



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

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 practicable¹, 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 plan is in place
3. Providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
4. 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
5. Having a commitment to a culture of continuous improvement
6. Ensuring compliance with [the Sale and Supply of Alcohol Act 2012](#) and the New Plymouth District Council rules around alcohol including the acquisition of a license if required.

¹ 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:

1. Exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations²
2. Take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
3. Ensure that the teaching staff Code of Ethics and Non-Teaching Staff Code of Conduct are implemented effectively
4. Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
5. Provide a smoke-free, vape-free and drug-free environment
6. Ensure robust risk management plans are in place and carried out
7. Seek approval for overnight stays/camps/visits attesting first to their compliance with above
8. Consult with the community regarding the health programme being delivered to students as prescribed by legislation
9. Provide health and safety information and training opportunities to employees
10. Advise the Board's Presiding Member of any emergency situations or significant incidents as soon as possible
11. 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.

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 for Non-teaching Staff, Volunteers, Contractors and their Employees Policy

5.7 School and Hostel Security Policy

Monitoring

The Principal will report regularly to the Board on health and safety matters.

² 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.



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Legislative compliance

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

[Children's Act 2014](#)

[Education and Training Act 2020](#)

[Civil Defence Emergency Management Act 2002](#)

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

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