

**HEALTH and SAFETY**

**POLICY**

**RATIONALE:**

The **Bellevue School Board of Trustees** is required to ensure that all hazards on the school site are identified and that the school environment is safe for all students, staff and visitors. This policy aims to ensure that there are procedures set up to meet the current requirements of the *Health and Safety in Employment Act* and the Ministry of Education*.*

**PURPOSE:**

1 To identify and maintain a register of all hazards within the school site and to prepare a plan to eliminate, isolate and/or minimise such hazards.

2 To ensure that the school is a safe place for staff, students and visitors.

3 To establish and maintain correct procedures for the maintenance of equipment and the use of materials.

4 To identify safe work practices and to implement procedures to ensure that these practices are followed.

5 To provide supervision and training.

6 To help all students, staff and visitors understand the concept of a safe and healthy workplace.

7 To involve the whole school community in the promotion of health and safety.

8 To ensure all excursions, transport arrangements and Education Outside the Classroom activities are actioned safely.

**GUIDELINES:**

* The policy enables the Board to provide a framework for the day to day management responsibility to be exercised by the Principal.
* The Principal is specifically responsible, in conjunction with the appropriate Board Sub Committees and the school’s staff, for managing the school’s procedures for all areas of health and safety.

**The Board will ensure procedures for the following are developed and implemented:**

**5.01 Health & Safety**

**5.02 Accidents - Injury - Illness**

**5.03 Behaviour Management & Anti-Bullying**

**5.04 Cellphone Use**

**5.05 Internet Safety**

**5.06 Internet Safety Management**

**5.07 Emergency & Evacuation**

**5.08 Hazard Management**

**5.09 Medication & Infection**

**5.10 Road – Bus Safety & Car Parking**

**5.11 Sexual & Racial Harassment**

**5.12 Smokefree**

**5.13 Sun Protection**

**5.14 Suspected Child Abuse**

**5.15 Pandemic Outbreak**

**5.16 Custody**

**5.17 Nutrition**

**5.18 Traumatic Incident**

**5.19 School Lock-Down**

*Please note:*

*The above procedures are currently under review. This list of procedure documents will be up-dated when this* ***Health and Safety Policy*** *document is reviewed in accordance with the Board of Trustees three-year Self Review Plan.*

**CONCLUSION:**

Compliance with all relevant *National Education Guidelines*, *National Administration* *Guidelines,* the current *NZ Curriculum Principles and Guidelines* and the current *Employment Contracts* will ensure the Board, through the Principal, develops and implements high quality programmes and health and safety procedures for all students and staff attending the school.

**Date Policy Confirmed……………………………………………**

**Date of Review………………………………………………………**

**Signed BOT Chairperson ………………………………………..**