

HOKOWHITU SCHOOL HEALTH AND SAFETY POLICY (2025)**PURPOSE**

The Hokowhitu School Board will provide a safe physical and emotional environment by taking all practicable steps to ensure the safety of students, employees, parents, volunteers, and visitors.

GUIDELINES

1. The Board recognises that it is defined as a “person conducting a business or undertaking” (PCBU) under the Health and Safety at Work Act (2015), and that Board members are officers of the PCBU, and as such it must do what is reasonably practical to keep workers and others healthy and safe.
 - a. “Workers” are defined as including anyone who carries out work in any capacity for Hokowhitu School, including teaching and non-teaching staff, contractors working at the school, regular volunteers, student teachers, and other trainees.
 - b. “Others” are defined as including students, visitors to the school, and Board members.
 - c. The Board will take all reasonable steps to comply with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.
 - d. Members of the Board will annually attest that they understand their obligations under the Health and Safety at Work Act 2015.
2. The Board will oversee a comprehensive health and safety management system and accompanying procedures, including:
 - a. Accident register.
 - b. Hazard register (via PeopleSafe).
 - c. Elected staff Health and Safety Representatives.
 - d. Health and safety training for delegated staff
 - e. Health and Safety Committee
 - f. Procedures and policies for managing risks, especially those related to:
 - i. Behaviour management, including physical restraint.
 - ii. Online safety.
 - iii. Child protection and disclosure of abuse.
 - iv. Education outside the classroom.
 - v. Emergency management, including plans for students with additional or special needs.
 - vi. Administration of medicines.
3. The Health and Safety Committee will meet regularly and work cooperatively to improve health and safety, for staff and students, through the development and review of health and safety policies and procedures.
 - a. The Health and Safety Committee will be chaired by a member of the senior leadership team, and membership will comprise staff Health and Safety Representatives and the Board member responsible for the Risk and Compliance Portfolio.

- b. The Health and Safety Committee will meet at least once every three months (i.e., once each term) and can hold additional meetings as required.
 - c. The Health and Safety Committee will actively promote initiatives to improve health and safety, including ensuring the appointment of staff Health and Safety Representatives, the identification of risks, review of the accident register, and the development and review of health and safety policy and procedures.
 - d. The Board's Risk and Compliance Portfolio holder will report to the Board on Health and Safety Committee meetings, including any recommendations relating to improving health and safety.
4. The Board will do everything reasonably possible to identify and minimise the risk of hazards which may affect the health and safety of those within the school, including.
- a. Health and safety is an agenda item at all Board meetings, and the accident register is reported and reviewed at all Board meetings.
 - b. A hazard register is maintained by the school and is used alongside the accident register and reports from the Health and Safety Committee to identify areas of improvement in facilities, buildings, the environment, and school practices.
 - c. Budgetary decision making will prioritise minimising all identified actual and potential risks, both through ensuring regular maintenance of all school facilities, buildings, and environment and through provision to enable urgent maintenance as required.
5. All staff have individual responsibility for their health and safety and should ensure that they take all reasonably practicable steps to ensure the health and safety of others.
- a. The school provides all staff with orientation and training in health and safety expectations.
 - b. The school provides an accessible first aid kit, and ensures that an adequate number of staff are trained to administer first aid.
 - c. Staff will be consulted on and given the opportunity to participate in and improve health and safety management through the appointment of Health and Safety Representatives to the Health and Safety Committee.
 - d. The Board will support the safe and early return to work of injured employees.
 - e. Records of notifiable events are kept for 5 years in staff personnel files.
6. All school visitors have individual responsibility for their health and safety and should ensure that they take all reasonably practicable steps to ensure the health and safety of others.
- a. All visitors to the school are required to sign in at reception, are made aware of the emergency management plan, and are required to wear a visitor's pass.
 - b. Contractors must have a satisfactory health and safety record and must undergo health and safety induction prior to beginning any work at the school.
 - c. Contractors, and employees of contractors, who will be on school grounds during normal school hours are also subject to the provisions of the Child Protection Policy.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKSLegislation

- Children's Act (2014)
- Health and Safety at Work Act (2015)
- Education and Training Act (2020)

Guidelines

- Behaviour Management Policy and Procedures
- Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders (NZSTA)

School Policies, Procedures, and Other Documents

- Administration of Medicines Procedures
- Anti-Discrimination Policy
- Board Code of Conduct
- Child Protection Policy
- Child Abuse Procedures
- Digital Citizenship Policy
- Education Outside the Classroom (EOTC) Policy
- Healthy Food and Drink Policy
- Positive Behaviour Policy
- Protected Disclosure Procedures
- Sun Protection Policy
- Treaty of Waitangi Policy

APPROVAL DETAILS

Review frequency: Two yearly

*Note that approval is conditional on consultation with Health and Safety Committee

Ratification date: 12 June 2025

Review date: Term 2 (May) 2026

Presiding Member

Principal