

Tyndale Park Christian School Health and Safety Policy

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Purpose

Providing a safe and healthy working environment is fundamental to Tyndale Park Christian School. This policy sets out procedures and guidelines to maintain a safe work environment for all staff, students and community members on and off site, at all times of the day, as stated in the Health & Safety at Work Act 2015.

The policy details specific responsibilities, required actions and activities for all staff, students and community members. All related procedures in the Tyndale Park Christian School Teachers' Handbook are to be interpreted with this policy as their foundation.

Scope

Staff, students, parents, contractors, vendors and visitors to our workplace.

Policy

It is a fundamental requirement of Tyndale Park Christian School that the health and safety of all staff be treated equally to other operational aspects, as an integral part of running Tyndale Park Christian School.

Tyndale Park Christian School values its people as its most important asset. It is committed to continually achieving a high level of health and safety performance in accordance with legislation, industry standards and codes of practice.

It is the responsibility of all community members to reduce the risk of accidents and injuries by eliminating, isolating or minimising hazards that may cause personal injury, occupational illness or property damage.

This policy will be reviewed by the Tyndale Park Christian School Trust Board every three years, or as any legislation or incidents identify the need for revision prior to that.

All staff will be consulted and encouraged to be involved in the continuous implementation and improvement of health and safety performance through the setting of safety standards and internal auditing of workplace management practices.

Tyndale Park Christian School is committed to pursuing an active rehabilitation programme to support the safe and early return to work of all injured team members.

Any failure to follow safety instructions or site rules, engaging in horseplay, practical jokes or false reporting of accidents or incidents, will result in action being taken to protect the interests of Tyndale Park Christian School.

Health and safety objectives

Tyndale Park Christian School adheres to the following health and safety objectives:

- To be accepted as a leading organisation in our industry sector with regard to health & safety performance
- Promote health & safety awareness among all staff and ensure that health & safety management requirements are integrated into every task in our daily work
- Actively identify hazards and assess and control the risks of any new equipment before it is commissioned
- Actively provide training and relevant health & safety information to ensure that all staff have the necessary competency and knowledge to work safely
- Ensure all new staff are inducted to the health and safety programme
- Maintain good relations on health & safety issues with clients and suppliers
- Continuously improve activities in health & safety to further reduce our accident rate
- Reduce the effect of health hazards by identifying them and taking measures to protect all community members.

School safety rules and responsibilities

The following rules and responsibilities apply to all people covered by this policy:

- Follow instructions, obey all rules and do not take chances or risks. If you don't know any aspect of your job, or are unsure, please ask your Manager or Principal.
- Know Tyndale Park Christian School's emergency procedures, locate the emergency exits and know where the fire extinguishers/hoses are located.
- Whenever you are involved in an accident or near miss, regardless of how minor, report it immediately to the Principal, or the nominated Health & Safety Officer. Seek first aid promptly, if an injury has occurred.
- The principal, or the nominated Health & Safety Officer, will keep an accurate, up-to-date record of all incidents, and this information will be immediately available on request.
- Put everything you use in its proper place. Untidiness causes injury and wastes time, energy and materials. Keep your work area and surrounding spaces clean and tidy.
- Report to the Principal, or the nominated Health & Safety Officer, immediately any condition or practice you think might cause injury to staff or damage to equipment.
- Health and Safety notices (including contact people and locations of equipment) are available in the office and the staff room.

Worker duties

As a staff member you must take all practicable steps to ensure that you are safe at work and that you do not harm other people. Section 45 of the Health & Safety at Work Act 2015 states while at work, a worker must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by Tyndale Park Christian School to allow Tyndale Park Christian School to comply with the Act or regulations; and
- Cooperate with reasonable policy or procedure of Tyndale Park Christian School relating to health and safety at the workplace that has been notified to workers.

Staff should be aware of safety procedures and signs posted strategically around the office and staff room. All emergency exits and passageways should be kept clear at all times. Breaching this duty can result in serious penalties for the responsible adult, including fines and imprisonment if convicted in a court of law.

Staff member participation

Engagement of staff in the development of hazard management and emergency procedures is vital for workplace safety.

All staff are invited to help us in meeting the legal requirement for involving team members in the development of health & safety procedures.

