



ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

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 | ākonga, staff | kaimahi and other people in the workplace. The Board is the PCBU.

Scoping

The board is responsible for ensuring health and safety procedures are developed and implemented and their effectiveness is monitored. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school | kura procedures.

Delegations

The board delegates to the principal | tumuaki as officer the responsibility 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 a safe, and inclusive environment where all students/ākonga feel valued, respected, and emotionally secure, regardless of gender, ethnicity, health needs, physical impairments, social challenges, or learning differences. There is a zero-tolerance approach to all forms of harassment, bullying, and discrimination
- ensuring staff | kaimahi are known, respected, cared for, affirmed and appreciated, and their wellbeing is supported
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy 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 | kura guidance counsellor
 - how the board and principal | tumuaki effectively manage and monitor the work of any health center or health professional who are employed or who come on site
 - the general ethos, environment and culture of the school | kura
- the relationships between staff | kaimahi members, and their colleagues, their students | ākonga and the school | kura community

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

- 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 [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 | tumuaki, 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 obligations²
- take all reasonable steps to protect students | ākonga, staff | kaimahi and visitors to the school | kura 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 | kaimahi 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 and vape free environment
- ensure a risk analysis management system (RAMS) is in place and carried out
- seek written approval for overnight stays/camps/visits attesting first to their compliance with above
- meet the proprietor's requirements on the delivery of the Health Curriculum are adhered to (see Curriculum Policy)
- ensure the community is informed with regards to the sexuality section of the health programme, with the understanding that parents know they have the right to withdraw their child from this aspect of the programme.
- provide information and training opportunities to employees
- provide health and safety induction to contractors
- advise the presiding board member of any emergency situations as soon as possible
- ensure all employees and other workers at the school | kura will take reasonable care to:
 - cooperate with school health and safety procedures
 - comply with the health and safety legislation and duties of workers
 - promote and contribute to a safety-conscious culture at the school | kura

² These are to:

- know about work health and safety matters and keeps 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

Procedures/supporting documentation

Staff induction

[Special Character Compliances Attestation Report](#)

[Handbook for Boards of Trustees of New Zealand Catholic State Integrated Schools](#)

[Code of Ethics for Staff and Boards of New Zealand Catholic Schools](#)

[Code of Conduct for Catholic State Integrated School Board Members](#)

[Education Outside the Classroom](#)

[Risk Assessment Management System \(RAMS\) and Professional Boundaries](#)

[Health and Safety Handbook Register](#)

[Risk Register](#)

[Hazard Assessment Register / St Ignatius Lab Manual Current](#)

[Hazards Check](#) monthly

[Emergency Management](#)

[Civil Defence and Crisis Procedures](#)

[Traumatic Incidents/Crisis Management \(Emergency Drills and Procedures\)](#)

[School Based Health Services](#)

[First Aid](#)

[Injury and Incident Reporting](#)

[Administration of Medication](#)

[Infectious Disease](#)

[Cyber Safety \(BYOD and Digital Learning\)](#)

[Mandatory Reporting of Child Abuse](#)

[Protected Disclosures](#)

[Student Supervision](#)

[Drugs and Alcohol](#)

[Protection from the Sun](#)

[Promotion of Healthy Food and Nutrition](#)

[Behaviour Management](#)

[Guidance Counselling](#)

[Managing Challenging Behaviour and Using Physical Restraint](#)

[Reducing student distress and use of physical restraint policy Dec 2025 \(002\)](#)

[Harassment and Bullying](#)

[Smokefree and VapeFree](#)

[Search and Seizure](#)

[Transportation](#)

[Collection, Storage and Access to Personal Information](#)

[Court Orders Against Parents/Caregivers](#)

[Adult Behaviour at School \(Adult Conduct at School\)](#)

[Parent Helpers](#)

[Police Vetting](#)

[2025 08 15 concerns-complaints-policy.pdf](#)

Monitoring

Principal | tumuaki reports monthly on Health and Safety matter to the Property Committee and provides required assurance as part of the Principal's report to the Board.

Informs the Board of any serious breaches or complaints received

Legislative compliance

[Health and Safety at Work Act 2015](#)
[Children's Act 2014](#)
[Education and Training Act 2020](#)

Any current relevant Health Orders

Approved: 6 June 2023	Reviewed 14 July 2026
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