

# Health & Safety at Upper Hutt School



## Health & Safety Statement

Upper Hutt School (UHS) will take all practicable steps to ensure the safety of all its staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, codes of practice and by creating and maintaining a safe working environment.

### **This is achieved by:**

- all staff, the Principal, Senior Leaders and Board of Trustees members taking responsibility for health and safety;
- the Board of Trustees' being committed to complying with all relevant health and safety legislation and continuous improvement in health and safety;
- all staff being informed of, understanding, and accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors, and all staff being informed of any monitoring results of their work area;
- ensuring UHS has an effective method for identifying and managing the risk of harm occurring from hazards and reporting a notifiable event to Worksafe New Zealand and the Ministry of Education. Significant hazards will then be controlled by:
  - eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people;
  - minimising the effects of hazards, if they cannot be practicably eliminated or isolated;
- ensuring staff, union and other employee representatives are consulted on, and given the opportunity to participate in health and safety management
- Delegation of health and safety coordination roles to staff as appropriate;
- Having in place plans and procedures for all foreseeable emergencies that may arise at UHS;
- Providing appropriate orientation, training and supervision for all new and existing staff at UHS;
- Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of all visitors to UHS;
- Accurate recording and investigation of workplace injuries, and timely reporting of any such incidents to the Board;
- Supporting the safe and early return to work of UHS staff injured at work.

### **Who to contact:**

#### Health and Safety Committee

- Jo Grant - Principal
- Carolynn Webb - H & S Rep
- Glenis Weaver
- Andrew Giles - Board H & S Rep

**First Aiders:**

- The school commits to ensuring at least 80% of the staff are trained with a current First Aide Certificate. A list of all First Aiders is held by the Staff Rep and the Principal.

**Role and Responsibilities***Ministry of Education*

The Ministry of Education is responsible for prescribing minimum health and safety standards for schools under the Health and Safety at Work Act 2015.

*Board of Trustees*

The Board of Trustees has the primary duty of care for the health and safety of workers and others at UHS. They must ensure:

- the health and safety of their workers at UHS
- the health and safety of other workers who are influenced or directed by them
- the health and safety of others by ensuring they are not put at risk from work carried out at UHS

*Multiple PCBU's*

The Principal will ensure where there are other PCBU's involved in delivery of the curriculum eg: EOTC experiences, school camp providers et etc, UHS will consult, cooperate and coordinate health and safety policies and expectations. The principal will ensure that the operators' health and safety measures:

- will not cause any health and safety issues for UHS staff, students or others;
- cover UHS staff, volunteer/ casual workers and students on an EOTC activity meet the standards required by UHS.

*Workers and other people*

Workers (principals, teachers, caretakers, contractors, support staff, volunteer workers and other people (students, visitors, casual volunteers and members of public) have a health and safety duty to:

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as reasonably able, with any reasonable instruction that is given to them by the Board of Trustees to allow the Board of Trustees to comply with the Health and Safety at Work Act
- cooperate with any reasonable policy or procedure of the Board of trustees relating to health or safety at UHS that has been notified to workers (applies to workers only)

**Health and Safety Committee**

The Health and Safety Committee brings together staff, management and the Board of Trustees to meet regularly and work cooperatively to improve health and safety at UHS. The health and safety Committee are responsible for:

- facilitating cooperation between the Board of Trustees (PCBU) and staff in instigating, developing and carrying out measures designed to ensure the workers' health and safety at UHS
- assisting with developing and standards, rules, policies or procedures relating to health and safety that are to be followed or complied with in the workplace
- make recommendations to the Board of Trustees relating to work health and safety
- meet on a regular basis and keep minutes of all the meetings
- carry out tasks that have been agreed to between the Board of Trustees and the Committee

