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# 2022 Health and Safety Report to the Board

Our Health and Safety Policy has been fully reviewed this year as per the Board of Trustees Governance Strategy Triennial Self-Review Programme.  
Each term we reviewed a specific section.

## Pastoral Care and Wellbeing

**Child protection** paperwork has been revisited every term at a staff meeting. As part of the induction process staff receive a copy of the documents and this is discussed within the first few days of employment.

**Cybersafety** was reinforced when John Parsons worked with students and staff in June and September 2022.

**Health and Wellbeing - Hauora** was a focus for this year for staff and students. Health and safety & Hauora is always a discussion topic at weekly staff meetings and termly support staff meetings.

**Positive Behaviour Support** systems are robust and functioning well. Incident statistics are reported to each Board Meeting. Our Specialist in Positive Behaviour Support worked for Term 1-3 2022. In term 4 we trained 2 teachers in Team Teach to be instructors.

## Student and Staff Health

**Drug, Alcohol and Other Harmful Substances** systems are in place and there have been no incidents.

**First Aid and Sickness** systems are in place and functioning well.

We have supported 1 workplace and 2 non workplace staff injuries with long term ACC recovery plans during 2022. There have been 5 short term non workplace and 4 short term workplace related injuries requiring ACC supported leave.

We have held 3 First Aid Courses this year for staff- January, July and December. We aim to have all Teaching and Therapy staff with a current First Aid certificate. 85% of our support staff have also attend First Aid Courses. 1 Teaching staff attended course independently during the year.

We installed a Community Defibrillator, outside the office door, mid year, this can be used by any community member 24/7.

**Communicable Diseases** has been an area of focus with our Covid-19 response. Documentation has been updated as the new levels changed. The Ministry of Health guidelines had been followed. We had a lot of staff and student absences as Covid was contracted during Term 1 and Term 2, this has slowed in Term 3 and Term 4. School closed for a week prior to Easter / Term 1 break as safe staffing levels were compromised. Routines have returned to normal as the year progressed. Families/whanau are reminded to keep their children at home if they are showing signs of sickness and this has helped the health of our school population.

## Health and Safety Requirements for School Leaders

**Education Outside the Classroom.** All RAMs have been signed by Principal and BOT Chairperson. We have had one camp in Term 1. Some EOTC events had been curtailed early in year because of Covid restrictions.

**Health and Safety Legal Requirements** systems in place and reviewed. Gill attended online training in Health and Safety Legal requirements.

**Privacy of Information** systems in place but there have been no incidents.

**Prevention of Harassment** systems in place but there have been no incidents.

**Surrender and Retention of Property and Searches** systems in place but there have been no incidents.

## Emergencies and Traumatic Incidents

**Crisis** systems in place but there have been no incidents.

**Emergency Evacuation** systems in place but there have been no incidents. We carry out termly trial evacuations at each of our sites.

**School Closure** systems in place and there have been no closures due to weather. We have had the school closed for instruction for 4 days prior to Easter due to Covid affecting our staff. We have had 2 Teacher Only Days in September and November.

## Managing Risks and Hazards

**CCTV** systems in place. There has been an instance where we have had 2 teenagers identified when vandalising our trampoline and shade sails. They have been processed through the Youth Courts and trespassed from our property. Reparation was received from 1 family.

**Environmental Hazards** checks are completed and any repairs dealt with promptly. Building Warrant of Fitness is up to date.

**Swimming Pool** water quality meets the standards. Amber Waters and Gillian Ellison both hold the unit standards required for maintaining the pool.

A new pool test kit was purchased.

Gill attended a Southland Pool Hui in October, run by Southland District Council in an attempt to provide a platform for sharing our knowledge.

The Pool pump was serviced after it was left running with no water circulating in January.

**Transportation** systems have been reviewed with the purchase of an additional van that is able to transport wheelchairs safely, further modifications were carried out to allow for wheelchairs of all sizes. A replacement vehicle has been purchased for the Principal. Van checks are complete termly to ensure that WOF, service and registration is up to date. We have identified a need for closer monitoring of tyre pressures.