

# Stratford Primary School: Policies

## 500 HEALTH, SAFETY and WELLBEING POLICY

### Outcome statement:

A primary objective of the Board is to ensure that Stratford Primary School is a physically and emotionally safe place for all students and staff, 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).

### Scoping:

The Board is responsible for ensuring Health, Safety and Wellbeing procedures are developed, implemented and reviewed to meet legislative and regulatory requirements. Employees also have a shared responsibility for Health, Safety and Wellbeing, including the promotion schoolwide engagement in related policies and procedures.

The [Health and Safety at Work Act 2015](#) defines types of duty holders within a workplace, including schools. This Act outlines Health and Safety responsibilities for each type of duty holder.

Duty holder	School role
PCBU (Person Conducting a Business or Undertaking)	Board, including the Principal
Officers	Individual Board members, including the Principal
Workers	Employees, including teachers and non-teaching staff, volunteer workers, and contractors
Other people at the workplace	Students, visitors, parents, whānau, and casual volunteers

Our areas of focus for Health, Safety, and Welfare at Stratford Primary School are:

- HSWA Policy
- HSWA Implementation (Including Child Safety; EOTC; PB4L (Behaviour Management));
- HSWA Emergency Management
- HSWA Measurement (Monthly Health and Safety Reports)

### Expectations and limitations:

The Board will, as far as is **reasonably practicable**, comply with the provisions of legislation dealing with health and safety in the workplace by:

- Providing a safe physical and emotional learning environment.
- Ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with staff and the school community.
- Ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#).
- Providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and staff are not exposed to hazards.
- Ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents and near misses.

*Reviewed: 11 September 2023*

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- Having a commitment to a culture of continuous improvement.
- **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

## **The Principal, as Officer, has responsibility for implementing this policy and therefore must:**

- Exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations.
- Take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices.
- Ensure all employees and other workers at the school will take reasonable care to:
  - Cooperate with school health and safety procedures
  - Comply with the health and safety legislation and duties of staff
  - Ensure their own safety at work
- Promote and contribute to a safety-conscious culture at the school.
- Ensure that all Stratford Primary School Teachers are meeting the Code of Professional Responsibility from the New Zealand Teachers Council. All staff also must meet the SPS Values as stated in their Job Descriptions.
- Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place. See the **500 Anti Bullying Policy** for further guidelines.
- Provide a Smoke-Free and Vaping-Free environment.
- Ensure that all whānau are abiding by the schools **501 Community Conduct Expectations**.
- Ensure parent volunteers are being carefully considered as suitable role models for working with our tamariki and that they demonstrate the SPS Values of Manaakitanga. **See 502 Parents as Volunteers**.
- **EOTC**: Ensure a risk analysis management system (RAMS) is in place and carried out. Seek approval for overnight stays/camps/visits attesting first to their compliance with above. Ensure parents are appropriately selected as per [503 EOTC Parent Help](#).
- Consult with the community every two years regarding the health programme being delivered to students.
- Provide information and training opportunities to employees.
- **Physical Constraint**: Ensure staff are following the **500 Reducing Student Distress and Use of Physical Restraint Policy**.
- Advise the Presiding Member of any emergency situations as soon as possible.

## **Legislative compliance**

This policy aligns with [NELP](#) Objective 1: Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying.

### Legislation

- [Health and Safety at Work Act 2015](#)
- [Children's Act 2014](#)
- [Education and Training Act 2020](#)
- [Human Rights Act 1993](#)