## **Upper Hutt School**

### **Emergency Plans and Procedures**

- Evacuate your children following the directions on your room's map.
- Emphasise and practise the need to exit in an orderly, quiet manner.
- All classes will have an Emergency Pack next to their fire exit door which will consist of attendance register, evacuation map, red classroom number, pen/pencil.
- If the emergency happens during a break – classes and teachers will meet in the evacuation area and will be given an attendance list and red card (this is so no one needs to enter buildings that may not be safe)
- Close doors behind you as you leave.
- When you have reached the Evacuation Assembly area and everyone is quietly in line:
  1. Call the roll,
  2. When all of your children are accounted for, send a messenger with your room's Red Card to the person wearing a yellow or bright coloured vest who will be standing in the middle of the netball courts.
  3. Keep the children sitting quietly in line until you receive further information/ directions

### **Note –**

- All ORS children are to assemble with their own class if they were with their class at the time of the emergency. When they have been marked present, they will then go and line up with the Team Ten line in the main evacuation area. If deemed safe, they will be taken into the Treehouse where they can be safe and contained.
- Any children in Team Ten needing to be evacuated to the whole school evacuation area. are to immediately head down to support the evacuation of Team Ten children (if possible).
- Calm teachers support children to be calm

- Visitors – there is a note about what to do in an emergency with the sign in book. Visitors are to meet in the evacuation area also.

<b><u>Other Responsibilities</u></b>	
Senior Area Toilets, Journal & Reading Store	Room 3
Senior Area Resource & Interview Room	Room 1
Rooms 6/7 Boys Toilet and Middle/Junior P.E.	Room 6
Rooms 6/7 Girls Toilet and Junior Book room	Room 7
Library/staff toilet <i>(if chn are in library without class teacher, take to ramp and send to evacuation spot –check toilet and then join class)</i>	Librarian
Junior Toilets	Sunshine Room or 89 staff
Junior Resource Rooms	Sunshine Room or 89 staff
Team 10	ORS Teachers,Teacher Aides
Courtyard Toilets	Room 13
Room 11 (Reading Recovery) and Tree House	Any adult using
Administration Area	Office, bring laptop, absences, emergency kit and visitors book
RTLB Offices	Room 12
SEG Teacher Aides & Senco	Support Team Ten Evacuation
Hall, Tree House, Speech Language and Dental Clinic	Principal
<b><u>Team Ten</u></b>	
<ul style="list-style-type: none"> <li>• On hearing the bell ring, adults in Team Ten will take the children out into the fenced area. This means that an adult can be outside with the children while a second adult finishes clearing the room of children and checks the entire area for anyone who may be hiding. The children are safe outside in a fenced area.</li> <li>• Any TA who is available will make their way down to team ten and help escort the children to the Team Ten meeting spot</li> </ul>	