Vendors, Contractors and Visitors

Vendors, contractors and visitors to our workplace must be made aware of emergency and evacuation procedures as well as hazards that they may encounter on our site. Tyndale Park Christian School and staff members have a duty to ensure that these parties are not harmed while doing any work.

Hazard Reporting

Staff that identify something that could cause an accident must report it to the Principal, or the nominated Health & Safety Officer. These jobs will be reviewed by the Principal, the nominated Health & Safety Officer and the Property Manager, and allocated to be addressed as soon as possible.

Response to an accident

Staff that witness or are involved in an accident are to follow the procedures listed below:

- Assess accident scene and aid wounded person if accident has resulted in injury
- Call for help and notify Tyndale Park Christian School secretary, the Principal or the nominated Health & Safety Officer
- The most appropriate person present is to take charge and reduce likelihood of further problems
- Principal or manager of the injured person should be made aware of the situation and notified if property is damaged

- Unless there has been a serious injury, the scene should be cleaned and tidied to eliminate any further issues. If the injury is serious, the scene should be left for inspection by an officer of Ministry Business Innovation & Employment (MBIE) unless it causes serious risk to other staff or community members.

Important Note

Staff are required to report all injuries, accidents or near misses. Management are required to investigate all injuries, accidents or near misses promptly and take corrective action(s). This includes any incidents involving staff, students, parents, contractors or visitors. The accident must be logged within 48 hours. If an accident results in time off work, doctors' certificates and ACC claims should also be submitted to the secretary for inclusion in personnel records.

Minor accident or near miss reporting (not causing serious harm)

In respect of less serious accidents and near misses, the Principal, or the nominated Health & Safety Officer, will as soon as possible after the accident decide if an investigation is warranted.

All accidents, incidents, injuries must be entered on the office accident register.

As per section 57 of the Health & Safety at Work Act 2015 completed investigation reports will be retained for at least 5 years. This is for internal or external audit requirements and in case MBIE should request to look at the recent records.

Serious harm/injury accident reporting

Definition of notifiable injury or illness

Any harm or injury that results in the amputation of any body part, a serious head injury, a serious eye injury, a serious burn, the separation of skin from underlying tissue (de-gloving or scalping), a spinal injury, the loss of bodily function or serious lacerations. Also any harm that causes a person to be admitted to a hospital for immediate treatment, or would require a person to have medical treatment within 48 hours of exposure to a substance, or any serious infection to which carrying out of work is a significant contributing factor or any other injury or illness declared to be a notifiable injury or illness.

Definition of notifiable incident

An unplanned or controlled incident in relation to a workplace that exposes a worker or any other person to a serious risk to the person's health or safety arising from immediate or imminent exposure to an escape, spillage or leakage of a substance, an implosion, explosion or fire, an escape of gas or steam, an escape of pressurised substances, an electric shock, a fall or release from a height or the collapse, overturning, failure or malfunction of or damage to any plant, the collapse or partial collapse of a structure, the collapse of an evacuation, the inrush of water, mud or gas in an underground excavation or tunnel, the interruption of the main ventilation in an underground excavation or tunnel or any other incident declared by regulations to be a notifiable incident.

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Definition of notifiable event

An event at work, that results in the death of a person, a notifiable injury or illness or a notifiable incident.

Investigation

- Immediate investigation is to be carried out by either the Principal, the nominated Health & Safety Officer, or the Property Manager
- An accident investigation report is to be logged within 24 hours, unless the Principal, or the nominated Health & Safety Officer, has instructed otherwise
- Following the investigation, the Principal, the nominated Health & Safety Officer, or the Property Manager should ensure that the report is made available to the Principal, if he has not made the investigation, and the Chairman of the Trust Board
- After being given the report, the consultation process is open for 1 week (5 working days) to ensure any deficiencies identified within the investigation procedure or report findings are open to feedback and resolution
- Written notice is to be provided to WorkSafe NZ within 48 hours of a notifiable injury, incident or event, to be completed by the Secretary.

ACC claims

If staff are filing an ACC claim, a copy of the form should be given to the Secretary and Bursar. If the accident occurred at Tyndale Park Christian School, then an accident report needs to be completed by either the Principal, the nominated Health & Safety Officer, or the Property Manager so it can be investigated.

