



Rolleston
College
Horoeka Haemata

Health and Safety Policy

National Administration Guideline 6



Health and Safety at Work Act

The Rolleston College Health and Safety Policy and Procedures supports the Boards commitment to creating a safe and healthy workplace by adhering to the Health and Safety at Work Act.

Legislative Evolution

The Health and Safety in Employment Act 1992 ('the Act') was enacted to promote the prevention of harm to all people at work, and others in, or in the vicinity of, a place of work. The Act applies to schools because schools qualify as a "place of work" and boards of trustees are employers with responsibilities for the staff and, in certain circumstances, other people who come into contact with the school premises.

The intent of the Act is to encourage employers and employees to work together to keep the workplace safe as those involved in the work (employers and employees) are usually the best people to decide what measures are needed to keep their own workplace safe. The emphasis of the law is on the systematic management of hazards and other health and safety issues arising at the place of work.

In order to meet the legislative requirements, employers are required to manage hazards in a systematic manner. The Act generally requires employers to take all reasonably practicable steps to make the workplace safe. What constitutes a practicable step will depend on the circumstances of each case, including, among other things, the schools understanding or knowledge about a hazard, the nature and severity of the harm likely to result from a hazard, and available resources and cost of the means to achieve compliance. This means, in certain circumstances, you may not be required to deal with matters that you could not reasonably be expected to have known about or control.

The Act was amended by the Health and Safety in Employment Amendment Act 2002 ('the Amendment Act') which makes a number of changes of which the most relevant to schools are:

1. the extension of the coverage of the Act to include employees on loan from one employer to another (secondments) and volunteers;
2. a highlighting of stress and fatigue so that it is clear these hazards need to be managed;
3. the encouragement of employees to participate through an employee participation scheme;
4. requiring employers to provide reasonable opportunities for employees to participate in health and safety matters;
5. the appointment and training of employees to become health and safety representatives,
6. an employee's right to refuse to do dangerous work;
7. the introduction of a range of enhanced enforcement tools such as infringement notices, and increased fines;
8. prohibition on providing or accepting insurance against fines under the Act.

In 2013 the Independent Taskforce on Workplace Health and Safety reported that New Zealand's work health and safety system was failing. As a result, New Zealand underwent its most significant workplace health and safety reforms in 20 years resulting in the Health and Safety at Work Act 2015 (HSWA) and the formation of WorkSafe New Zealand (WorkSafe).

The Act is part of "Working Safer: a blueprint for health and safety at work" and reforms New Zealand's health and safety system following the recommendations of the Independent Taskforce on Workplace Health and Safety.

Working Safer is aimed at reducing New Zealand's workplace injury and death toll by 25 per cent by 2020. It will require leadership and action from business, workers and Government to achieve this goal. The Act's key emphasis is on everyone in the workplace being responsible for health and safety.

The Act works to focus effort on what matters, based on business risk, control and size:

1. It reinforces proportionality – what a business needs to do depends on its level of risk and what it can control
2. It shifts from hazard spotting to managing critical risks – actions that reduce workplace harm rather than trivial hazards
3. It introduces the "reasonably practicable" concept – focusing attention on what's reasonable for a business to do
4. It changes the focus from the physical workplace to the conduct of work – what the business actually does and so what it can control
5. It supports more effective worker engagement and participation – promoting flexibility to suit business size and need.

The Health and Safety at Work Act will replace the Health and Safety in Employment Act 1992. The new law is supported by [regulations](#). The majority of the first phase of regulations to support the new Health and Safety at Work Act 2015 have been finalised and came into force 4 April 2016.

Rolleston College Health and Safety Policy

Policy Statement

In line with the Health and Safety at Work Act, the Rolleston College board recognises their responsibility to provide a safe and healthy workplace and learning environment for learners and visitors to the school. The School also recognises the potential benefits to staff and learners through experiencing acceptable risks. As a school Rolleston College will aim to strike the right balance, so that the real risks are managed and learning opportunities are experienced to the full.

Health and Safety Goals

The Rolleston College Board of Trustees is committed to providing and maintaining a safe and healthy environment for its learners, staff, visitors, contractors and all persons using the premises as a place of learning and work. As a responsible employer, all staff will be aware of their responsibilities with respect to Health and Safety in the workplace. Our goal is to achieve a **NIL NOTIFIABLE EVENTS** each year.

