

CHRISTCHURCH RUDOLF STEINER SCHOOL

BOARD OF TRUSTEES

Policy on: NAG-5 **HEALTH AND SAFETY POLICY**

Policy Statement

1. The concept of hauora [wellbeing] is the foundation for the Rudolf Steiner Schools approach to health and safety and is included into day-to-day school activities. Hauora comprises four dimensions that influence and support each other:
 - Taha tinana [the physical body, its growth, development, and ability to move, and ways of caring for it],
 - Taha hinengaro [coherent thinking processes, acknowledging and expressing thoughts and feelings and responding constructively],
 - Taha whanau [family relationships, friendships, and other interpersonal relationships; feelings of belonging, compassion, and caring; and social support], and
 - Taha wairua [the values and beliefs that determine the way people live, the search for meaning and purpose in life, and personal identity and self-awareness].
2. As part of the Rudolf Steiner Schools commitment to wellbeing, health and safety it will take all reasonable practicable steps to ensure the safety of workers and others by complying with relevant health and safety legislation, New Zealand standards and codes of practice.
3. Health and safety includes consideration of the effect that:
 - Work | education has on health [psychosocial, ergonomic, physical, biological and chemical risks].
 - Health has on work | education [impairment, mobility, incapacity and sensory risks].
4. Wellbeing, health and safety is everyone's responsibility.

Purpose

5. The Board of Trustees [BOT] is committed to cultivating an environment in which everyone can thrive. This includes providing and maintaining a safe and healthy workplace for all workers, students, and other people. The BOT will be achieve this through:
 - providing a safe and healthy physical and emotional environment for students, employees and visitors;
 - making wellbeing, health and safety a key part of its role;
 - working with our workers to improve the health and safety system at our school;
 - doing everything reasonably practicable 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 workers;
 - helping workers who were injured or ill return to work safely; and
 - making sure contractors and sub-contractors working at the school operate in a safe manner.
6. All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace in which everyone can thrive through:
 - ensuring that any action | inaction does not effect their wellbeing, health and safety or that of anyone else;
 - being involved in improving health and safety systems at work;
 - following all reasonable 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 workers, trainees and visitors to the workplace understand the safety procedures and why they exist;
 - reporting any health and safety concerns or issues through the reporting system;
 - keeping the work place tidy to minimise the risk of any trips and falls; and
 - wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

7. All others in the workplace [including students and visitors] are encouraged to:
 - ensure that any action | inaction does not effect their wellbeing, health and safety or that of anyone else;
 - follow all reasonable instructions, rules and procedures while in the school grounds;
 - report all injuries, incidents and near misses to their teacher or the school office; and
 - wear protective clothing and equipment as and when required to minimise your exposure to hazards.
8. Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive wellbeing, health and safety practices.

Audience

9. Every individual who is on the school premises or involved in an approved school educational activity in any other location.

Definitions

10. **HSWA.** Health and Safety at Work Act 2015.
11. **PCBU.** Person Conducting a Business or Undertaking [PCBU]. A PCBU is usually an entity rather than an individual. In the case of the school, the PCBU is a school's BOT – as a collective entity. As the PCBU, the BOT holds the primary duty of care to ensure the wellbeing, health and safety of everybody involved with the school "so far as is reasonably practicable".
12. **Officers.** Individual members of the BOT including: the principal, elected members, appointed members, staff and student board reps. Each Officer proactively ensures the BOT meets its wellbeing, health and safety obligations.
13. **Workers.** Individuals that work for the school [PCBU] including:
 - employees;
 - contractors or subcontractors and their workers;
 - labour hire company employees;
 - apprentices or trainees;
 - people on work experience or a work trial; and
 - volunteer workers.
 - **NOTE:** Other volunteers, such as for fundraising, are not Workers.
14. **Health and Safety Representatives.** Workers who are elected to represent a defined workgroup. A workgroup is a defined group of workers who are represented by one or more health and safety representatives. The workgroup maybe defined by physical location, a business group or a group of workers who have common risks.
15. **Other persons [at school premises].** Includes students, parents, whanau, visitors, other volunteers, general public and those who may be put at risk by the work of the Board [PCBU].
NOTE: it does not include people who unlawfully enter the premises.
16. **School premises.** BOT have an obligation to ensure the school grounds are safe for use by people inside and outside of normal school hours. School grounds are often open to the public and used outside of normal school hours, for a wide range of activities [sports activities using school sports fields, after school programmes or activities taking place in the school hall]. Visitors to a school have responsibility to take reasonable care for their own and others' wellbeing, health and safety. This does not include people who unlawfully enter the school site.
17. **Work | workplace.** Most duties under the HSWA relate to the conduct of the work rather than to the physical workplace. The focus is on the work being carried out and how it can affect workers and others. There are some duties that relate specifically to the physical workplace. While the school's work is mostly carried out within the school grounds, it may also include travelling in a work vehicle, school camps, visiting other schools, or on school trips or visiting a private residence for work purposes.
18. **Reasonable Practicable.** Reasonable practicable in relation to a duty of the BOT [PCBU] means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring wellbeing, health and safety, taking into account and weighing up all relevant matters.

