

WAITAKERE COLLEGE

Section E (NAG 5) SAFE PHYSICAL and EMOTIONAL ENVIRONMENT

Policy: General Health and Safety

Date of Review: August 2019

Reviewers: Property Manager, EOTC Co-ordinator, Nurse, Pastoral Care Team (PCT), Staff Health & Safety Committee

Goal

The College recognises the importance of the physical, mental and emotional well-being of all students and staff and to have in place methods of safeguarding and improving these.

Objectives

- To comply with legal requirements and relevant Collective Agreements, and Independent Collective Agreements

Guidelines

- 1 The staff Health and Safety Committee, convened by the Property Manager and with a representative from Board of Trustees (e.g. the Principal, or BoT staff rep) and staff will:
 - a) work to:
 - ensure all students and staff are informed and updated on relevant health and safety issues, especially Sexual Harassment, bullying and violence.
 - monitor staff morale, work conditions, workload issues for staff and students, support structures for beginning teachers, teachers with responsibilities etc.
 - b) Work with the Property Manager to develop a safe and pleasing school environment.
 - c) Work with those staff with responsibilities for relevant and related areas – i.e., guidance network, health nurse, property and grounds and HoDs, review relevant, related policies and advise management on suggested improvements/ amendments.
 - d) Will record minutes of meetings to the BoT via the Principal Report
- 2 HoDs will ensure that any safety requirements/hazard identification concerning the teaching of their subjects will be adhered to (i.e. use of chemicals in laboratories, machinery in Technology) by staff and students and will inform the Property Manager of any specific needs.
- 3 The college is aware of the potential for stress within the professional and organisational practices will aim to minimise such potential for stress within the profession and organisational practices will aim to minimise such potential as far as is practicable.
- 4 Health services in the form of an on-site Nurse including maintaining a record of all accidents and emergencies concerning students, overseeing the supply and maintenance of First Aid kits within all specialist rooms, in the Student Centre and their availability for school trips are provided.
- 5 Through the Guidance network, training in peer support, gender inclusiveness, harassment prevention, restorative practices, alcohol and drug support, special needs awareness etc will be offered.

- 6 Procedures in classroom management will reflect the College's aim of restorative practice.
- 7 Health and Counsellor Services are provided for students.
- 8 Confidential counselling is available for staff on request via SLT.
- 9 The College is smoke-free.
- 10 EOTC will follow all legislation and Health and Safety practices.
- 11 The Front Office will maintain staff accident records
- 12 The Property Manager will:
 - with the Property and Grounds staff regularly identify, minimise (and/or isolate) potential hazards as soon as is practicable and ensure the cleaning contractors maintain a high standard of hygiene and cleanliness
 - consult with the Canteen operators to provide nutritional food options.
- 13 The PCT will work with the Line Manager for Student Records staff to ensure training in Privacy issues for that department, and will follow procedures for recording details of students with health problems.
- 14 Security of staff and students will be paramount, procedures for evacuation in emergencies, treatment of visitors, and other duties as required will be provided.
- 15 Traffic issues/hazards surrounding and within the college will be identified, minimised (or eliminated) as is practicable.
- 16 Staff Health and Safety Representative meets the training requirement under legislation.

Chairperson

Principal

Date