

Health, Safety, and Welfare Policy

Iqra School is committed to ensuring the safety and wellbeing, as far as is reasonably practicable, of students, employees, and visitors both at school and when away from the school on school business. The board is responsible for this policy, and delegates its implementation to the principal. The school reports on aspects of its health and safety [compliance](#) throughout the year.

Board responsibilities

The board:

- provides and maintains a safe physical and emotional environment for students and staff
- meets our [legal requirements](#), to ensure the safety of students, employees, and visitors
- upholds our primary duty of care to everyone in the school community and exercises [due diligence](#) to ensure that the school meets its health and safety obligations
- ensures that [emergency planning](#) is current
- ensures the school meets [food safety](#) requirements and [promotes healthy food and nutrition](#) for all students
- continuously improves our health and safety performance.

Implementation

The following steps allow us to carry out the aims of our health, safety, and welfare policy:

- The school has [Health and Safety representation](#) and conducts an annual internal audit of the school's health and safety compliance and practices.
 - Workers take reasonable care of their own health and safety and that of other people, and comply with any reasonable instruction given to them by management.
 - All staff are kept informed of the results of health and safety monitoring and review, and consulted in the development and review of these procedures. Staff understand and implement all health and safety procedures, and are kept trained and supervised in their implementation. See [Worker Engagement, Participation, and Representation](#).
 - All staff are active in [hazard identification and risk management](#).
 - The school provides health and safety induction, training, and supervision for all workers.
 - On health and safety issues, the school consults, cooperates and coordinates with [contractors working at school](#).
- Staff follow internal health and safety procedures in their daily work. This includes:
 - supervising students at [break times](#)
 - applying our [sun protection](#) policy

- following guidelines for [plant and machinery safety](#) and [storage and use of hazardous substances](#)
- administering [medication](#) and [dealing with blood](#)
- supporting staff and students with [chronic communicable conditions](#)
- following guidelines for [visitors](#) to the school, including parents' access to students during school hours
- following [student attendance](#) procedures.

Tools

The school maintains:

- a [hazard register](#), and any identified hazard is eliminated or minimised
- an [accident register](#), including first aid records and all accidents and near misses, and informs WorkSafe NZ and the board chair immediately of any death and as soon as possible when any other [notifiable event](#) occurs in any place controlled by the school
- specific planning for [EOTC activities](#), including risk management, which follows Ministry of Education regulations and guidelines, and legal requirements
- up-to-date [emergency plans and evacuation procedures](#), and assures the board of drills and trial evacuations
- comprehensive [digital technology and cybersafety policies and procedures](#) to guide our use of the internet, mobile phones, and other ICT devices and equipment.