



**Rationale:**

This policy is a requirement of the Health and Safety at Work Act 2015, and consequently the MoE National Administrative Guideline 5.

**Purpose:**

To provide guidelines for the establishment and ongoing operation of health and safety management systems, procedures and practices to ensure compliance with NAG 5

**Definitions:**

**Scope:**

This policy applies to all school employees, contractors, visitors, volunteers and students, grounds and property, including Carruth Hostel, and all extra-curricular and co-curricular activity outside the school property, such as EOTC.

**Guidelines:**

***Commitments***

1. The school is committed to:
  - a. complying with the Health and Safety at Work Act 2015 and other relevant health and safety legislation, standards and codes of practice;
  - b. providing a safe and healthy work environment for employees, students, contractors and visitors;
  - c. ensuring that staff are consulted on health and safety management through union and employee representatives;
  - d. supporting the safe and early return to work of injured employees;
  - e. continuous improvement of health and safety, and aspiring to achieve best practice.

***Objectives***

2. Establish and maintain effective methods for identifying, recording, assessing, controlling and reviewing hazards.
3. Provide appropriate induction, training, supervision and information to employees, students, contractors, and visitors to ensure their safety.
4. Provide adequate resources for effective management of health and safety, including professional development of staff.
5. Have effective procedures for engagement and monitoring of contractors to ensure their competency and safety.
6. Have effective procedures in place for all foreseeable emergencies that may arise.
7. Have effective procedures in place for reporting, recording and investigating all injuries and incidents.
8. Conduct regular evaluation and review of health and safety policy, procedures and practices.
9. Establish and sustain a culture of health and safety awareness across the organisation.
10. Establish and maintain additional policies and procedures to
  - a. Promote healthy food and nutrition through curriculum delivery, and wherever food is made available to students, or for school activities;
  - b. Provide a safe physical and emotional environment for students through both proactive and retrospective programmes to prevent or manage harmful behaviours.



**Responsibilities**

11. The Board of Trustees shall review this policy annually.
12. The Principal, Senior Management team and Extended Management Group are accountable for implementing this policy. This will be measured via annual performance reviews.
13. Each manager (i.e. Heads of Faculties, Heads of Depts, support services managers and Director of Boarding) is accountable, in his or her area of responsibility, for:
  - a. The provision and maintenance of the workplace in a safe condition;
  - b. Involvement in the development, promotion and implementation of health and safety policies and procedures;
  - c. Training employees in the safe performance of their assigned duties and tasks;
  - d. The provision of resources to meet the health and safety commitments and objectives;
  - e. Timely and accurate reporting, recording and investigation of incidents and hazards;
  - f. Monitoring and managing employee workload and work-related stress.
14. Employees are to:
  - a. Take all practicable steps to ensure the safety of themselves and others in the workplace;
  - b. Follow all health and safety policies and procedures;
  - c. Report all known or observed hazards and incidents to their immediate supervisor, or manager for investigation, (including those that have been fixed).

**Related policies:**

1. Child Abuse and Neglect
2. Drugs, alcohol and other mind-altering substance
3. Education outside the Classroom
4. Food and Nutrition
5. Hire of School Facilities
6. Safe School
7. Sexual Harassment
8. Smokefree
9. Swimming Pool Operation and use
10. School Vans

Authorised by:

Principal: .....

BOT Chairperson: .....

Date: .....

Date: .....

*This policy, in its entirety, and other related policies are available to view on the school website:  
[www.wbhs.school.nz](http://www.wbhs.school.nz)*



**References or Sources:**

1. National Administration Guideline 5. i.e.  
*Each board of trustees is required to:*
  - (a) provide a safe physical and emotional environment for students;
  - (b) promote healthy food and nutrition for all students; and
  - (c) comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.
2. Health and Safety at Work Act 2015
3. Health and Safety at Work Act 2015: A practical guide for boards of trustees and school leaders (NZSTA)
4. Worksafe, Education.govt, TKI and NZSTA web pages (as of 10/2/17) at:
  - a. <http://www.worksafe.govt.nz/worksafe/hswa/>
  - b. <http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/>
  - c. <http://technology.tki.org.nz/Technology-in-the-NZC/Safety-in-Technology-Education>
  - d. <http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/news-updates-for-health-and-safety/>
  - e. <http://www.nzsta.org.nz/accountability/health-and-safety>

**Review details:**

Review Date	Reviewed by
Feb 2018	MOR
Review cycle: 1 year	Due date for Review: Feb 2019

**Management Contact:**

Mr Keir Morrison  
Assistant Principal