

NORTHERN SOUTHLAND COLLEGE

Health and Safety Policy



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| Rationale: | Northern Southland College Board will ensure the College's physical and emotional environment is safe and healthy for students, staff and visitors and are responsible for managing the safety and well-being of staff, students and visitors on a daily basis. |
| Reference: | Ministry of Education – National Administration Guidelines 5&6 Health and Safety at Work Act 2015 |
| Purpose: | Risk Management is the cornerstone of Health and Safety at Work Act 2015. It allows the Board to perform its primary duty of care, as far as reasonably practicable, to its employees, students and visitors. This policy explains how we manage risks effectively in the school environment and work carried out by the school. |
| | <p>The Health and Safety Policy relates to these Procedures and Guidelines:</p> <p>General:</p> <ul style="list-style-type: none"> • MOE Safety in Technology Education • MOE Code of Practice for Labs <p>Accidents and Medical:</p> <ul style="list-style-type: none"> • Accident prevention • Administering medicine • Pandemic plan and infectious / contagious illnesses, including blood-borne viruses • Recording and reporting accidents • Grief management and support • In event of a crisis or traumatic event, traumatic response plan will be followed <p>Student Safety (child protection procedures):</p> <ul style="list-style-type: none"> • Reporting child abuse – refer to Protection of Students Policy • Cyber Safety and Acceptable Use of the Internet - Responsible User Forms signed annually • Sun protection and hats – all staff and students encouraged to wear hats and sunscreen • Banned substances and dangerous items • Healthy food <p>Staff Safety:</p> <ul style="list-style-type: none"> • Complaints – meet requirements of Worksafe NZ Regulations and staff have access to PPE (Personal Protective Equipment) when required and are trained in use of such equipment. |

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|------------------------------|------------|--|---------------------------------|
| Date Last Reviewed: | 08.05.2018 | Page 1 of 7 | Health and Safety Policy |
| Draft Circulated: | 01.05.2019 | Updated by: Self-Review Committee | |
| Date for next Review: | 01.05.2021 | Approved by: BOT | Date: 23.09.2019 |

Procedures:

- Protected disclosures
- Police Vetting as required

Civil Defence

- Emergency preparedness
- [NSC Emergency Management Plan](#)
- Civil Defence – school will defer to local arrangements

Supervision

- Pastoral Dean – Student Behaviour
- PB4L
- Student Use of Vehicles
- School trip applications and RAMS forms – refer to Curriculum Policy
- Visitors Register - use electronic VisTab/identification stickers for contractors, Staff and Students also use this.

Property

- Annual Property Audit - ensure we have current building WOF

The College will be a safe environment for students and staff

1) Hazards

- a) All staff are responsible for contributing towards work place safety by:
 - i) reporting and logging risks, hazards and accidents in the appropriate register
 - ii) eliminating hazards
 - iii) minimising risks
- b) Science staff are responsible for
 - i) conducting experiments safely
 - ii) ensuring that chemicals are correctly stored and used
 - iii) ensuring safety gear is worn appropriately and correctly
 - iv) ensuring that hazardous spills are correctly contained and dealt with
 - v) disposing of hazardous waste
- c) Technology staff are responsible for
 - i) properly supervising the storage and use of equipment and materials
 - ii) safe handling and storage of materials and equipment
- d) The Caretaker is responsible for
 - i) safekeeping and correct use of chemicals and poisons
 - ii) safekeeping, maintenance and use of mowers and other appliances
- e) The Health and Safety Coordinator will
 - i) maintain and biannually review a list of potential hazards and appropriate controls in each area of the school

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|------------------------------|------------|--|---------------------------------|
| Date Last Reviewed: | 08.05.2018 | Page 2 of 7 | Health and Safety Policy |
| Draft Circulated: | 01.05.2019 | Updated by: Self-Review Committee | |
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- ii) ensure that staff and students working in those areas are aware of them
- f) All HODs are responsible for
 - i) maintaining a hazard register in their Departments
- g) Ensure we have a current Building WOF

2) Emergency Response Plans

- a) The school has an emergency response plan in event of fire, natural disasters, need for lockdown, gas leak or hazardous substance spills and medical emergencies
- b) The school will practice and emergency drill 3 times per year
- c) Lockdown drill will be practiced once per year
- d) All practices will be
 - i) managed by the Health and Safety Coordinator
 - ii) logged
 - iii) carried out with the knowledge of local police and emergency services

