



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	HEALTH & SAFETY
Reference Number	A102
Section	Administration
Written By	BOT Policy Committee
Checked By	BOT Policy Committee
Approved By	NPBHS Board of Trustees
Issue Date	April, 1996
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Associated Policies	Bullying; Education Outside the Classroom (EOTC); Smoke Free Environment, Procedure for the Safe Use and Storage of Firearms
Associated Procedures	Emergency Plan (Harrison Tew)

RATIONALE:

This policy aims to ensure that procedures are set up to ensure that the requirements of the Board under the Health and Safety at Work Act 2015 are met. The Act comes into effect on the 4th of April 2016. The Board's responsibilities are essentially the same under this new Act, however, the consequences of failing to meet those responsibilities have been strengthened.

GUIDELINES:

New Plymouth Boys' High will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

This is achieved by

1. All staff having individual responsibility for health and safety
2. All staff
 - Being informed of
 - Understanding, and
 - Accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of New Plymouth Boys' High School monitoring their work area
3. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management
4. Ensuring union and other employee representatives are consulted regarding health and safety management



5. 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
6. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work
7. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace
8. Providing appropriate orientation, training and supervision for all new and existing staff
9. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors
10. Accurate recording, reporting and investigation of injuries
11. Board of Trustees commitment to continuous improvement in health and safety
12. Board of Trustees commitment to comply with all relevant health and safety legislation
13. Supporting the safe and early return to work of injured employees
14. Management's ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy