



## **Te Aroha College Health and Safety Policy**

### **Rationale**

The Board of Trustees at Te Aroha College is dedicated to ensuring a safe and healthy environment for all students, staff, visitors, and contractors. This policy aligns with the Health and Safety at Work Act (2015), Education and Training Act (2020), Children Act (2014) and other relevant legislation to promote a proactive and safety-conscious culture within the college. Through continuous improvement in safety practices, this policy seeks to protect the well-being of everyone on campus.

### **Policy Objectives**

1. **Create a Safe Environment**  
Provide and maintain a safe environment, adhering to legal and regulatory health and safety requirements. Take all reasonable steps to ensure there is an alcohol and drug free environment.
2. **Hazard and Risk Management**  
Identify, assess, and control hazards effectively, ensuring a systematic process for recording, investigating, and preventing incidents, near misses, potential injuries and/or loss of life.
3. **Promote a Safety-Conscious Culture**  
Encourage all students, staff, and visitors to engage in positive health and safety practices and report any concerns promptly through appropriate channels.
4. **Continuous Improvement**  
Review health and safety policies, procedures, and risk management plans regularly, fostering an environment of continuous improvement.

### **Procedures**

1. **Health and Safety Responsibilities**
  - **Board of Trustees:** Oversee policy implementation and compliance with all relevant health and safety legislation.
  - **Principal:** Act as the Officer responsible for implementing safety protocols, reporting to the Board, and managing emergency responses.
  - **Staff and Students:** Actively participate in maintaining a safe environment by following safety guidelines, reporting hazards, and supporting a culture of safety.
2. **Hazard Management**
  - Conduct regular hazard assessments and maintain a hazard register.
  - Ensure safety equipment and personal protective equipment is available and used where necessary.
  - Staff and students must report hazards or unsafe conditions to the designated Health and Safety Officer as described in procedure one.

### **3. Emergency Procedures**

- Maintain and regularly practise emergency drills for fire, earthquake, lockdown and other potential incidents.
- Ensure emergency management plans are updated regularly and communicated to all staff and students.

### **4. Incident and Accident Reporting**

- All injuries, near misses, and incidents must be documented, investigated, and reviewed to prevent recurrence.
- Serious incidents need to be reported to the principal immediately.
- Incident reports are to be submitted to the Health and Safety Committee, which will report to the Board regularly.

### **5. Student and Staff Well-being**

- Implement a zero-tolerance policy for bullying, harassment, and violence, promoting a respectful and inclusive environment.
- Provide access to counselling and support services where needed, including Employee Assistance Programs (EAP) for staff.

### **6. Education Outside the Classroom (EOTC)**

- Require risk assessments for all EOTC activities, especially those involving overseas travel, overnight stays or are water based activities.
- Ensure EOTC activities follow Ministry of Education guidelines and that proper ratios of supervisors to students are maintained determined by the competency levels of the supervisors involved.

### **7. Health Promotion**

- Promote sun safety, healthy eating, and personal hygiene practices.
- Ensure a smoke-free and vape-free environment throughout the campus.

## **Review and Consultation**

This policy will be reviewed annually by the Health and Safety Committee and any updates will be shared with the college community. Regular feedback from students, staff, and whānau will be encouraged to maintain an inclusive approach to health and safety improvements.

## **Implementation and Training**

Training on health and safety responsibilities will be provided for all staff, and induction for new staff and students will include a health and safety briefing.

Date ratified                      27 November 2024

Date of next review              November 2025