employee must share in the responsibility to provide a safe environment.
- 4.2 The Management of The Cathedral Grammar School supports the involvement of nominated employee representatives in health and safety development, implementation, monitoring and review.

5 Employees

- 5.1 Each employee has a duty under the Health and Safety at Work Act 2015 to take all practicable steps to ensure their own safety at work. In addition, the employee must ensure that any action or inaction on their part while at work does not cause harm to any other person.
- 5.2 Each employee is to be familiar with this policy. The employee's employment agreement is to state the responsibilities of each employee in regard to Health and Safety matters.
- 5.2 Each employee is to receive training in specific areas as they relate to health and safety requirements and processes as soon as reasonably practicable after being employed by the School and thereafter as required in accordance with clause 11.
- 5.3 Employees will be required to undertake first aid training to ensure that there are sufficient staff available to render first aid support if required.
- 5.4 Records of training undertaken by employees will be entered into the staff member's personnel records on the School Management System (FACTS) by the Office Administrator.

6 Operation

- 6.1 **Policy.** The Health and Safety policy of the School will be implemented as per Appendix 1.
- 6.2 **Employee Representation.** The Health and Safety Committee shall comprise:

- Business Manager (Chair)
- Science Teacher
- one representative from the Prep Schools
- one representative from the Junior School
- one representative from the Pre-School
- Caretaker

Staff from each department will select a member to serve on the committee to represent their Department whenever a vacancy occurs. The selection of the member shall be recorded in the Minutes of the first meeting held after their appointment.

6.3 **Access to Policy.**

6.3.1 **Policy.** A copy of the Health and Safety Policy is available for staff within the Policies Folder on the shared drive on the School's network and in hardcopy form in the Policies Folder within the staffroom. Parents can access this policy on the school website and a printed copy is available at the school office upon request.

6.4 **Reporting.**

6.4.1 All staff are to report their observation of possible health and safety hazards, no matter how minor they may appear to be, via the Hazard Identification e-form on FACTS. If necessary, this can be communicated to the Business Manager another way and they will ensure it is recorded via the e-form.

6.4.2 The problem is to be dealt with at the lowest level possible. However, any person may at any time, by many means, refer any matter concerning health and safety directly to the Business Manager, in their capacity as the School Health and Safety Officer. The Business Manager will then ensure that the problem is properly recorded and remedial action taken.

7 **Hazards**

7.1 **Introduction.** In general:

7.1.1 Harm:

- means illness, injury or both; and
- includes physical and mental harm caused by work related stress.

7.1.2 Hazard:

- means any activity, arrangement, circumstance, event, occurrence, process, situation, or substance (whether arising from or caused within or outside a place of work) that is an actual or potential source of harm; and
- includes a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
- without limitation, a situation described in 7.1.b. (ii) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or other temporary condition that affects a person's behaviour.

7.2 **Hazard Identification.** Hazard identification and management is an integral part of the school's daily operation. Once identified, the hazard must be:

- eliminated immediately where this is practicable and possible to achieve safely;
- or isolated if it cannot be eliminated immediately and safely; or
- the effects of the hazard minimised by the implementation of the hazard management process.

7.3 **Definition.** As defined by the HSWA 2015, a "*Significant Hazard*" means a hazard that is an actual or potential cause or source of

- a) *Serious harm; or*
- b) *Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent of the frequency of the person's exposure to the hazard; or*
- c) *Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.*

- 7.4 **Identification.** Identification of a hazard is the first step in the hazard management process. Employees are to exercise ongoing vigilance in regard to hazard identification.
- 7.5 **Reporting.** Any person discovering or identifying a hazard, if they cannot eliminate it immediately, is to report that hazard to the Business Manager. Ideally the report should be by way of the Hazard Identification e-form on FACTS. However, hazards may be reported by any means available. The Business Manager shall enter the hazard into the Hazard Identification e-form and take the appropriate remedial action.
- 7.6 **Hazard Register.** A Hazard Register is to be maintained in FACTS. The Hazard Register shall contain a list of all hazards and the procedures to be taken to avoid safety risks resulting from those hazards
- 7.7 **Review.** The Cathedral Grammar School Health and Safety Committee shall review the Hazard Register and the Accident Register at each meeting and analyse the contents therein to determine if additional remedial or preventative action is required.
- 7.8 **Material Safety Data Sheets.** Hazards may arise when items of a potentially toxic nature are stored. A Material Safety Data Sheet (MSDS) is to be completed and readily available whenever such items are stored.