3) First Aid/Sick Room

- a) The First Aid/Sick Room
 - i) will operate at all times during the school day
 - ii) will be managed by the Receptionist
- b) Staff with current First Aid Certificates will provide support as needed
- c) Caregivers shall be notified by the Receptionist if a student
 - i) is too unwell to attend class
 - ii) requires further medical treatment
- d) If a student urgently requires further medical treatment
 - i) he/she will either be taken to the Lumsden Medical Centre by a staff member or an ambulance will be called, as appropriate
 - ii) the school will simultaneously attempt to contact caregivers/emergency contacts
 - iii) inability to make contact with caregivers/emergency contacts will not prevent the school from taking emergency medical action
- e) Caregivers are responsible for supplying the school with emergency first aid for students with serious allergies or diabetes
- f) Students may not keep medication with them unless this has been negotiated with the Principal, who will then notify Tutor Group teachers and staff
- g) Medication will only be dispensed by the school
 - i) by arrangement between caregivers/parents and school management
 - ii) if it is essential for the well-being of the student
 - iii) if it has been handed in at Reception for safe keeping

4) Sun hats

All staff and students are encouraged to wear sun hats and sunscreen outdoors

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|-----------------------|------------|--------------|--------------------------|
| Date Last Reviewed: | 08.05.2018 | Page 3 of 7 | Health and Safety Policy |
| Draft Circulated: | 01.05.2019 | Updated by: | Self-Review Committee |
| Date for next Review: | 01.05.2021 | Approved by: | BOT Date: 23.09.2019 |

- 5) Managing serious bullying, threatening, racist, abusive and dangerous student/staff or visitors behaviour**
- a) This behaviour is monitored directly by the Principal
 - b) Staff, parents and students are expected to immediately report such behaviour to Tutor Group teachers, the Student Guidance Counsellor or School Management as appropriate
 - c) Staff should not intervene in student fights unless they are sure that no harm will be done, either professionally or personally, and whether or not additional staff support is needed first
 - d) School Management can manage the situation by
 - i) using controlled supervision
 - ii) investigating the incident
 - iii) communication with caregivers/staff/visitors and their employers as appropriate
 - iv) disciplinary action may follow as appropriate
 - e) All evidence and actions will
 - i) be fully documented according to the PB4L process and include written witness statements
 - ii) appropriately recorded in the pastoral record
 - iii) correctly processed according to MoE legal guidelines
- 6) Mental and Emotional Well-being for students, parents and/or staff**
- a) Support will be managed and coordinated by the Student Guidance Counsellor and parents will be informed where appropriate
 - b) Tutor Group teachers or other staff trusted by the student may be involved with support actions
 - c) Peer Support Group
 - d) Outside agency support may be sought with parent involvement
 - e) Reference to Protection of Students Policy
 - f) Emotional well-being counselling external support will be offered
- 7) The possession and use of nicotine, vaping, alcohol and illegal drugs, or substance abuse, and any related equipment by students or staff while under school authority is expressly forbidden**
- a) Use of tobacco and vaping products
 - i) The school grounds are a no-smoking zone for all staff, students, contractors and visitors
 - ii) Students found smoking will be managed within the school disciplinary system
 - iii) Smokers will be supported by the school in an effort to break dependency. The Student Guidance Counsellor will coordinate this with the Health Nurse
 - b) Illegal drugs and alcohol
 - i) Students or their personal belongings can be searched <https://www.education.govt.nz/assets/Documents/School/Guidelines-for-the-surrender-and-retention-of-property-and-searches.pdf>
 - ii) The known possession and/or use of illegal drugs and alcohol will immediately be:

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|------------------------------|------------|--|---------------------------------|
| Date Last Reviewed: | 08.05.2018 | Page 4 of 7 | Health and Safety Policy |
| Draft Circulated: | 01.05.2019 | Updated by: Self-Review Committee | |
| Date for next Review: | 01.05.2021 | Approved by: BOT | Date: 23.09.2019 |