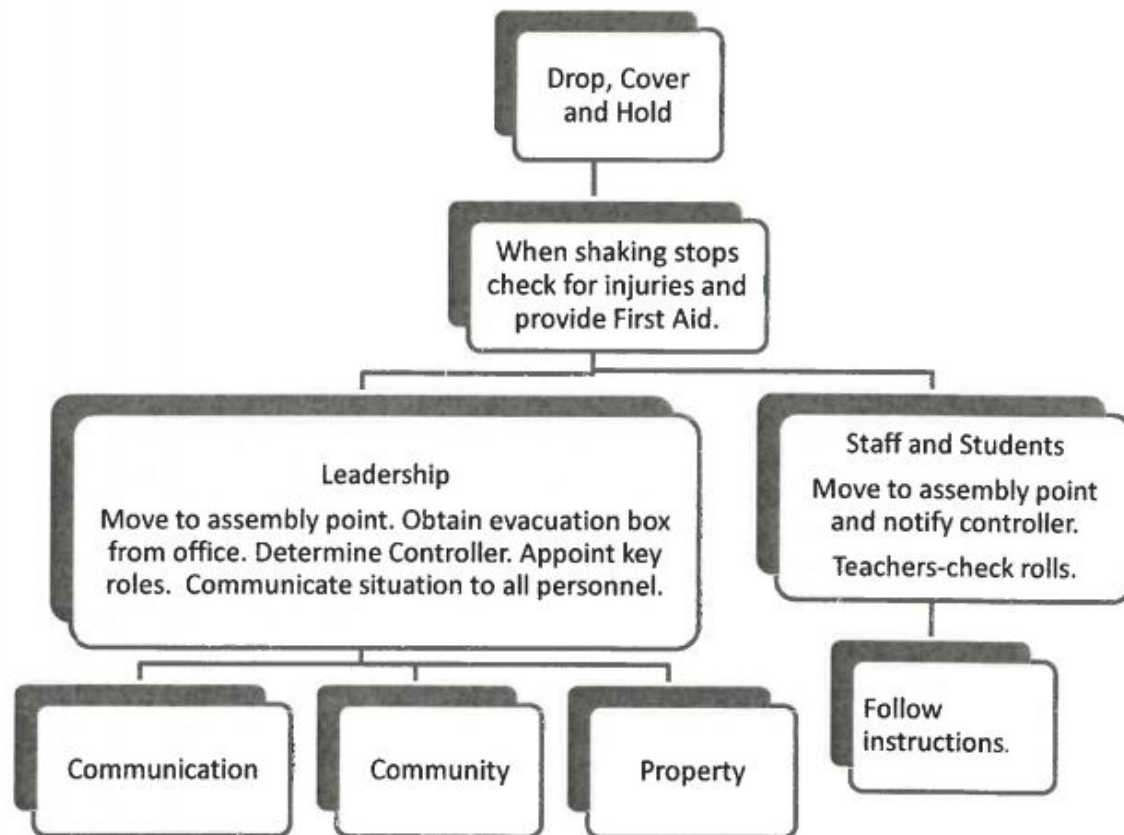
- All team Ten children who are with a TA in the classroom will be marked as present and then both TA and child will come to Team Ten emergency evacuation spot so they are all together
- They will then go into the Treehouse (if it is safe) where the children can be contained in one area to keep safe
- A key and the alarm code for the Treehouse are in the bag with the evacuation kit which is on the wall by the door to the large deck. There is also a key and code in the Principal's Office main evacuation folder and kit.

### **Earthquakes**

- Keep calm
- Move away from windows, equipment and shelves that may fall
- Take cover under solid furniture such as tables and desks
- Drop, Cover, Hold

#### *When the shaking stops:*

- Keep calm and help those that need assistance
- Evaluate if safe to move to assembly point, or wait for instructions if not sure
- If safe move to assembly point
- Teachers check rolls
- Wait for instructions from the Controller



## Fire

*If you discover fire:*

- Activate the alarm and dial 111
- Alert people in your area and the Principal
- Do not extinguish the fire unless there is no personal danger to you or anyone else
- If time permits and there is no danger, close all doors and windows
- After evacuation meet at assembly point

*If the fire alarm sounds:*

- walk quickly to your nearest exit
- do not stop to take personal items with you
- meet at the assembly point

## Armed Robbery

- keep calm, make no sudden movements

- do what the offender asks
- try to memorise as many details about the offender as possible
- note the direction and method of escape
- notify police as soon as it is safe to do so. Leave the phone line open until the police arrive
- provide first aid to victims and lock outside doors

### **Bomb Threat**

- treat it seriously, it may not be a hoax
- let the caller finish the message without interruption
- ask questions seeking further information
- note what you can about the caller
- record the time of the call and write down the message immediately afterwards
- inform management and police immediately

### **Upper Hutt School Lockdown Plan**

A lockdown may need to be put in place when the Police are engaged in an operation in or near our school grounds or an incident has occurred that presents an element of danger for our school community.

The responsibility for calling for a lockdown and its subsequent lifting rests with the police officer controlling the operation and/or the school principal.