8 Fire and Earthquake

- 8.1 **Procedures.** Emergency evacuation procedures in the event of fire and/or earthquake are to be displayed in each room in each building. The procedures to be used are those approved by the New Zealand Fire Service as part of the Fire Evacuation Scheme approvals required for each building.
- 8.2 **Wardens.** In the event of an evacuation the Dean/Head of Dept will be the Warden for their department's building. In their absence staff present in each building will designate one person to be the Warden. The staff in the administration building designate one person to be the Warden for that building. Each Warden shall:
- Be responsible for the safety of all personnel in their department at the time of evacuation.
 - Wear the fluorescent vest provided for their use during evacuations.
 - Confirm their building is clear and communicate this to the Business Manager.
 - The Business Manager is designated Head Warden.
- 8.3 **Training.** Staff shall receive training in their responsibilities in the event of fire, lockdown or earthquake as part of the induction training. Such training shall also include the operation of fire-fighting equipment.
- 8.4 **Evacuations, Lockdowns and Earthquake Drills.** Trial evacuations, lockdowns and earthquake drills shall be held at least once per term during term time.

9 First Aid

- 9.1 **All Employees.** All employees will be required to maintain a current first aid certificate during their tenure of employment at The Cathedral Grammar School.

- 9.2 **Courses.** Courses shall be run to enable staff to obtain and maintain a current first aid certificate.
- 9.3 A record of the training received is to be entered into the staff member's personnel records on the School Management System by the Office Administrator.
- 10 **Communicable Infections and Diseases (*see also School Sickness Policy*)**
- 10.1 Any staff member or parent or legal guardian of a student with a communicable infection or disease must inform the Principal, in writing, that they have such a condition.
- 10.2 The Principal shall, in consultation with the staff member or the parents or legal guardians of the child concerned, decide a course of action that will be followed to manage the continued attendance of the staff member or student at the school to ensure the continued safety and well-being of other staff and students at the school.
- 10.3 The course of action to be followed shall be disclosed as necessary to ensure that the interests of both the person with the communicable infection or disease and the people who may come into contact with that person are safeguarded.
- 10.4 The School Health Nurse and Ministry of Health will be consulted throughout this process.
- 11 **Training**
- 11.1 All employees of the school are to undertake training in Health and Safety matters as directed by the Principal and/or contained in this Policy.
- 11.2 **Individual Training.** Each employee of the school is to receive the following training:
- 11.2.1 Formal induction training is to be undertaken as soon as practically possible after commencement of employment at The Cathedral Grammar School. The record of induction training for the employee shall be the signed employment agreement.
- 11.2.2 Training on fire-fighting equipment used in the school is to be held on a biennial basis. The training will be delivered by an accredited training provider. A record of the training received is to be entered into the staff member's personnel file on the School Management System by the Office Administrator.
- 11.2.3 Refresher first aid training is to be held on a biennial basis to meet the requirements of employee's employment agreement. The training will be delivered by an accredited training provider. A record of the training received is to be entered into the staff member's personnel file on the School Management System by the Office Administrator. A copy of the current First Aid Certificate held on the employee's personnel file.
- 11.2.4 Annual refresher training on identifying and reporting child abuse and neglect, physical restraint and reducing pupil distress will take place. A record of the training received is to be entered into the staff member's personnel file on the School Management System by the Office Administrator.
- 11.3 **Collective Training.** The following collective training is to be held:
- 11.3.1 Fire practices for all staff and students are to be undertaken at least once per term. A record of the practices held and the remedial action (if any) taken is to be kept in the Health and safety folder within the Business Manager Drive within the school network.
- 11.3.2 Earthquake practices for all staff and pupils are to be undertaken once per term. A record of the practices held and the remedial action (if any) taken is to be kept in

the Health and safety folder within the Business Manager Drive within the school network.

- 11.3.3 Lockdown practices for all staff and students are to be undertaken twice per annum. A record of the practices held and the remedial action (if any) taken is to be kept in the Health and safety folder within the Business Manager Drive within the school network.

12 **Visitors and Contractors**

- 12.1 **Visitor's Register.** All visitors, including contractors, to The Cathedral Grammar School are required to report to the school office and sign-in on arrival, and again immediately prior to departure to sign-out.
- 12.2 **Name Tag.** All Contractors and Unaccompanied Visitors are to be issued with and MUST wear a visitor name tag for the complete duration of their visit (i.e. from the time that they sign the Visitors' Register on arrival until they sign it again on departure.)
- 12.3 **Visitors' and Contractors' Safety Briefing.** The (Vistab) Visitors Register sign in process is to require visitors to acknowledge that their attention has been drawn to the Health and Safety Policy, Cybersafety Policy and Hazard Register.

