



WAIMEA COLLEGE

Policies and Procedures

Policy: NAG 5 – Health and Safety

Date Approved: December 2020

Review Date: 2023

Rationale

Safety and health is the responsibility of everyone involved with Waimea College. Potential hazards, unsafe practices and/or the effects of natural disasters will be identified, managed and minimised by compliance with all legislative requirements; given the available resource of the school. [Health and Safety at Work Act 2015].

Purpose

The Board of Trustees is committed to ensuring health and safety of all staff (including volunteers), students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice, where applicable.

Guidelines

1. The Board in recognising its responsibilities will make health and safety a key part of the Board's role.
2. Through its delegated authority to the Principal, the Board will work to improve the health and safety systems and processes and to do everything possible to remove or reduce the risk of injury or illness.
3. The school will nominate a group of staff members, including Board of Trustees and union representatives, who will become known as the Health and Safety Committee to focus on this area.
4. The Board will ensure that there are procedures in place pertaining to:
 - Making sure all incidents, injuries or near misses are recorded in an appropriate register.
 - Making sure all incidents, injuries or near misses are investigated to reduce the likelihood of them occurring again.
 - Having emergency plans and procedures in place that are, easily accessible and notified to all.
 - Providing training to everyone about hazards and risks and the requirement and procedure to report all injuries, incidents and near misses.
 - Providing appropriate induction, training and supervision for all new and existing workers.
 - Assisting staff who are injured or ill to return to work in a safe and timely manner.
 - Making sure contractors and sub-contractors working at the school are aware of our processes and operate in a safe manner.
 - Providing students with basic health and safety rules and information on how to report injuries, incidents, and near misses.

- The regular undertaking of safety audits of the workplace to assist in the identification of hazards. (At present these are bi-annual.)
5. The Board will ensure that there are procedures in place relating to:
- The prevention and reporting of child abuse and neglect.
 - The prevention of and responding to incidents of harassment, including bullying and sexual harassment.
 - Dealing with incidents where students are involved with smoking, drugs or alcohol at school.
 - The provision of pastoral care for students.
 - Risk assessment and management on all Education Outside the Classroom trips.
6. The Board will adhere to the Ministry of Education guidelines and procedures relating to the stand down and suspension of students.

Adopted: 3 December 2020

Chairperson:



Waimea College Board of Trustees

Supporting Documentation

- 5 S.D. 1 Child Protection Policy
- 5 S.D. 2 Surrender and Retention (Property and Searches) Policy
- 5 S.D. 3 Alcohol Policy
- 5 S.D. 4 Emergency Management (Crisis) Plan including:
 - Emergency Evacuation Procedures
 - Lockdown Procedures
 - Pandemic Procedures
- 5 S.D. 5 Using Physical Restraint in Schools Procedure
- 5 S.D. 6 Harassment Guidelines and Procedures
- 5 S.D. 7 Student Abuse Allegations Against Staff Procedure
- 5 S.D. 8 Suspected Child/Student Abuse Reporting Procedure
- 5 S.D. 9 Student Discipline
- 5 S.D.10 International Students - Discipline,
- 5 S.D.11 International Students Homestay Guidelines
- 5 S.D.12 Police Vetting Procedure
- 5 S.D.13 Health and Safety in Science
- 5 S.D.14 Outdoor Education Practices and Procedure
- 5 S.D.15 Education Outside the Classroom (EOTC) Procedures
- 5 S.D.16 Guidelines to Support a Water only School
- 5 S.D.17 Cybersafety Use Agreement
- 5 S.D.18 Administration of Prescribed Medication Procedures
- 5 S.D.19 Code of Compliance for the Pastoral Care of International students
- 5 S.D.20 Stand-down/Suspension Procedures