



BOARD OF KAVANAGH COLLEGE

POLICY: HEALTH AND SAFETY

NAG 5

The Board has a legislative requirement to comply with the Health and Safety at Work Act 2015, to protect and enhance the health and safety of all people within the school and consequently protect students, staff, visitors and contractors from hazards.

Policy Objectives

The Board is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

Scoping

The Board is responsible for ensuring health and safety procedures are developed and implemented. Employees need to be aware of their responsibilities and comply with the Board's health and safety policy and College procedures.

Delegations

The Board delegates to the Principal as Officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees have the information they need in order to comply with policy and procedures.

Expectations and Limitations

The Board will comply with the provisions of legislation dealing with health and safety in the workplace, by:

- providing a safe physical and emotional work and learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation with workers and the school community on the strategy occurs
- 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 premises, and comply with the Sale and Supply of Alcohol Act 2012
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries, and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The Board will ensure that procedures are in place for ongoing dialogue with the proprietor in relation to health and safety issues as they affect the College.

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

- exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations¹
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure that the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free and vape-free environment
- promote healthy nutrition through teaching and activities
- ensure a risk analysis management system (RAMS) is in place and carried out
- review proposals for overnight stays/camps/visits and approve the same only after attesting first to their compliance with above
- consult with the community every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the Board Chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
 - a. cooperate with school health and safety procedures
 - b. comply with the health and safety legislation, duties of workers
 - c. ensure their own safety at work
 - d. promote and contribute to a safety conscious culture at the school.

¹ Know about work health and safety matters and keep up-to-date, gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations, ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks, ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information, ensure there are processes for complying with any duty, and that these are implemented, verify that these resources and processes are in place and being used.

Guidelines

1. The Principal will delegate to a staff member responsibility for maintaining and complying with building licences and safety practices as detailed in health and safety procedures.
2. The College will maintain a Health and Safety Committee with representation that reflects the College community, meeting at least twice per term. Its objectives are:
 - to promote active awareness of schoolwide health and safety
 - to review health and safety related procedures to ensure their ongoing effectiveness (a health and safety audit)
 - to report any areas of concern and make recommendations to school management and the Board of Kavanagh College via the Principal to ensure ongoing improvements and actions to promote a safe and healthy environment.

3. The Board will receive regular reports about compliance issues via the Finance and Resource Committee and/or the Principal. The Board will receive and approve the Health and Safety Committee meeting minutes.
4. The Board may from time to time recommend employment of consultants to advise on specific health and safety issues and will provide training in safe practices as appropriate.
5. Departments that have a programme that is potentially dangerous will develop a departmental safety policy.

Ratified by Board:  Signed for Board

Date: 23 March 2022

Responsibility: Board of Kavanagh College
Reviewed: February 2022
Next review date: February 2023
Policy: NAG 5 Health and Safety

Related Documentation

Health and Safety Practical Guide for Boards of Kavanagh College and School Leaders – Ministry of Education 2015

Guide for the Code of Practice for School Exempt Laboratories

Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020

Safety in Technology Education: A Guidance Manual for New Zealand Schools.

Covid-19 Response (Further Management Measures) Legislation Act 2020

Health and Safety Operational Procedures

- Induction Training and Information
- Visitors to the college
- Injury and Incident Management and Reporting
- Department responsibilities
- Personal Protective Equipment
- Risk Management
- Worker Engagement and Participation
- Safety Checking Procedures for Employees, Contractors and Volunteers
- Emergency Management Plan
- Pandemic Planning