

5.1 Health and Safety

Statement of Intent

Onslow College will maintain good health and safety practices to ensure a safe physical and emotional environment for staff, students and visitors.

Board Expectations

- The College will comply with relevant acts and regulations, particularly the Health and Safety in Employment Act 1992 and the Ministry of Education Health and Safety Code of Practice.
- The College will identify all hazards with a view to eliminating or mitigating them.
- The College will provide information and or signage where appropriate for staff, students and visitors.
- A record of hazards and incidents will be maintained.
- A Health and Safety Officer will be appointed annually.
- A Health and Safety Committee will be appointed and meeting minutes made available.
- First aid training will be available for staff.
- Specialist areas where students may be exposed to danger will be required to have a safety code in place and training provided for staff in those areas.
- Appropriate clothing and protective gear will be used by staff and students where required to protect against hazards.
- Students and staff should be familiar with the Emergency Procedures Handbook.
- All medical substances are to be held and administered from the Office.
- The Board has the right to close the College in the event of a health and safety incident. The Ministry of Education will be notified.
- Before any contractor commences work in the College, the contractor's health and safety procedures will be provided to the College Senior Management.
- The College will hold at least two trial emergency and evacuation drills each year and report those trials to the Board.

Supporting Documents

The board expects that the following documents outlining management policies, procedures or practices are in the school. Where they have been developed by the school they will be regularly reviewed by management. These documents are available to the board on request:

- Management of Students' Medication
- Emergency and Evacuation Handbook
- School Exempt Laboratory Code of Practice
- Ministry of Education 'Health and Safety in Schools' Guidelines
- The Health and Safety Code of Practice for State Secondary Schools.
- Pastoral Care and Guidance Policies and Procedures
- Smokefree Legislation

Delegations

The implementation of this policy is delegated to the Principal and the Health and Safety Officer.