



ST PAUL'S COLLEGE

St Paul's College, Ponsonby

Policy Title:	Health and Safety
Related NAG's:	5- Provide a safe physical and emotional environment
Approved by:	Leadership Team
Board Approval:	February
Contact:	Leadership Team
Review Date:	February 2025

PURPOSE

The purpose of this policy is to meet the requirements of the Health and Safety at Work Act 2015 (**HSWA**) by outlining the policy and procedures that ensure the School is able to meet its primary duty of care for health and safety, as far as reasonably practicable.

SCOPE

This policy is applicable to all St Paul's College employees, any contractors engaged in work for the School and volunteers (staff) and all students. The policy also includes all individuals who visit the campus and/or facilities on School related business.

POLICY STATEMENT

St Paul's College promotes and is committed to providing and maintaining a safe and healthy physical and emotional environment for its employees, students, visitors and contractors attending the School.

Managing health and safety is a continual, integrated review improvement process that occurs as part of the day to day running of the School. Health and safety will be embedded within the School's strategic plan.

The School is a smoke-free and regulated products (vaping) free environment at all times under the *Smoke-Free Environments and Regulated Products (Vaping) Amendment Act 2020*.

RESPONSIBILITIES

Under the HSWA, the School is the person conducting a business or undertaking (PCBU) and its Board and Headmaster are Officers.

The School will:

- Comply with all legislation, standards and codes of practice.
- Take reasonably practicable steps to ensure the health and safety of staff, students, contractors and others at the School by proactively identifying and managing hazards, risks and unsafe behaviours.
- Set health and safety objectives and procedures which will be subject to regular monitoring and review.
- Have processes in place to identify all existing and new risks and take reasonably practicable steps to eliminate, isolate or minimise (where elimination is not reasonably practicable), risks to health and safety.
- Encourage employee consultation and participation via the School's Health and Safety



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Committee in matters related to health and safety.

- Work with contractors to develop agreed health and safety protocols.
- Ensure that all staff, students, and visitors are made aware of on-site emergency procedures.
- Provide information and training that will help anyone working in the School to work in a safe and healthy manner.
- Implement effective communication systems for health and safety.
- Require and complete the accurate and timely reporting and recording of any health and safety incidents or near misses (including notifying the regulator of all notifiable events as soon as possible after becoming aware of the notifiable event). All reported incidents or near misses will be reviewed by the School to prevent a recurrence.
- Having in place systems of support for staff and students who are experiencing any health issues.
- Display 'no smoking or vaping' notices on all School-owned properties.

Employees and Contractors

Every employee of the School and/or contractor will share in the commitment to this policy and is expected to play a vital and responsible role in maintaining a safe and healthy workplace through the following:

- Taking reasonable care for their own health and safety.
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Complying, as far as they are reasonably able, with any instruction that is given by the School to allow it to comply with the HSWA or its regulations.
- Cooperating with any reasonable policy or procedure of the School relating to health and safety that has been notified to them.
- Taking reasonably practicable steps to eliminate risks when they are first identified.
- Reporting any risks to health and safety (including any hazards or potential hazards, incidents or near misses, injuries and illnesses) immediately to the Deputy Headmaster – Operations.
- Using appropriate protective equipment and wearing protective clothing.
- Cooperating with the monitoring of workplace risks and employee health.
- Participating in training and apply learning.

The Health and Safety Committee

The Committee will:

- Instigate, develop and carry out measures designed to promote School staff and others' health and safety while on campus.
- Assist in developing standards, rules, policy and procedures relating to health and safety.
- Make recommendations to the Leadership Team on health and safety matters.
- Represent staff and others on health and safety matters.
- Promote the interests of staff and others who have raised health and safety risks.
- Refer complaints from staff and others about health and safety to the Leadership Team for investigation.

Others (visitors, students, parents)

Any other individuals on the School's campus will:

- Take reasonable care for their own health and safety.
- Take reasonable care that their actions or omissions do not adversely affect the health



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and safety of others.

- Comply, as far as they are reasonably able, with any reasonable policies, signs and instruction that are given by the School in relation to health and safety.

Risk and Hazard Management

The School is committed to improving the methods for systematically identifying, assessing and controlling risks and hazards in the workplace as required by health and safety legislation.

A "risk" refers to the possibility of something happening such as an injury or other negative outcome occurring.

A 'hazard' is a feature of a task or environment that may lead to injury or harm and relates to safety and health & environmental hazards.

Significant risks or hazards will be removed as a first choice or isolated from the person as a second choice. If it is not reasonably practicable to remove or isolate the risk or hazard, the School will reduce the effects of the hazard.

Significant issues which have not been removed will be regularly checked. (Where appropriate, staff and student exposure to significant hazards will be checked with the staff member's/student's consent).

All staff have a responsibility to identify any risk or hazard (physical, health & environmental) and report these to a member of the Leadership Team.