

<b>St Joseph's School Orakei Board of Trustees</b>	<b>HEALTH AND SAFETY POLICY</b>
	March 2015 <b>To be reviewed:</b> Odd years <b>NAG: 5</b>

**REFERENCES:**

- National Administration Guideline 5
- The Health and Safety in Employment Act

**RATIONALE:**

Through the development of effective Health and Safety procedures, practices and guidelines, a safe physical and emotional, Catholic environment will be achieved for all students, staff and visitors.

**PURPOSE:**

To provide a safe physical and emotional environment for all students, staff, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice to give them health of mind and body, that they may do God's will.

**POLICY:**

In accordance with NAG 5, the School will:

1. Comply in full with any legislation currently in force.
2. Consult with the community every second year regarding the health programme being delivered to students.
3. Ensure that there are relevant Procedures and Administrative Guidelines and compliance with these regarding both physical and emotional safety for students, staff and visitors.

In accordance to Item 3 above. The students and staff shall have a safe physical and emotional learning environment. Therefore, the principal must:

4. take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices.
5. ensure that the staff code of conduct is implemented effectively.
6. ensure there is zero tolerance to bullying and that there are effective processes in place.
7. comply with the provisions of the Health and Safety in Employment Act 2013.
8. provide a smoke free environment.
9. ensure a risk analysis management system (RAMS) is carried out where and when appropriate.
10. seek approval for all overnight stays/camps attesting first to their compliance with (Item 7) above.
11. consult with the community every two years regarding the health programme being delivered to students.
12. advise the board chair of any emergency situations as soon as possible.

**SUPPORTING DOCUMENTS:**

In order to fulfil the policy, the board and management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with "Health and

*St Joseph's School Orakei is a place of learning where everyone grows towards his or her full potential in a Catholic environment.*

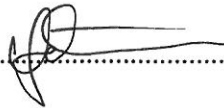
Safety”:

*Administration of Medication  
Animal Welfare  
Code of Behaviour*

*Emergency Evacuations  
Cyber Safety  
Prevention and Reporting of Child Abuse*

**APPROVED** (Date) *25 MARCH 2015*

Board of Trustees Chairperson.....



Principal.....



**TO BE REVIEWED** in accordance with the Board's programme of self-review