



# Don Buck School

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Next review: Term 1 2028

## Health, Safety, and Welfare Policy

*Don Buck School is committed to ensuring the safety and wellbeing, as far as is reasonably practicable, of students, employees, and visitors both at school and when away from the school on school business. The board is responsible for this policy, and delegates its implementation to the principal.*

At Don Buck School, the board ensures that the school is a physically and emotionally safe place where risks to health and safety (both physical and mental) are eliminated or minimised (Health and Safety at Work Act 2015; Education and Training Act 2020).

The board prioritises health, safety, and welfare and promotes a culture of continuous health and safety improvement. The board ensures that the school has the resources needed to comply with health and safety requirements and engages with workers to ensure the school has robust health and safety policies and procedures. As part of the development of our strategic plan and in consultation with stakeholders, we may set strategic or annual goals for health and safety at Don Buck School. We may also set specific objectives in relation to particular aspects of health and safety.

### Health, safety, and welfare duties

Everyone is responsible for health and safety at Don Buck School. This includes the board and principal, staff, students, whānau, and visitors. At Don Buck School, we acknowledge our shared responsibility for health, safety, and welfare, and promote schoolwide engagement with health and safety policies and procedures.

The Health and Safety at Work Act 2015 defines different types of duty holders within a workplace, and outlines health and safety responsibilities for each type of duty holder. At Don Buck School, different types of duty holders have been identified below:

#### Duty and school role

▶ **Duty of PCBU (person conducting a business or undertaking)** – Board (including the principal)

▶ **Duties of officers** – Individual board members (including the principal)

▶ **Duties of workers** – Employees, including the principal, teachers and non-teaching staff, volunteer workers, and contractors

▶ **Duties of other people at the workplace** – Students, visitors, parents, whānau, and casual volunteers

The board is responsible for ensuring school buildings and grounds are safe for people who are on site when the school is open for instruction, as well as those accessing the site for lawful purposes outside these times. The board is also responsible for providing a safe environment during school-related events off school grounds (e.g. school camps and EOTC events).

In keeping with the requirements of the Act (s 34), the board consults and collaborates with other PCBUs that have a duty in relation to the same matter (e.g. other schools, transport service providers, and other service providers).

## Health and safety management

The board and the principal work together to manage health, safety, and welfare at Don Buck School in ways that ensure all duties under the Health and Safety at Work Act 2015 are met, as well as the Education and Training Act 2020 requirement that the school is a physically and emotionally safe place.

As the PCBU at Don Buck School, the board fulfils their primary duty of care. Individual board members (including the principal) exercise due diligence as officers to ensure the board meets its health and safety obligations.

The responsibility for day-to-day health and safety management at the school is delegated to the principal, with support from the board. 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.

The board engages with workers and ensures workers have appropriate representation and involvement in health and safety matters. See **Worker Engagement, Participation, and Representation**.

The principal ensures that everyone involved with school operations is informed about health and safety matters, including their health and safety responsibilities, relevant health and safety policies and procedures, and updates or changes to health and safety practices. See **Health and Safety Induction and Training**.

Anyone can raise concerns by following school procedures. See **Risk Management** and **Raising Concerns and Complaints**.

## Health and safety implementation

Our Health, Safety, and Welfare Policy is divided into different areas of implementation. For detailed policy information about how we meet health, safety, and welfare requirements and follow good practice in different areas of school operations, see:

- **Risk Management**
- **Worker Engagement, Participation, and Representation**
- **Health and Safety Induction and Training**
- **Visitors**
- **Contractors Working at School**
- **Emergency, Disaster, and Crisis Management**
- **Health Support**
- **Bullying and Harassment**
- **Behaviour Management**
- **Student Wellbeing and Safety**
- **Staff Wellbeing and Safety**
- **Safety On and Off School Grounds** (includes digital safety)
- **Education Outside the Classroom (EOTC)**

Other relevant policies include:

- **Security Management**
- **Property Management**
- **Inclusive School Culture**

Our health and safety policies and procedures are accessible to users, up to date, and suitable for use.

## Health and safety monitoring and review

The board monitors and reviews health and safety at the school to ensure that health and safety practices are effective and to look for opportunities for improvement.

- If the board has set strategic or annual goals for health and safety at Don Buck School, or specific objectives in relation to particular aspects of health and safety, these are reviewed regularly to assess what might be needed as next steps.
- The board may also set and review ► **performance indicators** to assist with monitoring the effectiveness of health and safety at our school.
- The school conducts ► **audits** of health and safety to ensure policies and procedures are being implemented effectively. We update policies and procedures as needed to improve health and safety practices.
- Health and safety is a regular agenda item at board meetings, so that individual officers of the board can keep up to date on knowledge of health and safety matters to meet their due diligence.
- The board participates in scheduled health and safety policy reviews, and other members of the school community are encouraged to provide feedback on the implementation of health and safety policies.
- The board ensures there is regular communication about health and safety with workers (e.g. in team meetings, through a health and safety representative) so that workers have regular opportunities to raise health and safety concerns and solutions.
- The principal reports to the board regularly on health and safety matters. This includes worker engagement, risk management, any implementation issues, and reports on health and safety incidents of accident, injury, and illness. The board, in consultation with stakeholders, investigates any incidents and issues as needed. See **Recording and Reporting Injuries and Illness**.
- The principal gives assurances to the board on ► **key health and safety areas**.

We take action to address any implementation issues and/or health and safety needs. Updates to health and safety policies and procedures are communicated to all stakeholders. The board checks that any actions required to improve health and safety have been implemented.

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The principal assures the board that school health, safety, and welfare policies and procedures meet legislative and regulatory requirements. This includes requirements to:

- ensure, so far as is reasonably practicable, the health and safety of workers
- ensure that the health and safety of others is not put at risk from school operations
- eliminate (or, if not possible, minimise) risks to health and safety
- make the school a physically and emotionally safe place.

See **Review Schedule and Board Assurances**.

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## Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

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## Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: **Health and safety responsibilities for schools** 

**Release history:** Term 3 2025, