

**Section E (NAG 5)      SAFE PHYSICAL and EMOTIONAL ENVIRONMENT**

**Policy:**                      **General Health and Safety**

**Date of Review:**        **September 2022**

**Reviewers:**              **EOTC Co-ordinator, 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**

The Board of Trustees is committed to comply with legal requirements of the Health and Safety at Work Act 2015 and relevant Collective Agreements, and Independent Collective Agreements.

**GUIDELINES**

- 1 The Principal on behalf of the Board of Trustees monitors the implementation of all health and safety and environmental legislation as it applies to Waitakere College. Minutes of the Health and Safety Committee will be provided to the Board of Trustees regularly.
- 2 The staff Health and Safety Committee, convened by ~~the Property Manager~~ a delegated chair person and with a representative from Board of Trustees (e.g. the Principal, or BoT staff rep) and staff will:
  - a) work to make health and safety a key part of everyone's role
  - b) Working with our worker to improve the health and safety system at at our school
  - 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.
- 3 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.
- 4 The college will offer an Employment Assistance Programme (EAP) to provide support.
- 5 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.
- 6 Making sure all incidents, injuries and near misses are recorded in the appropriate place.

- 7 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.
- 8 Procedures in classroom management will reflect the College's aim of restorative practice.
- 9 Health and Counsellor Services are provided for students.
- 10 The College is smoke-free and vape free.
- 11 EOTC will follow all legislation and Health and Safety practices.
- 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
- 13 The Line Manager for Student Records staff will 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 Staff Health and Safety Representative meets the training requirement under legislation.

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Chairperson

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Principal

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Date