



NORTHCOTE COLLEGE

HEALTH AND SAFETY INFORMATION GUIDE FOR VISITORS

KEY POINTS

The school recognises that:

It has a primary responsibility to health and safety by complying with the Health and Safety at Work Act 2015, Smoke-Free Environments Act 1990, Injury Prevention, Rehabilitation & Compensation Act 2001 and any subsequent amendments by demonstrating within the workforce, a genuine concern for health and safety.

Important Phone Numbers

H&S Coordinator	Friederike Cannan	Ph	481 0145
		Mobile	027 6680840
Reception		Ph	481 0141
Caretaker	Peter McCurran	Ph	481 0161
		Mobile	027 2414613
School Nurse	Susanne Stables/Claire Wivell		
	Job share	Ph	481 0141 ext 759
Emergency Services	Dial 111 from a desk phone		
	If using a mobile dial 111.		

Health and Safety Questions

All questions regarding this booklet or health and safety in general should be directed in the first instance to the Northcote College Health and Safety Coordinator or Committee.

GENERAL INFORMATION

The purpose of this booklet is to provide you with information about the procedures that we expect you to follow whilst at Northcote College.

The Board of Trustees (the Board) take the Health and Safety of the staff, students and visitors very seriously and the overriding aim in this regard is to promote safe working practices so that accidents are avoided.

The Board expects and looks forward to you helping us make the Northcote College campus a safe place.

Workers – (employees, temporary workers, contractors, volunteers) Rights and Obligations

- Take reasonable care of their own health and safety
- Take reasonable care that their acts are not a risk to the health and safety of others
- Take reasonable steps to eliminate risks when they are first identified
- Report any risks to their relevant school leader, including those that have already been eliminated
- Seek support from the health and safety representative on health and safety risk matters if required
- Comply with this policy and procedures in the workplace
- Comply with any reasonable instruction in relation to risks given by the board of the PCBU they are visiting
- Inform others of known risks
- May cease or refuse to carry out work if they believe the work would expose them to a serious risk.

Others – (visitors, students, parents, volunteers etc)

- Take reasonable care of their own health and safety
- Take reasonable care that their acts are not a risk to the health and safety of others
- Take reasonable steps to eliminate risks when they are first identified
- Comply with any reasonable instruction given by the board in relation to risks.

Northcote College is a smoke and vape free site

Smoking is forbidden at all times within any area designated as a Northcote College site. This includes all school buildings, grounds and vehicles.

Fire Exits

Please familiarise yourself with the location of fire exits.

Temporary Works

All temporary works involving short term hazards must be screened, protected or marked with warning tape to prevent potential harm to others. If you see any contractors not abiding by this please contact the Property Manager as soon as possible.

Alcohol

Consumption of alcohol by students is forbidden.

Health and Safety Committee

There are at least six members of the committee: the Executive Officer, Caretaker, School Nurse, Science Technician, HoD PE and an elected Staff Representative. An election is held in March of each year to elect the Staff Representatives. A student representative is also invited onto the committee each year. The committee meets once per term or more often if required. The meeting appears on the *School Calendar*.

Information

In the Nurse's office and Executive Officer's office are brochures and general information on Health and Safety available for anyone to use. Please call in if you would like some information on a particular item. The following websites are also very useful; www.dol.govt.nz or www.business.govt.nz/worksafe/about/reform/ or www.acc.co.nz or <http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/>

HEALTH CARE OF STAFF, STUDENTS AND VISITORS

The Wellness Centre is located north of the Hall in A Block. It is staffed by a registered Nurse between the hours of 9am and 3.30pm every day.

The Wellness Centre has four beds and appropriate first aid equipment.

An Automated Electronic Defibrillator (AED) is located in the entrance foyer to the staffroom for any person to use in an emergency. Another AED is located pool side on the wall between the female and accessible change rooms.

All students and staff who are taken ill, or are involved in an accident, should report to the nurse in the Wellness Centre. There is no appointment system. Urgent matters will take precedence.

All incidents/accidents involving students must be reported to the Wellness Centre.

All incidents/accidents involving staff or visitors must be reported to the Wellness Centre within 24 hours.

Near misses should also be reported to the Nurse for inclusion in the Accident Register.

These can also be emailed to the Nurse: nurse@northcote.school.nz

The Nurse will assess the patient's condition and take appropriate action.

GENERAL EMERGENCY PROCEDURES

MAKE IT YOUR BUSINESS TO KNOW THE FOLLOWING POINTS AND HOW TO REACT SHOULD AN EMERGENCY ARISE.

