



Sacred Heart Girls' College, New Plymouth

HEALTH AND SAFETY POLICY

Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

Scoping

Everyone is responsible for health and safety at Sacred Heart Girls College. This includes the board and principal, staff, students, whānau, visitors, volunteers and contractors. At SHGC, we acknowledge our shared responsibility for health, safety, and welfare, and promote schoolwide engagement and adherence to health and safety policies and procedures.

Health, safety, and welfare roles

The Health and Safety at Work Act 2015 defines different types of duty holders within a workplace, including schools. The Act outlines health and safety responsibilities for each type of duty holder.

Duty Holder	School role
PCBU (Person Conducting a Business or Undertaking)	Board, including the principal working in collaboration with Mission College Trust Board
Officers	Individual board and Mission College Trust Board members, including the principal
Workers	Employees, including teachers and non-teaching staff, volunteer workers, and contractors
Other people at the workplace	Students, visitors, parents, whanau, and casual volunteers

Delegations

The responsibility for day-to-day health and safety management at the school is delegated to the principal, with support from the board via a Health and Safety sub-committee. This does not transfer the duties of the board but takes into account the nature of school operations and the position of individual officers under the Health and Safety at Work Act. The principal may further delegate health and safety tasks to:

- develop, implement, and report to the board on the effectiveness of health and safety procedures
- ensure employees have the information and professional development and formation they need in order to understand and comply with policy and procedures.

Expectations and limitations

The board will, as far as is reasonably practicable,¹ comply with the provisions of legislation dealing with health and safety in the workplace by:


- providing a safe spiritual, physical and emotional learning environment where the dignity of all is upheld
- ensuring staff are known, respected, cared for, affirmed and appreciated, and their wellbeing is supported
- ensuring a health and safety plan is in place and engagement and consultation on the plan occurs with workers and the school community
- having effective measures in place to consult with and report to the proprietor on health and safety matters pertaining to the Catholic special character particularly:
 - morally sensitive areas such as matters dealt with by the school guidance counsellor
 - how the board and principal effectively manage and monitor the work of any health centre or health professional who is employed or who comes on site
 - the general ethos, environment and culture of the school
 - the relationships between staff members, and their colleagues, their students and the school community
- advising the proprietor of health and safety risks requiring major capital works
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the Sale and Supply of Alcohol Act 2012
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The principal, as officer, has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations of the [Health and Safety at Work Act 2015](#) listed below
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices including during capital works projects or when awaiting the proprietor's action on remedial capital works
- advise the proprietor and board if there are any serious health and safety issues
- ensure the Code of Ethics for Staff and Boards of New Zealand Catholic Schools and the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, racism, stigma and any other form of discrimination, and that there are effective processes in place to eliminate them
- provide a smoke-free, drug-free and vape free environment
- ensure a robust risk analysis and management system is in place and carried out for EOTC activities
- seek approval for overnight stays/camps/visits attesting first to their compliance with above
- meet requirements on the delivery of the Health Curriculum
- consult with the community every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the presiding board member (chair) of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
 - cooperate with school health and safety procedures
 - comply with the health and safety legislation and duties of workers
 - ensure their own safety at work
 - promote and contribute to a safety-conscious culture at the school

1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
2. The six due diligences of the Health and Safety at Work Act are to:
 - know about work health and safety matters and keep up to date
 - gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
 - ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
 - ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
 - ensure there are processes for complying with any duty and that these are implemented
 - verify that these resources and processes are in place and being used.

Reviewed: August 2025	Next Review: August 2027
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Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wed 28 August 2025
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