



Lyttelton PRIMARY SCHOOL

Te Kura Tuatahi o Ōhinehou



Our Learning Place

Health and Safety Policy

Context: Lyttelton Primary School is dedicated to fostering belonging, inquiry and achievement at all levels within the school.

Purpose: This policy aims to set clear expectations for ensuring the health and safety of all students, staff and visitors to Lyttelton Primary School.

Benefits: A safe emotional and physical environment at the school will enhance the achievement of the vision and values of the school.

Policy Statement

The Lyttelton Primary School Board of Trustees is committed to providing and maintaining a safe and healthy environment for its students, staff, visitors, contractors and all persons using the premises as a place of learning and work. All staff are aware of their responsibilities with respect to Health and Safety in the workplace. This policy is to be read in conjunction with other policies that have a health and safety aspect. We will achieve this through:

- Making health and safety a key part of our role
- Working with our staff to improve the health and safety systems at our school
- Doing everything reasonably possible to remove or reduce the risk of injury or illness
- Making sure all incidents, injuries and near misses are recorded in the appropriate place
- Investigating incidents, near misses and reducing the likelihood of them happening again
- Having emergency plans and procedures in place
- Training everyone about hazards and risks so everyone can work safely
- Providing appropriate induction, training and supervision for all new and existing staff
- Helping staff who were injured or ill return to school safely
- Making sure contractors and sub-contractors working at the school operate in a safe manner

Our intention is that The Board policy and school procedures best reflect our : Written Sept 2015

Vision: *Our Learning Adventure: Thriving Today - Ready for Tomorrow* Review Sept 2016

Values : *Belonging, Inquiry, Achieving*

All staff are encouraged to play a vital and responsible role in maintaining our school as a safe and healthy environment through:

- Being involved in improving health and safety systems at the school
- Following all instructions, rules, procedures and safe ways of working
- Reporting any pain or discomfort as soon as possible
- Reporting all injuries, incidents and near misses
- Helping new staff and visitors to the school understand the safety procedures and why they exist
- Reporting any health and safety concerns or issues through the reporting system
- Keeping the school tidy to minimise the risk of any trips or falls
- Wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards.

1. Maintaining a safe and healthy environment

- 1.1. Lyttelton Primary School has comprehensive documented health and safety management procedures that are actively followed and monitored for compliance.
- 1.2. Lyttelton Primary School provides a safe and healthy physical and emotional environment for students and staff, both within the school grounds and when school activities and events are held elsewhere.
- 1.3. The Principal ensures that a safety inspection of the school's premises is conducted at least each term, with the intention of removing or mitigating any safety hazards.
- 1.4. The Principal ensures that students and staff use information and communications technology appropriately and safely at school, and when participating in school activities and events held elsewhere.
- 1.5. The Principal ensures that healthy food is promoted to students and food items sold on a regular basis are healthy options.
- 1.6. The Principal ensures that reasonable measures are taken to ensure the safety of Lyttelton Primary School children whilst crossing roads immediately adjacent to the school.
- 1.7. The Principal ensures that any vehicle access to the school grounds does not compromise the safety of students, staff or visitors to Lyttelton Primary School.
- 1.8. An accident register is maintained on the SMS system to enable all accidents, where someone was or might have been harmed to be recorded. This register is monitored by the Principal to identify any possible trends that might be developing.

2. Managing incidents

- 2.1. Lyttelton Primary School responds to and investigates all significant health and safety incidents, in order to mitigate the effects and reduce the risk of reoccurrence.

Our intention is that The Board policy and school procedures best reflect our : Written Sept 2015

Vision: *Our Learning Adventure: Thriving Today - Ready for Tomorrow* Review Sept 2016

Values : *Belonging, Inquiry, Achieving*

- 2.2. The Principal ensures that teachers recognise and respond to cases of suspected sexual, racial, physical or psychological child abuse in an appropriate manner.
- 2.3. The Principal ensures that a crisis management plan is developed, maintained and tested, in order to provide appropriate guidance to staff and students for handling a range of emergencies and their immediate aftermath.

3. Student behaviour guidance

- 3.1. Lyttelton Primary School encourages and maintains behaviour that facilitates students' own safety and learning, and does not harm other students or act as a barrier to their learning.
- 3.2. Lyttelton Primary School uses suitable measures to ensure student behaviour is maintained appropriately.
- 3.3. In extreme circumstances stand-downs and suspensions may be used, with the latter being subject to consideration by the Board of Trustees. At all times there will be strict adherence to legal obligations and Ministry of Education guidelines on student disciplinary matters.

4. Education Outside the Classroom (EOTC)

- 4.1. When planning E.O.T.C events the school follows best practice guidelines including those in the Ministry of Education's *Safety and E.O.T.C – A good practice guide for NZ Schools*.
- 4.2. Events longer than normal school hours, overnight (including trips out of town) and/or high risk activities require Board of Trustees approval. Any risks are to be disclosed to parents/caregiver so they can give informed consent.
- 4.3. The Principal maintains detailed procedures for all E.O.T.C events and activities.

Related Procedures and Documents

Under Review from Move to Two Sites

Accident or Serious Harm Notification
 Accident Prevention Procedures
 Administering Medication Procedures
 Administering Medicines Form
 Alcohol Procedures
 Application for Visitor to School
 Behaviour Guidance flow Chart
 Child Restraints
 Children Leaving School Grounds Procedures
 Crisis Management Procedures
 EOTC Event Planning Checklist for Teachers
 EOTC Procedures
 First Aid Kit Guidelines
 Food Allergies Procedures
 ICT User and cyber Safety Procedures
 Individual BYOD Procedures
 Injury Report Form

Our intention is that The Board policy and school procedures best reflect our : Written Sept 2015

Vision: *Our Learning Adventure: Thriving Today - Ready for Tomorrow* Review Sept 2016

Values : *Belonging, Inquiry, Achieving*

Lock-down Procedures
Managing Injuries Procedures
Managing Student Google Account Procedures
Permission to Administer Medication Form
Pick up of Children at 3pm Procedures
Rapaki Bus Procedures
Road Safety Procedures
Scooter and Skateboard Procedures
Staff ICT User and Cyber Safety Procedures
Student Cyber Safety and ICT User Agreements
Sun Protection Procedures
Sunhat Visuals

Reviewed from 2 May 2016

Accounting for Children Procedures
Behaviour Guidance Procedures
Complaints Procedures
Concerns Procedures
Deterrence of Bullying Procedures
Earthquake Procedures
Evacuation Procedures
First Aid Procedures
Physical Contact with Children Procedures
Playground Supervision Procedures
Protected Disclosures Procedures
Reporting Child Abuse Flowchart
Reporting Child Abuse Procedures
Sexual Harassment Procedures
Use of Positive Handling Procedures
Visitors and Volunteers Procedures

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Our intention is that The Board policy and school procedures best reflect our : Written Sept 2015

Vision: *Our Learning Adventure: Thriving Today - Ready for Tomorrow* Review Sept 2016

Values : *Belonging, Inquiry, Achieving*