13 **Parents / Caregivers.**

- 13.1 Parents / Caregivers who are visiting the school site as part of their parenting responsibilities are required to adhere to the tenets of this Policy, but are exempted from the detailed requirements of this Policy. These exemptions apply, amongst other things, to the signing in / signing out, name tag, and safety briefing requirements. Normal parenting responsibilities include, but are not limited to, such activities such as drop off / pick up of pupils, attending assemblies or interviews, and attending sports days.
- 13.2 Parents / Caregivers are requested to make themselves conversant with, and act in accordance with, the content of this policy, which is available on the School website, so far as is possible.
- 13.3 Where a parent is at the school in any other capacity, such as a Staff Member (including parent helpers at formal EOTC activities), Contractor, or Visitor, then all clauses of this Policy apply.

14 **Accidents**

- 14.1 All accidents occurring at The Cathedral Grammar School must be accurately reported and accurately recorded. Accidents are to be actioned in accordance with the following procedure:
1. All accidents, whether an injury results or not, are to be reported and recorded on the e-form 'CATHEDRAL GRAMMAR INCIDENT REPORT FORM' on the SMS as soon as practical after the accident.
 2. Staff professional judgement is to be used to decide whether the Business Manager needs to be alerted to the accident straight away.
 3. Accidents involving students, other than general playground bumps and bruises, shall be reported to parents as soon as practical after the incident. All head knocks must be reported to parents when it becomes known to staff this has happened.
 4. Any incident resulting in serious harm will be reported to the relevant authorities immediately.

5. The Business Manager shall investigate and report/comment on all accidents not involving serious harm.
 6. The School Health and Safety Committee shall, at the next meeting after the accident, review the accident investigation report and implement any changes necessary to prevent recurrences.
- 14.2 Where a staff member or student has been injured, the Principal of The Cathedral Grammar School will ensure that where necessary the occupational rehabilitation process is commenced as soon as possible after the injury in a manner consistent with the medical advice given. The safe and early return to work of an injured staff member who has sufficiently recovered is to take place as soon as possible.
- 15 **Smoking and Vaping Policy**
- 15.1 In accordance with the Smokefree Environments and Regulated Products Act 1990 the following smoking policy is applied:
"The school and all its land and buildings are a non-smoking and non-vaping environment."
- 15.2 This policy is to be included in all Employment Contracts and applies to Visitors, Contractors, Parents and Caregivers to the School.
- 16 **Audit and Review**
- 16.1 **Annual Health and Safety Audit.** The Annual Health and Safety Audit will occur mid-year. This inspection is to be conducted by a recognised safety auditor, in conjunction with the Principal and Business Manager.
- 16.2 **Review.** The Health and Safety Policy is to be:
1. Reviewed annually by Management. This review is to be confirmed by the Risk and Review Committee of the Board.
 2. Renewed triennially by the Board (see "Date for Review: 20XX" on Page 1)
- 17 **Conclusion**
- 17.1 The Health and Safety Policy is designed to make The Cathedral Grammar School as safe and healthy a place to work at or visit as possible. The operating procedures to implement the Health and Safety Policy have been specifically designed to fit in with current management structures and, in most instances, formally recognise already existing practices.

Appendix 1 : Health & Safety Organisation

HEALTH & SAFETY ORGANISATION

Committee Name	Chair	Members	Meets
The Cathedral Grammar School Health and Safety Committee	Business Manager	Science Teacher Staff Member* from: <ul style="list-style-type: none">- Prep Schools- Junior School- Pre-School- Caretaker	Frequency: Once per term Venue: Business Manager's Office Note: Any Health & Safety matters of urgency may also be raised at any staff, team or senior staff meeting.
Departmental Health and Safety Review	Head of Department	All Teachers All non-teaching staff)	Frequency: Termly, at Chair discretion, but prior to The Cathedral Grammar School Health & Safety Committee meeting. Venue: As advised by Chair
Class Health & Safety Review	Teacher (may be delegated to student)	Class	Frequency: Termly, prior to Health and Safety Review meeting. Inspections: Activity to be age appropriate – may just be discussion telling a teacher if an accident has occurred or something is broken or looks unsafe. Venue: Classroom

* Staff Member is to be an employee chosen by the staff of each Department.