

# CENTENNIAL PARK SCHOOL

“ Live Truly”

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PRINCIPAL:

Kevin Ikin

Principal's Residence:

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16<sup>th</sup> March 2020

Re: Camp: ***Kawhia Haerenga – Postponed until further notice***

Kia ora e te whanau,

The current Covid-19 situation around New Zealand and the World is shaping as one of the quickest moving viral diseases we have witnessed for some time. The rate of spread has been alarming and is of real concern to all, especially our elderly. There have been cancellations to many major events for sport and recreation, many that we are all well aware of.

As a kura and School community, we are just as vulnerable to the risks that this Covid – 19 disease is spreading. We have sought advice from the Ministry of Education (MOE) and our School Trustee Association (STA) to ensure we make well informed decisions that may potentially impact on our community. The final decisions are never easy to make.

Teaching and Support Staff met this morning before School started to explore views of the current situation. Some were in favour of our School camp continuing, others were in favour of a postponement.

The Board of Trustees members have been asked to refer to the document under the 'Health, Safety, and Welfare Policy'. (A copy of this is attached for whanau). Within this Policy are factors that contribute to key decisions under Risk Management: They are: *Duty of Care*; *Eliminating Risk*;

***The BOT have now made a decision to postpone the Haerenga to Kawhia (Wednesday 18<sup>th</sup> to Friday 20<sup>th</sup> March) until further notice.*** The timing of the camp can be reviewed at a later date to decide a possible time but will be determined by the status of the latest Covid -19 situation and factors such as weather and whanau helpers. There will be a number of people disappointed with this decision as there have been lots of work put into this camp preparation. Regrettably the decision is however the correct one as we need to be able to do our part in reducing the risk of potential Covid – 19 spreading.

If whanau wish a refund, please call into the School office and we will cross reference with the receipts. If whanau wish to keep the funds in the School until the trip goes ahead, we already have the names of those paid and you will not have to do anything.

Please contact me if you wish to discuss any of the before mentioned matters

Ngaa mihi nui ki a koutou katoa

Kevin Ikin

Principal

Centennial Park School

Te Kuiti



## **Centennial Park School Policies** (can also be located online)

<https://centennialpark.schooldocs.co.nz/>

### **Health, Safety, and Welfare Policy**

Centennial Park School – Te Kura Rautau 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 of trustees 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 of trustees:

- 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 exercise **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**:

- 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**.

## **Risk Management**

The school is required to:

- identify reasonably foreseeable hazards that could give rise to risks to health and safety
- eliminate risks to health and safety so far as is reasonably practicable
- minimise risks to health and safety so far as is reasonably practicable if it is not possible to eliminate the risks.

A **hazard** is something that is capable of causing harm. This broad definition is often divided into types of hazard:

- physical
- chemical
- biological
- psychological.

**Risk** is the likelihood that the hazard will cause harm and the severity of the potential harm.

**Risk assessments** identify hazards and the level of risk each hazard poses. This informs decision-making about what needs to be done to eliminate or minimise risks, so far as is reasonably practicable.

Risks must be eliminated. If it is not reasonably practicable to do so, the school must follow the guidelines below:

1. Minimise the risks using risk-control measures such as:
  - replacing the hazard with something that gives rise to a lesser risk
  - isolating the hazard from any person exposed to it
  - preventing anyone from coming into contact with the hazard
  - implementing engineering controls.
2. If a risk still remains, minimise the remaining risk by implementing administrative controls, such as training.
3. If a risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment.

Hazards are identified by staff as part of their daily activities and, more systematically, by **regular audits**.

Once a hazard has been identified, the risk is assessed and decisions are made about how to manage the risk, following the hierarchy above. New hazards arise regularly, so identification, assessment, reporting, decision making, and implementing control measures form part of **workers'** day-to-day tasks.