



## 5.1 HEALTH AND SAFETY POLICY

### Outcome statement

A safe and healthy School, Hostel and workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff, and other people in the workplace.

### Scope

The Board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the Board's health and safety policy and School and Hostel procedures.

### Delegations

The Board delegates to the Principal the responsibility to:

- Develop and implement health and safety procedures
- Ensure employees have the information they need to comply with health and safety policy and procedures.

### Expectations and limitations

The Board will, as far as is reasonably practicable<sup>1</sup>, comply with the provisions of legislation dealing with health and safety in the workplace by:

1. Providing a safe physical and emotional learning environment
2. Ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
3. Ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the Sale and Supply of Alcohol Act 2012
4. Providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
5. Ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
6. Having a commitment to a culture of continuous improvement.

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<sup>1</sup> Reasonably practicable means what is or was reasonably able to be done at a particular time to ensure health and safety, considering, and weighing up all relevant matters.



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The Principal, as officer, has responsibility for implementing this policy and therefore must:

7. Exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations<sup>2</sup>
8. Take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
9. Ensure the staff code of conduct is implemented effectively
10. Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
11. Provide a smoke-free, vape-free and drug-free environment
12. Ensure a safety action plans (SAPs) is in place and carried out
13. Seek approval for overnight stays/camps/visits attesting first to their compliance with above
14. Consult with the community regarding the health programme being delivered to students on a frequency as agreed with the Board
15. Provide health and safety information and training opportunities to employees
16. Advise the Board's Presiding Member of any emergency situations or significant incidents as soon as possible
17. Ensure all employees and other workers at the school will take reasonable care to:
  - Cooperate with and abide by School health and safety procedures
  - Comply with the health and safety legislation and duties of workers
  - Ensure their own safety at work
  - Promote and contribute to a safety-conscious culture at the school.

### Procedures and supporting documentation

- 3.2 Privacy Policy
- 3.7 Protected Disclosure Policy
- 3.3 Concerns and Complaints Policy
- 3.6 Online Safety Policy
- 5.3 Police Vetting of Non-teaching Staff Policy
- 5.7 School and Hostel Security Policy

Staff induction procedure  
Education outside the classroom procedure  
Worker Engagement and Participation Procedure

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<sup>2</sup> The six due diligence obligations are to:

- i. Know about work health and safety matters and keep up to date
- ii. Gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- iii. Ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
- iv. Ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- v. Ensure there are processes for complying with any duty and that these are implemented
- vi. Verify that these resources and processes are in place and being used.



# New Plymouth Girls' High School Te Kura Taitamawāhine o Puke Ariki

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Risk Management Procedure  
Injury and Incident Management and Reporting Procedure  
Induction, Training and Information Procedure  
Others in the Workplace Procedure  
Personal Protective Equipment Procedure  
Health and Safety Register  
Hazard Register  
Emergency procedure for shutdown and evacuation

## Monitoring

The Principal will provide reporting on health and safety matters through the Business Manager's report, as required to the Board.

## Legislative compliance

[Health and Safety at Work Act 2015](#)

[Children's Act 2014](#)

[Civil Defence Emergency Management Act 2002](#)

[COVID-19 Public Health Response Act 2020](#)

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