- Building or Emergency Exits
- Location of Fire Extinguishers
- Location of Fire Alarms
- Nearest Telephone
- Check on how the phone system works (you need to dial 1 to get an outside line)
- Where the evacuation assembly area is and who to report to

WHEN CALLING THE EMERGENCY SERVICES

TELL the operator the service you require

WAIT until the service answers

STATE exactly where you are, the nature and situation of emergency

KNOW the procedures for evacuation and the meeting points.

111 calls from desk phones or cell phones do not require you to dial the area code.

Emergency services phone numbers (both urgent and non-urgent) are available on <http://www.police.govt.nz/contact-us/calling-emergency-111>

1. **SERIOUS INJURY**

- ☑ Secure the accident area – to avoid further injuries.
- ☑ Make the victim as comfortable as possible – cover to keep warm.
- ☑ Do not attempt to move the victim if they are unable to tell you their condition.
- ☑ Arrange for immediate first aid – the Nurse between 9am & 3.30pm, or someone with a First Aid Certificate if the Nurse is not on site.
- ☑ Phone for emergency services.

2. **FIRE**

- ☑ Raise the alarm.
- ☑ Evacuate the area – follow the college evacuation procedures.
- ☑ Proceed to assembly area - the No.1 Top Field.
- ☑ Stay in the assembly area until you are advised that you can leave.
- ☑ Do not re-enter the area until the all clear is given.

3. **EXPLOSION**

- ☒ Raise the alarm.
- ☒ Contact emergency services – follow correct procedure and advise the operator carefully. You may need all three emergency services.
- ☒ Secure the explosion areas – to avoid further injuries.
- ☒ Water, gas and electricity are likely to be ruptured.
- ☒ Make victims (if any) as comfortable as possible. Cover to keep warm.
- ☒ Do not attempt to move the victim if they are unable to tell you their condition.
- ☒ Arrange for immediate first aid.
- ☒ If fire follows the explosion evacuate area set out under the Fire procedure.

4. **HAZARDOUS SUBSTANCE SPILL**

- ☒ Raise the alarm.
- ☒ Contact emergency services.
- ☒ Evacuate the area – check others in the area are evacuated. Shut any doors as you leave.
- ☒ Proceed to assembly area.
- ☒ Stay in the assembly area until you are advised that you can leave.
- ☒ Leave the clean up to the emergency services.
- ☒ If you are unaware of what is needed to neutralise the hazardous material, phone:
 Poisons and Hazardous chemicals
 NZ Poisons Centre **0800 764 766** (24/7)
- ☒ Assist in the clean up **ONLY** if you have full protective safety gear as recommended by the emergency services and then only if asked.
- ☒ Do not enter the area until the all clear is given.

5. **EARTHQUAKE**

Safety Measures indoors:

- ☒ Do not evacuate the area.
- ☒ Take cover beneath a strong desk or table or a doorway.
- ☒ Remain calm and give reassurance.
- ☒ Evacuate the area **ONLY** when instructed to do so or if the building is obviously structurally unsafe.
 - o Check others in the area are evacuated.
 - o Shut any doors as you leave.
 - o Ensure all electrical or gas supplies are turned off.
- ☒ Proceed to assembly area.
- ☒ Stay in the assembly area until you are advised that you can leave.
- ☒ Do not re-enter the area until the all clear is given.

Safety Measures outdoors:

- ☒ Move clear of all buildings and potentially dangerous structures.
- ☒ 20 paces is a safe distance for a single storey building.

- ¶ Leave swimming pool immediately if applicable.

6. LOCKDOWN

1. Upon hearing consecutive **bells for approximately a period of 1 minute**, move students quickly and quietly into the nearest school building and lie face down in the middle of the room.
2. Students turn off cellular phones or other communication devices unless instructed otherwise by staff. Staff in charge to monitor email for official updates.
3. Wait until a member of the SLT arrives in your room with the all clear.



Northcote College

Health and Safety Policy 2019

Purpose

The Northcote College Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

- The Board must ensure the health and safety of Northcote College staff members, including volunteer workers, while at work.
- The Board must ensure the safety of other workers who are influenced or directed by the Board.
- The Board must ensure the safety of students/children, parents, members of the public, and visitors to Northcote College.

Our aim at Northcote College is to have a positive health and safety culture: Everyone at Northcote College identifying health and safety risks and taking steps to prevent these risks causing harm.

