

RATIONALE

This policy is a requirement of the Health and Safety at Work Act 2015, and encompasses the Government's National Education Learning Priorities (NELP) for education.

POLICY STATEMENT

The content of this policy reflects New Zealand's key work in health and safety legislation, the Health and Safety at Work Act 2015 (HSWA) and the regulations under the Act. All New Zealand work and workplaces are covered by the HSWA, unless specifically excluded.

The Board of Trustees is required to: (a) provide a safe physical and emotional environment for students and workers & visitors; (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 workers & visitors.

BIBLICAL PRINCIPLES

Care of others is foundational to the Special Christian Character of the College, and emanates from the commandment of Jesus to love others as we love ourselves. Therefore, it is imperative that the Board of Trustees ensures there is a safe physical and emotional environment for all students and staff.

John 15:12

"This is my commandment, that you love one another as I have loved you..."

Philippians 2:4

Let each of you look not only to his own interests, but also to the interests of others.

GUIDELINES

Therefore, the principal shall not fail to:

1. take all reasonable steps to protect students, workers and visitors to the school from unsafe or unhealthy conditions
2. ensure there is zero tolerance to bullying
3. ensure there are effective processes in place for dealing with bullying
4. comply with the provisions of the Health and Safety at Work Act 2015
5. provide a smoke free environment
6. ensure a risk analysis management system (RAMS) is carried out where and when appropriate
7. seek approval for all overnight stays/camps attesting first to their compliance with (4) above
8. consult with the community every two years regarding the health programme being delivered to students
9. provide privacy of personal documentation held at the school
10. advise the board chair of any emergency situations as soon as possible

HEALTH AND SAFETY

Bethlehem College will take all practicable steps to eliminate or minimise hazards and risks in the workplace, ensuring the safety of students, workers and visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

This is achieved by

1. Management commitment to ensuring health and safety of the workplace is treated equally to all other operational requirements of running our school
2. All workers having individual responsibility for health and safety
3. All workers being informed of, understanding, and accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other workers and visitors being informed of any results of our monitoring their work area
4. Ensuring workers are consulted on, and given the opportunity to participate in health and safety management
5. Ensuring union and other employee representatives are consulted regarding health and safety management
6. Ensuring schools have an effective method for identifying hazards. Significant hazards will then be controlled by:
 - Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
 - Minimising the effects of hazards if they cannot be practicably eliminated or isolated
7. Creating and maintaining a safe working environment. This includes providing facilities for worker's health and safety at work
8. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace
9. Providing appropriate orientation, training and supervision for all new and existing workers
10. Health and safety information, including this policy, is displayed in all main work areas (Function room and office foyer)
11. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors
12. Accurate recording, reporting and investigating injuries, illness and accidents
13. Board of Trustees commitment to continuous improvement in health and safety
14. Board of Trustees commitment to comply with all relevant health and safety legislation
15. Supporting the safe and early return to work of injured workers, by pursuing an active rehabilitation programme
16. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy
17. The Health and Safety Manual and procedures (OneNote online) identifies specific responsibilities for all workers and details the required actions and activities

Signed:



Dated: 30th November 2024

Policy Number 3.27	Last Reviewed: Term 4 2024	Next Review Date: Term 4 2025
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