Return to work and injury rehabilitation

Tyndale Park Christian School has an active policy for injury rehabilitation of all staff. We will ensure active rehabilitation of all long-term injured staff, as well as managing ongoing injuries as they occur.

It is vital that all rehabilitation commences immediately after the injury occurs. We recommend that all injured team members visit a doctor to ensure that the appropriate medical attention is received.

If injury results in time off work then Tyndale Park Christian School's management will work with the staff member in assisting with return-to-work, alternative work or reduced hours as required.

If time off work is required, leave forms need to be completed in accordance with the leave policy in the staff member's employment contract.

The objective is to get the staff member back to work as soon as possible, whilst not putting the staff member at risk of worsening their injury.

Health & Safety Committee

The Health & Safety Committee is made up of representatives from across Tyndale Park Christian School, including the Principal, the nominated Health & Safety Officer, the Property Manager and the Secretary.

Health & Safety committee members meet twice a term during the year. The committee discusses any topics related to health and safety and discusses actions taken or required to be taken with regards to hazards, any incidents/accidents or notifiable injuries, incidents or events.

Minutes are kept of all health & safety meetings and placed in the Shared Staff Documents folder under Health & Safety, so available for all staff to access for a period of five years.

An annual review of policy and procedure is undertaken by the Health & Safety committee including self-assessment of the ACC audit standards to ensure these standards are met and maintained in line with our objectives.

Planned health & safety inspections

Health & safety inspections of the premises are carried out on an annual basis. Those items that need to be inspected more frequently than annually will be identified by the Health & Safety committee and appropriate staff will be advised. Staff and students will be advised of any unsafe conditions immediately.

Any potential hazard identified during an inspection and suspected of being a "significant hazard" will be analysed and a decision made if it can be eliminated. If not, the hazard must either be isolated or minimised and entered on the hazard register and a hazard control plan completed.

All inspection checklists shall be retained on file for a minimum of 5 years.

Occupational Overuse Syndrome

The condition Occupational Overuse Syndrome (also known as OOS, RSI – repetitive strain injury – or sometimes DPI – Discomfort, Pain, and Injury) is a collective term for a range of conditions, including injury, characterised by discomfort or persistent pain in muscles, tendons and other soft tissues.

The work that may produce OOS often involves repetitive movement, or sustained or constrained postures. It is very important to be aware of OOS, and to seek help and treatment early. The early symptoms of OOS include:

- muscle discomfort
- fatigue
- aches and pains
- soreness
- hot and cold feelings
- muscle tightness

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- numbness and tingling
- stiffness
- muscle weakness

All staff need to be aware of, and take personal responsibility for, making their own workstations and work practices as safe as possible. This includes:

- Working safely - make sure your workstation and work practices are correct for you and your job, and that you have the equipment that is right for you and your body
- Take pauses and regular rest breaks
- If you notice any of the early warning symptoms of OOS listed above, report these early to the Principal or the nominated Health & Safety Officer.

Tyndale Park Christian School aims to provide a comfortable environment for all staff to work in; including the condition of the air, adequate lighting and workstation assessments. All staff members will be given a workstation assessment shortly after starting.

If you experience any pain or discomfort whilst working, please contact either the Principal or the nominated Health & Safety Officer who will arrange or complete a workstation assessment.

Working off site and education outside the classroom (EOTC)

Tyndale Park Christian School has a responsibility for the safety of employees and students who work offsite from their normal premises.

Off-site work may involve:

- The need to take class trips or to visit different locations, which include hazards substantially different from school premises.
- The need to travel in various forms of transport, which produce hazards different from normal day to day activities.

Guidelines on travel

- It is Tyndale Park Christian School's policy that all employees driving in their own vehicles, while on School business are expected to have the appropriate drivers licence and obey all road traffic regulations.
- Tyndale Park Christian School will not pay any fines associated with motoring offences committed while on School business. This includes:
 - Speeding fines;
 - Parking fines;
 - Driving while in excess of the legal alcohol limit; and
 - Talking and texting on mobile phone fines.
- Where an employee's private motor vehicle is used for School business, it is the responsibility of the owner to ensure that the vehicle is:
 - Licensed;
 - Roadworthy, and
 - Suitably insured.