At Northcote College we:

- make health and safety a priority
- recognise that everyone has responsibilities for workplace health and safety
- continually improve the health and safety system
- do everything reasonably possible to remove or reduce the risk of injury or illness
- make sure all incidents, injuries and near misses are recorded in the appropriate place
- investigate incidents and near misses to reduce the likelihood of them happening again
- have emergency plans and procedures in place
- train everyone about hazards and risks
- provide appropriate induction, training and supervision for all new and existing staff and volunteers
- help workers who are injured or ill return to work safely
- ensure contractors and sub-contractors working at the school operate in a safe manner
- build, maintain and promote mental health, wellbeing, health and physical fitness
- foster an environment where people feel safe and supported when seeking help for mental health and wellbeing
- support the staff, volunteers and workers to actively manage their own health and wellbeing

Staff members are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist

- reporting any health and safety concerns or issues
- keeping the school tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards.

Others in the workplace

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses
- wear protective clothing and equipment as and when required to minimise exposure to hazards while learning

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Key features of the Northcote College Health and Safety System

- Health and Safety Co-ordinator, Representatives and Committee
- Health and safety is a regular agenda item at Department meetings and HoD meetings
- Health and Safety guidelines are read and signed as part of induction
- Health and Safety is considered each time a contract between the school and another entity/person is negotiated.
- Annual Hazard identification exercise
- Regular trial emergency evacuations
- EOTC risk management processes
- Monthly Health and Safety reporting to the Board
- Annual Hazard Report to the Board
- Annual OSH Report to the Board
- EAP Subscription
- Access to School Counsellors
- School TV
- Annual Teaching and School Practices Survey (TSP)
- Timetable Policy

Appendices:

Appendix 1

Definitions, roles and responsibilities under the Health and Safety at Work Act 2015

Appendix 2

What does a strong health and safety culture look like?

Appendix 3

Key components of an effective health and safety system

Appendix 4

Health and Safety and EOTC

Appendix 5

Resources

Chairperson _____ Date: __/__/__

Andrew Fox

Adopted by the BOT 17 October 2016
Re-adopted 11 September 2017
Adopted by the BOT 11 November 2019

Note: This policy replaces the Northcote College Health and Safety Policy 2012

Appendix One

Definitions, roles and responsibilities under the Health and Safety at Work Act 2015

PCBU

The Board of Trustees is a PCBU (Person Conducting a Business or Undertaking).

The Board (as the PCBU) holds the primary duty of care for, and manages risks to, the health and safety of workers and others arising from the work of the school. The Board must exercise its primary duty of care by ensuring the health and safety of all Northcote College staff members, including volunteer workers, while at work. 'At work' includes at school and on trips

The Board must also ensure the safety of other workers who are influenced or directed by the Board.

The Board must ensure the safety of students/children, parents, members of the public, and visitors to Northcote College.

This means that the Board must:

- Provide a safe and healthy environment
- Provide the right information and training to all staff and volunteers and contractors
- Provide and allow for worker participation in health and safety matters
- Notify all serious illness, injury or near misses.
- Monitor the health of staff, volunteers and contractors and workplace conditions to prevent illness or injury

Worker Participation

The Board must involve staff in work health and safety and provide opportunities for staff to participate in improving work health and safety in the school.

Officers

Individual members of a Board of Trustees and Principals (and any other person occupying a position that allows them to exercise **significant influence** over the management) are **officers**.

Officers are required to:

- Know about worker health and safety matters and keep up-to-date
- Understanding the hazards and risks associated with the operation of the school
- Ensure the Board has appropriate resources and processes to manage risks
- Ensure the Board has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information
- Ensure that Northcote College health and safety processes and resources are being used.

Workers

In a school, a worker is a person who carries out work in any capacity for the Board including:

- All Northcote College staff members
- Contractors and subcontractor (e.g. building contractor, electrician, plumber)

- Employees of a contractor or subcontractor who has been assigned to work at Northcote College or for Northcote College (e.g. a cleaner, labourer, tradesperson, EOTC instructor, NZQA exam supervisor)
- Pre-service teachers
- RTLBs
- Anyone on work experience or undertaking a work trial
- Volunteer workers (e.g. sports coaches, language assistants, reader/writers)

Workers are required to:

Take reasonable care of own health and safety

Take reasonable care that your actions do not adversely affect the health and safety of other people

Report any incident, risk or hazard to an Officer or Health and Safety Representative

Inform visitors etc of any known hazards or risks at Northcote College

Comply, as far as you are reasonably able, with any reasonable instruction that is given to you by the Board to allow the Board to comply with the law

Co-operate with any reasonable policy or procedure of the Board relating to health or safety at the workplace that has been notified to staff.

Volunteer Workers v Casual Volunteers

The Act distinguishes between volunteer workers and casual volunteers.

