

HEALTH AND SAFETY POLICY

Otonga School is committed to maintaining a safe environment

Procedures

1. All new staff are advised of their responsibility to report any hazardous items they note around the school as part of the induction process
2. Hazards and items to be fixed are recorded in the caretaker's Hazard register.
3. The caretaker meets with the principal regularly to discuss items on the register.
4. Management and caretaker are responsible for reducing the possibility of hazards causing harm, using elimination, isolation or minimisation
5. The school will be kept clean and free from any rubbish, obstructions, smells or leaks
6. We provide a safe working environment with regular checks made by the caretaker and outside agencies where appropriate
7. Heating is supplied at the required temperatures
8. RAMS forms are used for all trips outside the classroom and camps.
9. A minimum of 2 people have a current First Aid Certificate. This includes both front of office staff.
10. Bi - annual staff First Aid workshops are run with first aid providers
11. Gloves are worn by all staff handling blood or body fluids. All injuries must be treated as if communicable disease is present.
12. An accident register is kept.
13. The school contacts parents when children are injured or ill. Head injuries notified.
14. The ambulance is called whenever there is a possible serious injury or broken bone.
15. Suspected child abuse is notified to the principal who refers on to appropriate agencies.
16. Duty staff wear visibility vests.
17. Text bullying possibilities are minimized through cell phones being banned from school.
18. Cyber safety is taught through the ICT programme.
19. Outside experts are used to teach health and safety programmes such as asthma, fire, sun safety, road safety Keeping Ourselves safe, Puberty.
20. Anyone caught smoking or bringing drugs into the school will be reported to the principal. The family and /or Police will be notified.
21. In the event of any need to search for stolen property, reference will be made to the amended Search and Seizure guidelines from MOE
22. Effective procedures for notifying absences are operated by staff.
23. Emergency evacuations are practised each term (fire, earthquake, lock down).
24. In the event of a Civil Defence Emergency the children and staff will remain at school until they are collected by their parents.
25. Pandemic planning involves advising parents to keep their children at home.
26. In the event of a traumatic incident a spokesperson is nominated to handle requests for information, staff are regularly updated, external assistance is requested. Normality is restored as soon as possible.
27. Shade protection is provided and hats are compulsory in terms 1 and 4.
28. The school has developed procedures for lock down
29. Late night security call outs are reported to the caretaker and/or Principal.