



TE AROHA COLLEGE BOARD OF TRUSTEES HEALTH & 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 & 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 wellbeing 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.
- Incident reports are submitted to the Health and Safety Committee, which will report to the Board regularly.

4. Incident and Accident Reporting

- All injuries, near misses and incidences 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 whanau 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.

Effective Date: October 2025

Review Date: October 2027

Approved: Board of Trustees