

**WAIPARA PRIMARY SCHOOL**  
**NAG 5 – Health and Safety**  
**Health and Safety Policy**

**Rationale:**

The Board of Trustees and staff of Waipara School are required to create and maintain a healthy and safe environment for children to learn and play in and for all employees to work in and visitors to visit’.

**Purposes:**

1. To ensure the safety of the children, employees, visitors and contractors at all times.
2. To ensure that the school is kept in a clean, tidy, safe and hygienic condition.
3. To reduce hazards for all persons and encourage safe and healthy nutrition practices.
4. To keep the school properly secure.

**Procedures:**

1. The BOT will take all reasonable steps to ensure that all potential hazards are identified by way of inspections of the grounds and buildings at regular intervals and minimized if they cannot be eliminated or isolated.
2. Potential hazards will be rectified before a hazard develops.
3. All employees must report hazards to the Principal who will then take necessary steps to rectify the problem. Where any hazard cannot be rectified immediately, the hazard shall be isolated until fixed, providing it poses no immediate danger.
4. All reported hazards will be promptly fixed within the authority given to the Principal to engage a tradesperson to carry out repairs or a community member will be asked to do same.
5. The grounds and playground equipment will be well maintained and checked regularly. Playground equipment will be placed on an approved safe base.
6. The children shall be supervised in the playground by staff.
7. Electrical items will be checked on a regular basis.
8. A register of accidents / near misses will be kept and this will be looked at annually to see if further safety measures need to be taken. Any accidents involving serious harm must be reported to the Department of Labour.
9. Fire and earthquake drills will be held each term.
10. School staff will ensure that all workplaces including grounds are kept clean and tidy and in a hygienic condition, at all times. The children will be encouraged to be tidy and an adequate number of rubbish bins will be provided.

11. Protective clothing will be supplied to all staff, who require such clothing.
12. Children will be encouraged to take pride in their school and to respect the equipment provided.
13. That the only jewellery to be worn by children at Waipara School is a watch and no more than one small stud per ear. This jewellery, if worn at school, is worn at the child's own risk.
14. Any medication required by children will be stored in the locked First Aid cabinet. Parents will notify staff, in writing, of the dispensing of any regular medications. The administering of regular medications will be signed off by the staff member administering the drug. Prior permission will be gained from parents before panadol / pamol is administered to children.
15. The security of the property shall be checked each day and doors and windows locked each night. The alarm will be set when occupants leave the premises.
16. Damage to school property will result in any culpable people being ask to pay costs.
17. Waipara School will comply with the Code of Conduct for the care and use of animals in school programmes.
18. Waipara School will use the Safety and Science Manual as the basis to help eliminate, isolate or minimize hazards when teaching science.
19. When travelling in a car, on school trips, all children, up to the age of 7 years, will be required to sit on a booster seat.

**Conclusion:**

All employees and trustees are liable to prosecution for failing to report a known hazard, knowing the hazard could cause harm should an accident happen. Waipara School will comply with all relevant Health and Safety legislations.

Signed: Victoria McGuckin

Date: 28 May, 2020