Voluntary Worker

Volunteer workers are:

People who regularly work for a school on an ongoing basis and are integral to the school's operations such as:

- Breakfast club volunteers, mentors/coaches of at risk students, parent teacher aids

Boards' Duties to:

- Ensure the health and safety of volunteer workers as if they were any other worker
- Engage with volunteer workers on health and safety matters and ensure there are effective worker participation practices

Volunteer workers are people who regularly work for a school on an ongoing basis and are integral to the school's operations.

Boards of Trustees as an entity have a duty to ensure the health and safety of volunteer workers as if they were any other worker in the school.

They also have the duty to engage with volunteer workers on health and safety matters and ensure there are effective worker participation practices as discussed in the worker participation slide.

Casual Volunteer

Casual volunteers are:

People who volunteer on an irregular basis and assist with activities such as:

- School fairs, camps and other one off fundraising activities
- Sports days/trips or recreation activities
- Education outside of the class room activities whether on or off school grounds

Boards' Duties to:

- Ensure the health and safety of casual volunteers as for other persons
- No duty to engage with casual volunteers on health and safety matters nor to have any participation practices that include casual volunteers

Casual volunteers do not regularly work for a school on an ongoing basis and are not integral to the school's operations, e.g. parent helpers at the Affair of the Heart.

Casual volunteers come under the other persons category in the Act. Boards of Trustees have a duty to other persons in the workplace (such as students or visitors), to ensure that their health and safety is not put at risk from their work. This duty also applies to casual volunteers who are carrying out the activities above.

However, there is no requirement for Boards of Trustees to engage with casual volunteers on health and safety matters or have participation practices that include casual volunteers.

If your volunteers are doing the specific activities listed above, it means they will be classed as casual volunteers, not volunteer workers, under the new law. This distinction is the same as that in the existing Health and Safety in Employment Act 2015.

Effective Engagement

Effective engagement involves the Board increasing its workers' awareness of health and safety and using workers' knowledge and experience of health and safety to make better decisions.

The Board must give workers a reasonable opportunity to express their views and contribute to health and safety decision-making processes. The Board/ECE must take workers' views into account and advise them of relevant outcomes in a timely manner.

Hazards and Risk

A **hazard** is a situation or thing that has the potential to cause death, injury or illness to a person. Typical hazards at work are hazardous substances, vehicles, plant and equipment, falling objects, repetitive movements, fatigue, bullying and violence at the workplace, and falls, slips and trips. A person's behaviour can be hazard.

Risk is the likelihood that death, injury or illness might occur when a person is exposed to a hazard. Risks must be eliminated or minimised.

Managing work health and safety risks

Managing work health and safety risks involves:

1. Identifying Hazards

Finding out what situations and things could cause death, injury or illness

2. Assessing Risks

Understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening

3. Controlling Risks

Implementing the most effective control measures that are reasonably practicable in the circumstances

4. Reviewing Control Measures

Ensuring control measures are working as planned

Health and Safety Training

Health and safety training must ensure workers can operate in the workplace in a safe manner.

It should include:

- The health and safety responsibilities of the Board and workers
- Risk identification and management
- Incident recording and reporting, including near hits and misses
- Safe work procedures
- Safe use of all plant and equipment relevant to the worker's duties
- Safe use, storage and maintenance of personal protective equipment
- Safe use and storage of hazardous substances
- Role-specific training for those with health and safety responsibilities in the workplace
- Induction training covering health and safety
- Emergency procedures, including evacuation procedures and use of emergency equipment

Appendix 2

What does a strong health and safety culture look like?

- Leaders promoting health and safety with staff and others.
- Everyone agreeing that if something can't be done safely, then it shouldn't be done at all eg. Year 13 Water Slide.
- Everyone having the knowledge and skills to do their jobs safely and stay healthy.
- Everyone knowing their health and safety responsibilities and duties.
- Staff, contractors and health and safety representatives actively involved in decision making on health and safety.
- Open and honest communication about health and safety across the school.
- Everyone actively reporting incidents, risks and near misses.
- Incidents and risks investigated without fear of blame or recrimination.
- People who break health and safety rules or condone rule breaking by others being held accountable.
- Learning from incidents and near misses and making sure they don't happen again.
- Continuous improvement of the health and safety system.
- Risk assessment routinely and actively used at all levels and in all processes.

- Health and safety adequately resourced with sufficient people, equipment and time.