Off-site workplace hazards and harassment procedures

- Staff and students visiting off-site workplaces with potential or actual hazards must comply with the safety rules of the worksite/premises they are visiting.
- Staff and students must report any hazards they encounter while visiting or working offsite to the relevant person at the premises.
- If a staff member or student is working offsite or visiting alternative premises and they are made to feel uncomfortable or harassed then they should take the following steps:
 - If possible the employee should advise the person/people responsible to stop the behavior/s causing the problem.
 - Contact their supervisor, manager or teacher as soon as possible.
 - Report the incident to the Human Resources person/team responsible for those premises.
 - If the harassment continues then the staff member or student should leave the premises and return to their normal work premises/school in agreement with their supervisor or manager.
 - Advise the Principal or the nominated Health & Safety Officer as soon as possible.

Emergency procedures for earthquakes

Most casualties from earthquakes are caused by falling objects, collapsing debris and/or moving furniture and after effects like fire. Take action at the first indication of the ground shaking – drop, cover and hold.

If indoors

Take shelter under a solid structure e.g. doorframe or desk. Keep away from shelves with heavy objects and from windows that may break.

If there is no suitable cover, the following procedure should be used

- Keep away from windows, drop to knees, and keep knees together.
- Clasp both hands firmly behind the head, bowing the neck.
- Bury the face in arms, protecting the head.
- Older persons and children are to stay down in position, until they are told that it is safe to move.
- Do not use lifts. If you are in a lift when the quake strikes, drop, cover and hold until the shaking stops then exit the lift on the nearest floor if it is safe to do so. If not, wait for the emergency services crew to assist you.
- Do not use phones except to report emergency conditions.

If you are in a wheelchair:

- Stay in wheelchair.
- Lock wheels and cover face/head with arms.
- Maintain position until shaking stops.

If outside

If outside at the time of an earthquake, you should move to an open space away from buildings, trees, power lines etc. and lie down or crouch on the ground until the shaking stops.

When the shaking stops

Major earthquakes are often followed by after-shocks. Normally these are of a lesser magnitude. When the shaking stops stay inside unless you are confident that it is safe to move outside. If you were outside at the time of the quake, remain there until told by a fire warden it is safe to re-enter the building.

When it is safe to do so, turn off all power sources.

Only use your phone for text messages and short, essential calls if required – leaving the lines clear for emergency calls.

Fire resulting from the earthquake

Please remember that an earthquake can cause power cuts making fire alarms and sprinklers activate even if there is no fire. However, if the alarms sound, staff members should check their designated areas and if small fires are discovered, put them out if possible, providing they are trained to do so. Staff or students should notify the Principal or the nominated Health & Safety Officer as soon as possible and follow the Emergency Evacuation procedures outlined below.

Emergency procedures in the event of a Volcanic Eruption and Possible Ash Fall

The event will be indicated with short-continuing bursts of the siren, and all class teachers will be informed verbally by the Principal/School Manager or the delegated person.

Class Teacher

1. Call your own class pupils to your classroom and check each one off on the class roll.
2. Close and keep closed all windows and doors in the classroom.
3. Engage the students in non-physical activities to preserve oxygen. All pupils are to be seated.
4. Keep the students in your own classroom until further instruction from the office.
5. For toilet visits pupils are to move quietly through other classrooms to the staff toilets.
6. Teachers and pupils are to wear a face mask if the need arises to go outside, but only with permission from the office.

Office Staff

1. Sound the siren should such an emergency be declared.
2. Disconnect all downpipes from the water tanks. These are located at either end of the gutters over the toilet block.
3. Close all windows in all other rooms apart from the classrooms.
4. Fill containers in the staff kitchen with drinking water.
5. Inform all parents of the situation when and if possible.
6. Listen to the radio for Civil Defence Instructions.

7. Should the need to stay overnight arise, assemble all staff and pupils in the assembly hall, ensuring they have all their bags and clothing with them.
8. Keep staff and pupils regularly informed.
9. Be ready to evacuate by Emergency Services when they arrive. Have a list of all pupils and staff and record with whom and where they go – for simplicity keep classes and teachers together.
10. Have the following items on hand, especially when there is no power:
11. A radio that works on batteries or uses a car radio.
 - a. Torches and batteries.
 - b. Face masks.
 - c. Food provisions (fruit bars etc.).

