



Health, Safety, and Welfare Policy

Sacred Heart College is committed to ensuring the safety and wellbeing, as far as is reasonably practicable, of students, employees, and visitors both at school and when away from the school on school business. The Board of Trustees is responsible for this policy, and delegates its implementation to the Headmaster. The school reports on aspects of its health and safety compliance throughout the year.

Board responsibilities

The Board of Trustees:

- provides and maintains a safe physical and emotional environment for students and staff
- meets our legal requirements, to ensure the safety of students, employees, and visitors
- upholds our primary duty of care to everyone in the school community and exercise due diligence to ensure that the school meets its health and safety obligations
- ensures that emergency planning is current
- ensures the school meets food safety requirements and promotes healthy food and nutrition for all students
- continuously improves our health and safety performance.

Implementation

The following steps allow us to carry out the aims of our health, safety, and welfare policy:

- The school has Health and Safety representation and conducts an annual internal audit of the school's health and safety compliance and practices.
 - Workers take reasonable care of their own health and safety and that of other people, and comply with any reasonable instruction given to them by management.
 - All staff are kept informed of the results of health and safety monitoring and review, and consulted in the development and review of these procedures. Staff understand and implement all health and safety procedures, and are kept trained and supervised in their implementation. See Worker Engagement, Participation, and Representation.
 - All staff are active in hazard identification and risk management.
 - The school provides health and safety induction, training, and supervision for all workers.
 - On health and safety issues, the school consults, cooperates and coordinates with contractors working at school.
- Staff follow internal health and safety procedures in their daily work. This includes:
 - supervising students at break times
 - operating a road patrol
 - applying our sun protection policy
 - following guidelines for plant and machinery safety and storage and use of hazardous substances
 - administering medication and dealing with blood
 - supporting staff and students with chronic communicable conditions
 - following guidelines for visitors to the school, including parents' access to students during school hours
 - following student attendance procedures.



Tools

- The school maintains:
 - a hazard register, and any identified hazard is eliminated or minimised
 - an accident register, including first aid records and all accidents and near misses, and informs WorkSafe and the Board Chair as soon as practicable when a notifiable incident occurs in any place controlled by the school
 - specific planning for EOTC activities, including risk management, which follows Ministry of Education regulations and guidelines, and legal requirements
 - up-to-date emergency plans and evacuation procedures, and assures the board of drills and trial evacuations
 - comprehensive digital technology and cybersafety policies and procedures to guide our use of the internet, mobile phones, and other ICT devices and equipment.

Related policies and procedures

Our school:

- aims to provide and maintain a safe physical and emotional environment and a positive, inclusive culture for both students and staff
- recognises that workplace stress is a hazard and has a policy to address this
- follows abuse reporting procedures, and trains staff in recognising and reporting abuse
- applies behaviour management strategies and if necessary, stand-down, suspension, or exclusion procedures
- complies with the smokefree legislation and promotes a smokefree lifestyle.

This policy meets the aims of National Administration Guideline 5.