



BOARDING HOUSE HEALTH, SAFETY AND WELFARE POLICY

Purpose

A primary objective of the board is to ensure that St Bede's College Boarding School is a physically and emotionally safe place for all students and staff, as required by the Education and Training Act 2020 (s. 127) and the Education (Hostels) Regulations 2005.

The board regularly reviews how well it implements key legislative and regulatory requirements, including those related to health, safety, and welfare, and takes steps to address any gaps in implementation.

The board, as the PCBU (Person Conducting a Business or Undertaking - see table below) under section 36 of the Health and Safety at Work Act 2015, must do what is reasonably practicable (See definition below) to ensure the health and safety of workers and work to eliminate or minimise health and safety risks.

At St Bede's College Boarding School, we acknowledge our shared responsibility for health, safety, and welfare, and promote schoolwide engagement in related policies and procedures. Officers (see table below) at the school are encouraged to proactively undertake due diligence to ensure health and safety is prioritised by the board.

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	Boarding School Role
PCBU (Person Conducting a Business or Undertaking)	Board, including the rector
Officers	Individual board members, including the rector
Workers	Employees, including teachers and non-teaching staff, volunteer workers, and contractors
Other people in the workplace	Students, visitors, parents, whānau, and casual volunteers

1. The Board of Proprietors is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:

- making health and safety a key part of our role.
- working with our workers to improve the health and safety system at our school.
- doing everything reasonably possible to remove or reduce the risk of physical and/or mental injury or illness.
- making sure all incidents, injuries and near misses are recorded in the appropriate place.
- investigating incidents, near misses and reducing the likelihood of them happening again.
- having emergency plans and procedures in place, including pandemic planning.

- training everyone about hazards and risks so everyone can work safely.
- providing appropriate induction, training and supervision for all new and existing workers.
- helping workers who were injured or ill return to work safely.
- making sure contractors and sub-contractors working at the boarding house operate in a safe manner.

2. All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work.
- following all instructions, rules, procedures and safe ways of working.
- reporting any pain or discomfort as soon as possible.
- reporting all injuries, incidents and near misses.
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist.
- reporting any health and safety concerns or issues through the reporting system.
- keeping the workplace tidy to minimise the risk of any trips and falls.
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

3. Others in the workplace:

All others in the workplace, including students and visitors, are encouraged to:

- follow all instructions, rules and procedures while in residence at the boarding house, or on boarding house approved activities.
- report all injuries, incidents and near misses to their supervisor or manager.
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning.

The Boarding Handbook provides students and whānau with basic health and safety rules, information and responsibilities. Health and safety is everyone's responsibility. Subsequently all are encouraged and monitored to engage in positive health and safety practices.

This policy should be read in conjunction with the Health and Safety at Work Act 2015 and the Education and Training Act 2015.

Failure to comply:

Failure to comply with the Health and Safety Policy and Procedures can be dealt with through:

- Health and Safety Work Act 2015 legislation and/or.
- Individual Employment Agreement Discipline Procedure and / or.
- Student Discipline Procedure.

Supporting Documents

- Complaints Policy
- Hostel Regulations 2005
- Board Consultation and Review Framework
- EOTC procedure
- Pandemic Plan
- Emergency Management Plan
- Food Safety Programme
- Health Procedure
- Child Protection Procedure
- Risk Management Procedure
- The Boarding Handbook

Reviewed: August 2025

Signed:

A handwritten signature in black ink, appearing to be 'A. Smith', written over a horizontal line.

Next review date: Within three years as per schedule or following a significant event.

Notes:

Reasonably practicable is defined in the Health and Safety at Work Act 2015 (see Section 22). The following is a copy of that definition:

22 Meaning of reasonably practicable

"In this Act, unless the context otherwise requires, reasonably practicable, in relation to a duty of a PCBU set out in subpart 2 of Part 2, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including-

- the likelihood of the hazard or the risk concerned occurring; and
- the degree of harm that might result from the hazard or risk; and
- what the person concerned knows, or ought reasonably to know, about-
- the hazard or risk; and
- ways of eliminating or minimising the risk; and
- the availability and suitability of ways to eliminate or minimise the risk; and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost is associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk."

