



# NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

<b>Title</b>	<b>HEALTH &amp; SAFETY</b>
<b>Reference Number</b>	A102
<b>Section</b>	Administration
<b>Written By</b>	NPBHS BOT Policy Committee
<b>Checked By</b>	NPBHS BOT Policy Committee
<b>Approved By</b>	NPBHS Board of Trustees
<b>Issue Date</b>	April, 1996
<b>Review Date</b>	March, 2028
<b>Associated Policies</b>	<u>C301 Bullying</u> <u>B203 Education Outside The Classroom (EOTC)</u> <u>A104 Smoke-Free Environment</u> <u>A105 Crisis Management</u> <u>A103 Privacy</u> <u>A109 Trauma Incident</u> <u>A110 Protected Disclosures</u> <u>F608 Safe Use and Storage of Firearms</u>
<b>Associated Procedures</b>	Emergency Plan / Audit (Harrison Tew) NPBHS Property Guidelines / Toolbox

## RATIONALE:

This policy aims to ensure that New Plymouth Boys' High School is a safe place as required by Health and Safety at Work Act 2015.

## GUIDELINES:

At New Plymouth Boys' High School we acknowledge our shared responsibility for health and safety and will take all practicable steps to ensure the safety of staff, students and visitors 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 the school has 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

**Additional Resources:**

- [Health and Safety at Work Act 2015](#)
- [Education and Training Act 2020](#)

