



TE AWAMUTU COLLEGE

POLICY STATEMENT ON HEALTH AND SAFETY: HAZARD/RISK MANAGEMENT

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and School Leaders which clearly outlines Health and Safety responsibilities.

Purpose

Risk management is the cornerstone of the Health and Safety at Work Act 2015. It allows the Board to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this policy is to explain how we manage risks effectively in the school environment and work carried out by the school.

Scope

This policy applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the school's leadership team, staff, workers, students, contractors, temporary workers, volunteers and visitors.

The Board will monitor a Hazard Register and record information from the risk/hazard management process. For each identified hazard, the following information will be recorded:

- the harm the hazard could cause
- the likelihood the harm would occur
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented – by whom and by when
- review date

How do we manage health and safety risks effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this.

1. **identifying hazards:** finding out what situations and things could cause death, injury or illness
2. **assessing risks:** understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
3. **controlling risks:** implementing the most effective control measures that are reasonably practicable in the circumstances
4. **reviewing control measures:** ensuring control measures are working as planned

Roles and Responsibilities

Everyone has a part to play in managing risk effectively.

Officers (Principal and DP Health & Safety)

- ensure workers and others know about health and safety risk processes and procedures
- ensure that workers receive the right health and safety training and are aware of the risks on induction into the work area
- hold and maintain the Hazard Register for the workplace
- inform “others in the workplace” of any known risks and controls in place
- assess risks that are reported to you
- consult with workers on the most effective controls to manage the risks
- regularly review and monitor risks and the controls that are in place
- will consult, co-operate and coordinate with other duty holders (person who has a duty under Health and Safety at Work Act) on matters when there are overlapping health and safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist in other workplaces.

Workers – (employees, temporary workers, contractors, volunteers)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to their relevant school leader, including those that have already been eliminated
- seek support from the Health and Safety Representative on health and safety risk matters if required
- comply with any reasonable instruction in relation to risks given by the Board, the Officers or other duty holders
- inform others of known risks
- may cease or refuse to carry out work if they know the work would expose them to a serious risk

Health and Safety Committee

- facilitates co-operation between the Board and school workers in instigating, developing, and carrying out measures designed to ensure the school workers’ health and safety at work
- assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the school
- makes recommendations to the Board about work health and safety

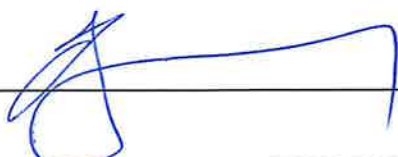
Health and Safety Representatives

- represent workers on health and safety risk matters
- promote the interests of workers who have raised health or safety risks
- monitor risk controls undertaken by the Board
- investigate complaints from workers about health and safety risks (DP: Health & Safety)
- after first consulting with the Principal, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- direct workers to cease work if they know the work would expose them to a serious risk (after consultation with Principal)

Others – (visitors, students, parents etc)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with any reasonable instruction given by the Board or officers or duty holders in relations to risks

CHAIRPERSON



DATE

23/11/22

PRINCIPAL



DATE

22/9/22