**Signal** - Six short rings of the bell.

**Action** - On hearing the signal all staff are to -

- Lock all doors and windows.
- Close all curtains and blinds.
- Gather away from the windows and doors.
- No one is to leave the classroom until the all clear is given.
- All people within a room when the signal is given must stay within that room.
- If the Principal wants to communicate with the school via the intercom system they will signal this by the blow of a whistle before delivering any information.
- If children are unwell DO NOT send them to the medical room during lockdown.
- Mark the roll on eTap. If you can't please ring your roll through to the office.
- Keep an eye on your email for possible communication.
- Once your roll has been marked and your children are settled - check your buddy class.

- Think self, class, buddy class.

**All Clear Signal** - Six short rings of the bell.

**Toileting** - This is an issue, but it would be preferable to cope with a problem rather than being involved in a police operation.

**Children Not In Their Classroom** - Children who are away from their normal classroom working with another teacher or teacher aide will be cared for by that person. Children who are outside must return immediately to their own classroom.

**Team Ten Children** - Team Ten will inform the classroom teacher by phone, if children are in Team Ten. They will also ring the roll through to the office.

**Staffing** - If staff are not going to be on site at anytime during the day, THEY MUST inform their buddy teacher. The buddy teacher then needs to inform the office during lockdown. If you are both going to be off site then you will need to sign out at the office.

**Other Doors and Windows** -

- Office and Staff Room Area - Office staff
- Senior Corridor - Room 3 teacher
- Junior Corridor - Librarian or Room 8 teacher

**Script - what to say to children when there is a lockdown**

*“This bell indicates that our school is going into lockdown. A lock down means that Mrs Grant has decided that the safest place for all children at the moment is inside with their teacher. Mrs Grant will let us know when the lockdown has finished and why we have had the lockdown when she has all the information. For now you just need to know that you are in the safest place”.*

**Reunification Plan**

If a reunification plan is required - the following plan will be implemented.

- Staff informed by controller that a reunification plan will be implemented
- The community will be informed that a reunification plan is in action by:



- Email
- Facebook
- Text
- Staff will be directed to either meet in the hall, at the assembly point, or in their normal classrooms (depending on the emergency and other factors which will be assessed by the controller).
- Teachers will have paper and online reunification/ emergency contact lists. No child will be able to leave the school unless it is with one of the people on these lists and they have signed the list. Teachers will mark off each child when they get picked up and get a name and signature next to the child's name as well as the address they are going to
- We will have key 'support' people on each the entrance gate to the school (or at key access points). These adults will inform caregivers entering the school of where the children are located and also help keep adults entering the school calm (not helpful when hysterical adults come in to the school)
- A note will also be attached to each gate notifying people that the school is implementing a reunification plan. They will be asked to enter calmly through the Martin Street entrance and where they are to pick up their children
- There will be an entrance gate and an exit gate
- There will be an overall list of every child in the school. The controller will decide when individual classes become a whole group, and the 'staff release plan' will be actioned. At this point - staff will be reallocated roles

#### **Evacuation off site**

**If for any reason the Controller decides that it is necessary to evacuate the school site - the children, staff and visitors will relocate across Blenheim Street road to the H20/ Council Car Park.**

## INJURY AND INCIDENT MANAGEMENT AND REPORTING

### 3.14 Injury and Incidents Management and Reporting

**Under section 25 of HSWA a notifiable event is:**

- (a) the death of a person; or
- (b) a notifiable injury or illness (similar to the previous serious harm definitions); or
- (c) a notifiable incident (i.e. a near miss of significant proportions).

#### **Notifiable Incidents relating to a workplace**

A PCBU must, as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred, ensure that the regulator is notified of the event.

#### **Initial response**

If there has been an incident, the first priority is to ensure the person or people get the help they need. If this is an emergency situation, emergency services should be called.

