

# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY



## HEALTH AND SAFETY

### Rationale:

To ensure an emotionally and physically safe environment is provided to the staff, students, visitors and contractors at Rotorua Intermediate.

### Guidelines:

1. All relevant health and safety legislation, standards and codes of practice will be complied with.
2. Staff will be advised of their individual responsibilities for ensuring the health and safety of themselves, students, and other members of staff (eliminating or minimising harm to people at their workplace)
3. Procedures and guidelines will be in place:
  - a. to ensure the participation of staff in health and safety issues;
  - b) to provide for the reporting and resolution of health and safety issues;
  - c) for the recording and maintaining an incidents register, reporting them to the Board, OSH and the Ministry of Education as required;
  - d) for the promotion of sun safety;
  - e) to deal with bullying;
  - f) to deal with incidents surrounding emotional and physical (including sexual) abuse;
  - g) to ensure proper handling of infected blood; and
  - h) for all other foreseeable situations and emergencies.
4. In general, the school's operations and systems will reflect the Board's commitment to providing a healthy and safe environment and continuous improvement to that environment.
5. All staff will be made aware of :
  - a) the school's procedures and systems in respect to health and safety and individuals responsibility for health and safety; and
  - b) the appropriate delegation of health and safety coordination roles as required.
6. The safe and early return to work of injured employees will be supported.
7. The Principal will be responsible for putting in place the procedures and systems described in clause 3.
8. The Principal will regularly report on health and safety issues.
9. Health and Safety policies and procedures will be evaluated, reviewed and updated regularly.

**Conclusion:**

The Board is committed to ensuring that Rotorua Intermediate is an emotionally and physically safe environment for staff, students, visitors and contractors.

The School will have a set of management procedures that will facilitate compliance with legislation and regulations.

***Effectiveness Review:***

*The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.*

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*