



POLICY: HEALTH & SAFETY MANAGEMENT – Updating 2017

(To fulfil the requirements of National Administration Guideline 5)

PURPOSE: To provide a safe physical and emotional environment for students and to comply in full with current legislation (or any that may be developed) to ensure the safety of students and employees. *The board of trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.*

LEGISLATIVE REQUIREMENTS	RELEVANT REFERENCES	EXPECTED OUTCOMES	PROCEDURES & DOCUMENTATION
1. Provide a safe physical and emotional environment for students.	<ul style="list-style-type: none"> Education Act 1989 and amendments 1999 – sets down procedures for: exclusion, suspension, and expulsion of students, exclusion of students who are not clean enough or who have communicable diseases, requires principals to see students receive appropriate guidance and counselling, prohibits corporal punishment in schools. Internet Safety Group Surrender, Retention and Search Rules 2013. Food Regulations 2015 Vulnerable Children Act 2014. 	<ul style="list-style-type: none"> <i>The school and its environment will be both emotionally and physically 'safe' for all students.</i> <i>School practices and procedures on health and safety will complement health education programmes for students.</i> 	<ul style="list-style-type: none"> Health & Safety - P Accident Reports - P / D Accident register - D Administering Medicine Consent Form - D Diseases - P Discipline - P Fair Play - P / D Internet Safety - P/D Blood Infection – P Alcohol & Drugs - P Buses – P Cultural Awareness – p Visitors to school – P Smoke Free - P Property: Surrender and retention of, and searches P/D
2. Promote healthy food and nutrition for all students	<ul style="list-style-type: none"> Health Promoting Schools Heart Foundation Prog. Life Education Trust programmes and units MOE Curriculum in action documents 5+A day programme 	<ul style="list-style-type: none"> <i>The school curriculum a variety of activities and current practices around healthy food and nutrition</i> <i>Opportunity for scheduled healthy eating breaks for food and water.</i> 	<ul style="list-style-type: none"> Health Promoting Schools-D Heart Foundation Prog. D Curriculum HEPE Plan –D
3. Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.	<ul style="list-style-type: none"> Employment relations Act 2000 NZ Bill of Rights 1990 Smoke Free Environments Act 2003 Health & Safety at Work Act 2015 Hazardous Substances & New Organisms act 1996 Hazardous Substances Regulations 2001 Resource Management Act 1991 Civil Defence Amendment Act 1983 Child restraint Law 2014 Health & Safety In Employment Regulations 1995 Human Rights act 1993 Ministry of Health and safety Code of Practice for State Primary, Composite and Secondary Schools Privacy Act 1993 Protected Disclosures Act 2000 	<ul style="list-style-type: none"> <i>School practices and procedures will meet all legislative requirements for health & safety i.e. Civil Defence etc.</i> <i>Staff and students will be made aware of and understand such practices and procedures.</i> <i>Health & safety issues will be monitored and regularly reported on.</i> <i>Review Smoke Free procedures annually.</i> <i>Emergency drills to be held once a term.</i> 	<ul style="list-style-type: none"> Emergency Procedures Crisis Management - P Bicycle Safety - P Accident Reg. - D Smoke Free - P Building WOF - D Food Handling - D Evacuation Notices - D Abuse - P Hazard Notices - D Sun Safe - P Incidents File - D Custodial Access To Students - P Insurance Policies - D Safe Practice - P Key Register - D Sex. Harassment -- P Playground Checks - D Pool Operations – D Code Of Practice – P MOE Gazette Notices Access to buildings – P Animals at school – P EOTC Risk Man. – P/D Internet Safety – P/D
4. Training and Upskilling.			

Please refer to NAG 4b for Property / Health & Safety

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NAG 5 – HEALTH & SAFETY POLICY

Current as at Feb 2017– Page 1 of 1