Emergency evacuation procedures in case of fire

The emergency evacuation procedure in case of fire will be in accordance with the Fire Safety and Evacuation of Buildings Scheme as required by the NZ Fire Service.

Our prime responsibility is the safety of staff members, students, parents, contractors and visitors. Once the alarm is given, the evacuation procedures must be carried out.

If you discover a fire, dial 111, and notify the Principal and/or the nominated Health & Safety Officer immediately.

Evacuation procedures

- Do not panic – walk briskly, do not run and stay low as both heat and smoke rise;
- Leave all personal belongings, food and drinks behind
- Close doors behind you
- Gather at the closest designated assembly point
- Leave the building by the nearest exit and go to the designated assembly point
- If in a wheelchair, wait for assistance.

If you discover a small fire, you should only attempt to put out the fire providing you are trained to do so and after you have cleared the building of other students and staff members. Staff should notify their manager or principal immediately upon identifying a fire.

Remember: use the appropriate extinguisher for the type of fire. Never attempt to fight a fire around solvents or fuel storage.

Fire evacuation training will be conducted with the Principal and/or the nominated Health & Safety Officer periodically. You will be able to identify the Principal and/or the nominated Health & Safety Officer during an evacuation by their hi-vis vests. Do not re-enter the building until the Principal and/or the nominated Health & Safety Officer has confirmed it is ok to do so.

NOTE: Fire fighting equipment must never be removed from the premises without a replacement first being installed.

Fire and emergency warden duties:

Specific team members have been allocated fire warden duties (check 2.05 Emergency Evacuation in the Teacher Handbook). Their duties are:

- Ensure that all persons have evacuated the building by checking all areas.
- Ensure any persons requiring special assistance or unable to use the stairs (e.g. pregnant or in a wheelchair) are escorted to the stairwell and instructed to wait until a NZ Fire Service officer comes to assist them. The Fire Warden must instruct the NZ Fire Service of the person/s and location as soon as possible.
- Close all doors and windows as you check the area.
- Do not turn off lights.
- Do not allow any persons to re-enter the building until authorised by the NZ Fire Service senior fire officer in charge.
- Ensure that all persons are accounted for and are clear of the area if fire breaks out in the open.
- When the area is clear, return to Chief Fire Warden (Principal).
- Ensure you are familiar with the location of fire exits and where fire-fighting equipment is located.
- Ensure access to fire fighting equipment or emergency exits is always kept clear.

First aiders shall:

- Ensure a First Aid kit is taken to/located nearby to the assembly point in the case of a fire or evacuation of the building
- Ensure they keep their certificate up to date and attend refresher training when required
- Administer only the treatment they have been trained on
- Ensure they comply with School's accident reporting procedure
- Promote a safe working environment
- Set a personal example in matters of health, safety, welfare and fire prevention.

Lockdowns

In the event of an imminent danger, such as an armed or unarmed person coming onto the property with the intent to harm staff or students, the school bell / air horn will be sounded intermittently. The classroom teacher needs ensure the students as well as all adults in the room, immediately:

- Crouch:
 - Students need to be instructed to crouch under their table or desk with the intent of being out of sight.
- Cover:
 - Students need to cover their heads with their arms.
- Hold:
 - Students need to hold on to the leg of the table or desk they are crouching under, if possible.
- Lock:
 - Doors and windows need to be locked, if possible.