In order to achieve this goal the School is committed to:

- Creating a culture of safe and healthy work and teaching practices.
- Prevent notifiable events to staff, learners and visitors by complying with all health and safety legislation, regulations and codes of practice.
- Taking all practicable steps to ensure the health and safety of staff, learners and visitors.
- Providing a healthy and safe workplace, safe equipment and proper materials.
- Identifying and managing all hazards and risks.
- Establishing and insisting upon safe practices at all times.
- Accurately reporting and recording workplace incidents.
- Involving staff in the development and implementation of health and safety systems.
- Inviting feedback on, and regularly reviewing safety systems and performance, in order to continuously improve health and safety management.
- Require all staff to take personal responsibility for safety.

This policy is to be read in conjunction with other policies that have a health and safety aspect.

Health and Safety Principles

Maintaining a Safe and Healthy Environment

1. Rolleston College aims to provide a safe and healthy physical and emotional environment for learners and staff, both within the College grounds and when College activities and events are held elsewhere.
2. Rolleston College will implement a Health and Safety management system. Aided by proper planning the school will spread health and safety tasks / initiatives throughout the year to ensure all work is easily managed. All systems will be systematically reviewed to ensure we continually improve health and safety systems and performance. (Health and Safety Planning & Monitoring)
3. As part of this system, Rolleston College will document all health and safety

management procedures and audit these to ensure they are actively followed and monitored for compliance.

4. Representative of the whole staff a Health and Safety Committee (HSC) will be nominated and work cooperatively to improve work health and safety.
5. Safety Audits of the College will be conducted regularly with the intention of identifying, removing or mitigating any safety hazards. (Hazard Identification and Management Process)
6. The Principal will ensure that learners and staff use information and communications technology appropriately and safely at College, and when participating in College activities and events held elsewhere.
7. The Principal will ensure that healthy food is promoted to learners and food items sold on a regular basis are healthy options. (Healthy Food and Nutrition in Schools)
8. The Principal will ensure that reasonable measures are taken to ensure the safety of Rolleston College children whilst crossing roads immediately adjacent to the College. (Road Safety Plan)
9. The Principal ensures that any vehicle access to the College grounds does not compromise the safety of learners, staff or visitors to Rolleston College.
10. An accident register is maintained to enable all accidents, where someone was or might have been harmed to be recorded. This register is monitored by the Principal and or Health and Safety Committee to identify any possible trends that might be developing. (Accident, Incident or Near Miss Management and Reporting)

Managing incidents

1. Rolleston College responds to and investigates all significant health and safety incidents, in order to mitigate the effects and reduce the risk of reoccurrence.
2. The Principal ensures that teachers recognise and respond to cases of suspected sexual, racial, physical or psychological child abuse in an appropriate manner. (Child Protection Policy and Procedures)
3. The Principal ensures that a crisis management plan is developed, maintained and tested, in order to provide appropriate guidance to staff and learners for handling a range of emergencies and their immediate aftermath.

Student Expectations

1. Rolleston College encourages and maintains behaviour that facilitates learners' own safety and learning, and does not harm other learners or act as a barrier to their learning. (Behaviour and Learning Guidelines)
2. Rolleston College uses suitable measures to ensure student behaviour is maintained appropriately. (Restorative Practices / PB4L)
3. In extreme circumstances stand-downs and suspensions may be used, with the latter being subject to consideration by the Board of Trustees. At all times there will be strict adherence to legal obligations and Ministry of Education guidelines on student disciplinary matters.

Education Outside the Classroom (EOTC)

1. When planning E.O.T.C events the College follows best practice guidelines including those in the Ministry of Education's Safety and E.O.T.C – A good practice guide for NZ Colleges.
2. Events longer than normal College hours, overnight (including trips out of town) and/or high risk activities require Board of Trustees approval. Any risks are to be disclosed to parents/caregiver so they can give informed consent.
3. The Principal maintains detailed procedures for all E.O.T.C events and activities.

Board Approval

1. When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
2. As part of its approval the Board requires the Principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff.
3. The School policy manual shall also be made available to learners and parents at their request.
4. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Approved on behalf of, and with the authority of Rolleston College Board of Trustees

Jackie Freeman

(Board Chair / Trustee)

Date Signed

May 2018

(Day / Month / Year)

Reviewed Triennially
Next Review Date set at

June 2021

(Planned Review Date (Month / Year))