

Kahurangi School

Safe Environment Policy

Rationale

The Board takes seriously its responsibility to provide a safe and healthy school in which students can learn and staff can work. This responsibility includes both physical health and safety and emotional health and safety.

Purpose

1. To ensure a safe environment within which students and staff can thrive.
2. To ensure that the school meets its obligations to providing a safe and healthy workplace.
3. To set the Board's expectations for management of health and safety.
4. To ensure the Principal has adequate support to meet the requirements of law and school policy.

Delegations

Responsibility for ensuring a healthy and safe environment is delegated to the Principal. The Board expects the Principal to consider both physical health and safety and emotional health and safety in approaching this responsibility.

Guidelines

1. The school will comply with all relevant health and safety legislation.
2. The most effective path to a safe and healthy school is for all staff to be informed, to understand and to accept responsibility for eliminating or minimising the potential for harm to people at the workplace especially students but others as well. Staff should be consulted on and given the opportunity to participate in health and safety management.
3. The school will identify any risks to health and safety both physical and emotional and take steps to eliminate or minimise risks.
4. The school will keep a register of accidents to students, staff or visitors.
5. At least two staff members will have current First Aid certification.
6. The school will keep a register of hazards and alert staff to the need to record identified hazards.
7. The school will from time to time create opportunities for feedback from students and staff on school climate and culture (emotional health and safety).

8. Emergency procedures will be prominently displayed throughout the school. *Teachers will be familiar with emergency evacuation procedures from the temporary site before school begins.*
9. Emergency evacuation plans will be in place, practiced termly and reported to the Board. *An emergency evacuation of the temporary site will be practiced within a week of school starting.*
10. Appropriate risk management plans will be developed for all education outside the classroom.

Documentation

The Board expects the following documentation to be kept up to date in the school:

- Accident register
- Hazard register
- Emergency evacuation plans
- First Aid certification (2 staff)
- Risk Assessment and Management Plans (RAMS) where necessary

Approved by Board January 30th 2013

Chairperson