19. **Hazard.** A situation or thing that has the potential to cause death, injury or illness to a person arising from a work activity.
20. **Risk.** The likelihood [frequency] that death, injury or illness [potential harm] might occur when a person is exposed to a hazard. Risks must be managed by taking action to eliminate them, and if that is not reasonably practicable, minimising them.

Roles and Responsibilities

21. The BOT will ensure that wellbeing, health and safety roles and responsibilities for workers and the CPG are included in position description and annual performance appraisal. This includes the joint responsibilities with respect to injury prevention and management.

Guidelines

22. The BOT will work with the school management to ensure that:
- It is familiar with the cultural values regarding the wellbeing, health and safety of all ethnic groups represented in the school, with particular regard to the bi-cultural nature of New Zealand society.
 - An effective guidance network is available to all personnel and students that operates through clearly established lines of responsibility.
 - Where practicable a relationship with a doctor [with an understanding of the special character of our school] is established for ongoing consultation with the teachers concerning the general health and welfare of pupils.
 - A simple line of authority and consultative process, involving the medical profession is established **for closing the school in the event of an epidemic amongst students or workers.**

Procedures

23. The BOT develops and implements:
- Procedures for reporting suspected child abuse & managing allegations.
24. The College Principal Group [CPG], in consultation and collaboration with workers and union representatives, develop and implement procedures including but not limited to:
- Engaging with our community and relay our expectations of them when they visit our school.
 - Health and safety induction, training and supervision for all new and existing workers.
 - Workplace incidents, near misses and injuries are accurately reported, recorded and considered, and appropriately responded to. This includes reporting to the BOT and notifying WorkSafe NZ [if appropriate].
 - Provision of support for the safe and early return to work of injured or ill workers.
 - Emergency plans.
 - First aid.
 - Health and safety committees [including records] and representatives [including training].
 - Risk identification and control process that eliminates or minimises the identified risks, including regular review process and reporting to the BOT.
 - Procurement.
 - Managing contractors [induction, training, supervision] and visitors [signing in | out].
 - Administering medication to students.
 - Procedures for harassment [*sexual and other*].
 - Countering Bullying.
 - Safe Computer Use.
 - Lockdown.
 - EOTC Education outside the classroom & risk Management procedures.
 - Drugs and harmful substances.
 - Encouraging safe practice and reducing eliminating | minimising risks [including hazards].

Associated Documents

25. A full list of procedures relating to NAG5 can be found in the School's Policy and Procedures Index available in the office.

Measurement

26. Yearly self or external assessment against internal or external audit tool.

27. Regular external compliance requirements relevant to health and safety.

References

28. Health and Safety at Work Act 2015.

29. Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

30. Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016.

31. Hazardous substances - Management of substances hazardous to health in the place of work - Approved Code of Practice.

32. Health and Safety at Work (Adventure Activities) Regulations 2016.

33. AS/NZ 4801 Occupational Health and Safety Management System.

34. AS/NZS 4804:2001 – Occupational health and safety management system – General guidelines on principles, systems and supporting techniques.

35. AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment.

36. The above references are not exhaustive and there will be other legislative requirements or standards that apply to specific activities undertaken by the school.

Date approved: 12 April 2005
Reviewed: 23 June 2016
Responsibility for review: Board
Signed:

Review date: June 2020

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