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| | <p>(1) Reported to caregivers by the Principal or delegate and (2) may be referred to the police if required.</p> <p>iii) Students will be placed under supervision until parents/police arrive iv) Appropriate Disciplinary action may follow v) The school will offer support to users to break dependency, through the Student Guidance Counsellor</p> <p>8) Weapons</p> <p>a) When suspected possession of a weapon is reported to staff, they will immediately ensure safety of all staff and students and notify the Principal or a Deputy Principal. b) Staff will not intervene or search a student unless it is feared that physical harm is imminent and it can be prevented by staff intervention c) The Principal will notify Parents/Caregivers and may notify Police as appropriate.</p> <p>9) Responding to child abuse</p> <p>a) College staff will report suspicion or evidence of child abuse inside or outside of school to the Student Guidance Counsellor/Principal/appropriate Senior Management or the Board Chair b) The Police and Oranga Tamariki will be contacted to deal with the complaint c) The school will not contact the caregivers d) Confidentiality of information and action will be maintained</p> <p>10) Managing student attendance</p> <p>a) The school expects the maximum possible attendance from students b) The school will monitor student attendance carefully, using the electronic roll at the start of each period of contact c) Relief staff without system access will use manual roll-call on paper copies of class rolls, and send these to Reception for electronic entry d) Caregivers are expected to inform the school on the first day of a period of absence i) By email, phone call, or text ii) Giving the reason for the absence e) Absences will be responded to by i) Monitoring all daily absences ii) Monitoring all parent reasons for student absence iii) Contacting all parents who have not given a reason for student absence iv) Indicating cumulative absences on formal reports to the Board f) Students arriving late or leaving early will sign in or out using VisTab at Reception g) Students leaving school early must i) Have parental/caregiver consent ii) Have Senior Management permission</p> |
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|------------------------------|------------|--|---------------------------------|
| Date Last Reviewed: | 08.05.2018 | Page 5 of 7 | Health and Safety Policy |
| Draft Circulated: | 01.05.2019 | Updated by: Self-Review Committee | |
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- h) Students with large numbers of absences for any reason will:
 - i) be interviewed by their Tutor Teacher to determine underlying reasons
 - ii) be followed up on by the Deputy Principal to establish the facts
 - iii) have the facts presented to the Principal by the Deputy Principal for a decision
 - iv) be reported to the Invercargill District Attendance Service 03 214 0557 attendance@issn.org.nz

11) Town Visits

- a) No student may leave school without the knowledge of the Tutor Group teacher or Senior Management
- b) Students needing to leave the school during school hours must
 - i) have caregiver permission by email, text or phone call to Reception before leaving (loose notes are not accepted)
 - ii) sign out in VisTab at Reception
- c) Town students who go home for lunch must
 - i) apply to the Deputy Principal for a town pass
 - ii) have the pass signed by their parents
 - iii) have the pass in their possession when off school grounds
- d) Year 13 students have permission to leave school during lunchtimes after signing out on VisTab

12) Student absence for extended periods

- a) Extended absences for health reasons must be supported by a doctor's note
- b) Parents who take their students out of school for extended holiday must notify the Principal in good time in writing before departure – Principal will inform staff
- c) Parents of students attending sporting events other than those supported by the school must notify the school in writing in good time
- d) Parents must inform the school of student absence for bereavement when the bereavement is known
- e) Staff are only required to supply student work in cases of health issues and bereavement

13) Visitors to the school

- a) All visitors, including parents, suppliers and tradespeople must
 - i) first sign in at Reception in VisTab
 - ii) wear NSC visitor identification label
 - iii) sign out when leaving the school
- b) Parents wishing to meet with staff
 - i) must first make an appointment through Reception
 - ii) may not go to classrooms without permission from Management, with teacher's knowledge
- c) Parents needing to meet with staff during an emergency will be assisted by Management without an appointment

| | | | |
|------------------------------|------------|--|---------------------------------|
| Date Last Reviewed: | 08.05.2018 | Page 6 of 7 | Health and Safety Policy |
| Draft Circulated: | 01.05.2019 | Updated by: Self-Review Committee | |
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| | <p>14) Student drivers</p> <ul style="list-style-type: none"> a) Will follow all requirements of the New Zealand Road Code b) Sign and adhere to the College Code of Conduct for student drivers <p>15) Buses</p> <ul style="list-style-type: none"> a) Students travelling on school buses will <ul style="list-style-type: none"> i) Sign and adhere to the College Bus Code of Conduct ii) Ensure that they are marked present on the bus roll each day for travel |
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ADOPTION OF POLICY

The Adoption of Northern Southland College **Health and Safety Policy** was minuted during the Board Meeting held on **23 September 2019**

Signed: 

BOT Chair



Principal

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|------------------------------|------------|--|---------------------------------|
| Date Last Reviewed: | 08.05.2018 | Page 7 of 7 | Health and Safety Policy |
| Draft Circulated: | 01.05.2019 | Updated by: Self-Review Committee | |
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