Appendix 3

11 key components of an effective health and safety system

1. LEADERSHIP	2. WORKER PARTICIPATION	3. HEALTH AND SAFETY PRACTICE FRAMEWORK RESOURCES	4. RISK IDENTIFICATION, ASSESSMENT AND MANAGEMENT
Set the direction of health and safety management in your workplace.	Effective formal and informal worker participation practices eg Health and Safety Reps and committees.	Health and safety in your workplace. Mandatory requirements, guidance, tools and resources..	Identifying hazards in the workplace and managing the associated risks.
5. WORKPLACE MANAGEMENT	6. EQUIPMENT	7. INJURY AND ILLNESS MANAGEMENT	8. INJURY AND ILLNESS SUPPORT AND REHABILITATION
Leading by example, property maintenance, inducting visitors to the workplace and emergency plans.	Provision of appropriate equipment for all work environments staff may encounter and equipment that may be used.	Notifiable injuries, reporting, recording and investigating incidents/accidents.	Structured systems to support the safe and early return to work of injured staff and workers.
9. HEALTH AND WELLBEING PROGRAMMES	10. PROFESSIONAL DEVELOPMENT	11. MONITORING, REPORTING AND ASSURANCE	12. QUESTIONS AND ANSWERS
Proactive approach to ensuring that staff, volunteers and workers can actively manage their own health and wellbeing.	Information to help to empower staff and leaders to implement effective health and safety practices through Professional Development.	Promote a commitment to continuously improving health and safety performance. What is a monitoring and reporting system.	Here you will find a series of questions about the impacts of the new health and safety legislation you have asked us.

<http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/>

Appendix 4

EOTC

The legislation does not curtail EOTC activities. Under the legislation the school must consult, co-ordinate and collaborate with adventure activity operators, museums, etc to meet our shared responsibilities. We must work together to meet health and safety duties to ensure that EOTC activities do not pose risks to health and safety of staff and students.

While Boards of Trustees are responsible for the health and safety of all participants in EOTC, and for ensuring that learning outcomes are met, boards can only achieve this with everyone taking responsibility for their own health and safety and the health and safety of those around them eg. Co-ordinators, teachers, volunteer helpers, students.

We have to check the systems of contractors and organisations we visit or use for EOTC; including bus companies, businesses taking students on Gateway placements, providers like the Motutapu Trust and Project K. We need to assure ourselves that the policy, procedures and practices will keep our staff and students and volunteers safe. We have to take all practicable steps to ensure that we identify hazards and that we take all practicable steps to manage risks.

Appendix 5

Useful Resource and Sources

Health and Safety at Work Act 2015

http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html?search=ts.act%40bill%40regulation%40deemedreg_health+and+safety+at+work_resel.25_a&p=1

Health and Safety Practical Guide for Boards of Trustees and School Leaders

<http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/h-and-s-for-boards-of-trustees-and-school-leaders/>

Ministry of Education Health and Safety Presentation for Schools

<http://www.nzsta.org.nz/accountability/health-and-safety>

Work Safe NZ Health and Safety Myth busting: Schools

<http://www.business.govt.nz/worksafe/hswa/mythbusting/schools>

Northcote College Injury/Incident Investigation Form

INJURY / INCIDENT DETAILS:

Date of injury/incident:	Time:	Location:	Date reported:
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PERSONAL DETAILS:

Name:
Address:
Phone number:

INJURY TYPE: (Circle applicable injuries)

Strain/sprain	Bruising	Dislocation	Other (specify)
Fracture	Scratch/abrasion	Internal	
Laceration/cut	Amputation	Foreign body	
Burn/scald	Chemical reaction	Stress/fatigue	

DAMAGED PROPERTY:

CAUSE OF DAMAGE	NATURE OF DAMAGE	TYPE OF DAMAGE

THE INJURY:

Describe what happened (space overleaf for diagram – essential for vehicle injuries) and briefly describe injuries.
What were the causes of the injury/incident?

How bad could it have been?

Very serious	Serious	Minor
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What is the chance of it happening again?

Frequent	Occasional	Rare	
What action to prevent a recurrence? (Tick this column if already actioned)	Action:	By Whom:	When:

TREATMENT AND INVESTIGATION OF INJURY:

Treatment type:	Name of person giving first aid:	Doctor/hospital:	
Investigator:	Date:	OSH advised: Please circle one: YES NO	Date advised:

Name: _____ Signature: _____

Staff



Contractor



Dated

____/____/____

Location of First Aid Kits

All kits are basic and have items specific to each area.

1	Grounds Shed
2	Pool
3	AED (Pool)
4	Sports Office
5	F2
6	F3
7	F4
8	S1
9	S2
10	S3
11	S4
12	H-Block (HMT)

13	International Office
14	Ti Korowai Aroha (Haramake)
15	Wellness Centre
16	AED (Oro foyer)
17	Main Office
18	D-Block Art Office
19	MOD 1/2 (LSC)
20	MOD 10
21	MOD 11
22	MOD 12
23	MOD 14