#### **Leave the injury scene undisturbed**

In the case of a notifiable event, the school is required to ensure that as little change as possible is made to the scene of the injury, except where it is necessary to:

- save someone's life, prevent further harm or to relieve someone's suffering
- maintain access for general public to an essential service or utility
- prevent serious damage to or loss of property

Note: Tool 17 contains an Injury or Incident Procedure

An injury/incident can be defined as a situation where harm has occurred. The board is required to have a system to record, report, notify and investigate when an injury/incident occurs. For a Injury and Incident Reporting Checklist refer to Tool 16 (p72).

Certain injuries and illnesses are notifiable.

#### **Definition of notifiable injury or illness**

Notifiable injury and illness is defined **under section 23 of HSWA** as:

- (a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
  - » the amputation of any part of his or her body
  - » a serious head injury
  - » a serious eye injury
  - » a serious burn
  - » the separation of his or her skin from an underlying tissue (such as degloving or scalping)
  - » a spinal injury
  - » the loss of a bodily function
  - » serious lacerations
- (b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- (c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- (d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
  - » with micro-organisms
  - » that involves providing treatment or care to a person
  - » that involves contact with human blood or bodily substances
  - » that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products

- » that involves handling or contact with fish or marine mammals
- (e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section

### **Notification of Events**

Where a notifiable event occurs (to an officer, worker, student, volunteer or other) boards are required to notify WorkSafe as soon as possible, and to submit a written report to WorkSafe NZ within seven days of the injury. Refer to Tool 20.

### **What to do if there's an incident**

#### **Notifiable Incidents**

A PCBU must, as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred, ensure that the regulator is notified of the event.

#### **Initial Response**

Ensure that any injured person receives appropriate treatment.

Section 55 HSWA: Duty to preserve sites

1. A PCBU who manages or controls a workplace at which a notifiable event has occurred must take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector.
2. Subsection (1) does not prevent any action—
  - (a) to assist an injured person; or
  - (b) to remove a deceased person; or
  - (c) that is essential to make the site safe or to minimise the risk of a further notifiable event; or
  - (d) that is done by, or under the direction of, a constable acting in execution of his or her duties; or
  - (e) for which an inspector or the regulator has given permission.

**Note:** Tool 17 (p68) contains an Injury or Incident Procedure

The following information may be useful in developing a policy on illness and sickness:

- The Ministry of Health has developed an Infectious Diseases chart, which outlines 21 childhood diseases, with information on early signs of illness, how long the child will be infectious and the length of time the child should be excluded from the schooling environment.

## **Hazard Identification and Management**

A hazard arising from a workplace activity can be defined as a situation or thing that has potential to cause death, injury or illness. A hazard can also include a person's behaviour where that behaviour has the potential to cause death, injury or illness. A risk is the likelihood that death, injury or illness might occur when a person is exposed to a hazard.

At UHS every person has a responsibility to identify risks and hazards.

1. Identify the risk or hazard
2. Assess the risk or hazard (likelihood of causing harm rare, unlikely, moderate, likely, very likely)
3. Inform the Principal, school caretaker or office (this can be verbally, or in writing)
4. The Principal/ leader or school caretaker will then control the immediate risk or hazard
  - a. Controlling risk will be through:
    - i. Eliminating a hazard
    - ii. Substituting the hazard with something safer
    - iii. Isolating the hazard from people or preventing people from coming into contact with the hazard
5. Hazard will be listed on the school hazard register
6. Staff informed
7. Principal/ Leader will then monitor and review the risk or hazard

### **Accident Register, Monitoring and Notifiable Events**

The school keeps a register of all accidents that require treatment. The accident register is kept in the medical room and filled out by the staff member that provided the treatment. This register is monitored continually and a summary report provided to the Principal every week. This is discussed with the Caretaker and the H & S Team at their regular meetings. The Principal and Caretaker decide on any risk and identify the level of further risk. They then decide on any action that may need to happen as a result of the accidents (eg a step fixed etc) to eliminate or minimise any further accident or injury. When there is a major accident or injury meets the criteria of a 'notifiable event' (in accordance with HWSA section 25), a notification will be made.