- Communicate:
 - If the staff member has a mobile phone in the classroom, the staff member has to try to send a text message to the School Manager / Principal, or delegated authority to report the status of the room if it is safe to do so. Alternatively, the staff member can send an email if it is safe to do so. If it is not safe to communicate or there is no way to communicate, the staff member needs to wait until the all clear is given.
 - The staff member needs to aim to keep the students in his/her care quiet and calm in an effort not to draw any attention to the room.
- Everyone needs to remain in their rooms following the procedure above until the School Manager / Principal, or delegated authority, instructs the classroom teacher and students to leave the room.
 - The teacher in charge of the room must thoroughly check the room to ensure no-one is left inside (and take the Attendance and Evacuation Register if applicable).
 - Line up at the assembly point on Court #2, in front of the sign. Take attendance using the paper copy provided by the secretary.
 - Staff are to immediately advise the School Manager/Principal the status of each room they are responsible for: either that the room is properly vacated or that a person is missing or that a person is known to have been left in the building (including disabled persons).
 - Wait there until you are told to do something else. Do not re-enter the building: if a child is missing report that to the School Manager/Principal. Do not leave your class without direct supervision at any time.
- School Manager / Principal
 - Make checks for any room where a teacher is not present.
 - Contact the NZ Police for further instructions.
 - Receive and collate reports from teachers on the status of each room and any un-evacuated or missing people (including disabled persons).
 - Report to the Emergency Services on their arrival.
- Secretary
 - Take paper copies for manual attendance of classes once assembled.
 - Substitute for the School Manager / Principal if absent / unavailable.
 - Ensure the Emergency First Aid Kit and portable phone is taken to the Assembly Area.

Suspicious Packages or Bomb Threats

If a suspicious package is discovered, do not touch it. Report it immediately to a Fire and Emergency Warden or the Principal and/or nominated Health & Safety Officer. Please ensure no one approaches the location of the package. Fire and Emergency Warden or the Principal and/or nominated Health & Safety Officer will advise you of any actions to be taken.

What to do if you are the person who receives a bomb threat:

- Remain calm.
- Record exact wording of threat (handwritten notes if this is all that is to hand).
- Keep the caller talking—try to obtain as much information as possible.

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- Report the call to your manager, Principal and the Fire and Emergency Warden as soon as you are able.
- Record details of caller's voice and background noise.
- Await instructions from authorised persons (such as Management, or the Police).
- Do not hang up the phone even after the call has finished.

All staff should ensure that:

- Exit doors and corridors are kept clear of obstacles at all times.
- Exit doors leading to exit ways are not locked, barred, or blocked as to prevent exiting of the building.
- Smoke control and fire stop doors are kept closed at all times.
- Stairways and passageways that are designed specifically as exits for means of escape from fire or evacuation are not used as places of storage or places where refuse is allowed to accumulate.
- Flammable liquids or materials are not stored near, or within, any part of the building used as a means of evacuation.
- Fire alarm manual call points, fire hose reels and fire extinguishers are not obscured or obstructed and that easy access to any of these items is available at all times.

Emergency Evacuation

In case of emergency the following steps will be taken:

- Activate alarm to ensure emergency services are alerted.
- Ensure safe evacuation of all staff and students – standard emergency procedures must be followed.
- This includes identifying and locating all employees, moving them out of the building and determining whether any of them are missing.
- Attempt to contact missing employees, students and visitors.
- Advise emergency services of any missing employees, students or visitors.
- If safe to do so, shut-off the electricity, water and gas and do not return to the building until you are permitted to do so.
- Secure all entry points to reduce the threat of any theft or burglary and make temporary repairs to minimize further damage.
- Initial assessment of the nature and extent of the disaster.
- The Principal and/or nominated Health & Safety Officer will decide whether to activate the Disaster Recovery and Business Continuity Plan.
- Principals and Managers will keep staff informed.

Report any loss or damage to insurance company right away and make arrangements to meet the insurance claim representative as soon as possible.

Role specific work dress requirements

Science

Appropriate footwear must be worn in the laboratory and workshop areas. Canvas shoes and running shoes are not permitted. Tyndale Park Christian School will provide lab coats and workshop coats/aprons to protect clothing.

Technology (Hard and Soft) and Visual Arts

It is not appropriate or safe to wear a tie in the workshop, kitchen or studio areas. Long hair must be tied back as required to be safe. Shoes must be enclosed and Tyndale Park Christian School will provide aprons as required to protect clothing.

Grounds, Maintenance and Property

Staff are required to wear protective clothing suitable for the activities they are undertaking including safety boots.

Legislation

- Health and Safety At Work Act 2015
- Education and Training Act 2020

Resources

- [HEALTH AND SAFETY AT WORK ACT 2015: A practical guide for boards of trustees and school leaders](#)
- [Health and Safety requirements for boards and school leaders](#)
- Tyndale Park Christian School Teachers' Handbook