
HEALTH & SAFETY POLICY

RESPONSIBLE FOR REVIEW:	Board of Trustees
DEPARTMENT RESPONSIBLE:	Senior Leadership Team
DATE LAST REVIEWED:	June 2016
NEXT REVIEW:	June 2017

Otumoetai College is committed to providing a physically and emotionally safe environment for all students and staff attending the school

1. The college will operate a Health & Wellness Centre accessing the services of appropriate medical professionals to promote and facilitate the physical and mental wellbeing of all students and staff.
2. The college will provide appropriate care in the event of accidents and emergencies that arise at school or during school based activities (based on or off the school site).
3. The college staff will be provided with professional learning so that they can be aware of the indicators of abuse and the procedures to report abuse. Any staff member has the right to report suspicion of abuse to CYFS but action is recommended to be taken through the Principal or Guidance staff. The college will co-operate with CYFS but only CYFS staff have the statutory authority to investigate allegations of abuse.
4. The college will plan appropriately to protect staff and students from the effects of any future pandemic (global) or epidemic (local) event.
5. All spraying with herbicides, pesticides and fungicides, acknowledging that such is essential to control the college environment, will at all times be carried out in a manner which best protects students, staff and other school users.
6. The college will endeavour to monitor and support within the school environment all students, whom the college has been informed, are living independently from their parents or caregivers.
7. The college will help students and staff establish and maintain patterns of healthy eating and to this end will actively promote the National Food and Nutrition Guidelines through the on-site college facilities.

8. The college will make provision to protect staff and students from the sun and educate students and staff about the dangers of exposure to such.
9. The college will place students in workplace situations with full regard to their health and safety and complying with all relevant aspects of the industry codes of practice.
10. The college will comply and work with all Health & Safety at Work Act 2015 guidelines for operations on the school site. Including a commitment to Health and Safety:
 - Having a Health and Safety committee comprising of staff (of five or more employees) who will monitor and action any health and safety issues that are reported by employees and have a 'report back' system in place
 - Complete an annual "checklist" and information for the Board including a Hazard Register and having relevant procedures that ensure a safe and secure environment.
11. The Board of Trustees will ensure compliance with the policy by monitoring the implementation of the above, by reviewing compliance reports at every second board meeting.

.....
Signature (BOT Chairperson)

.....
Date Ratified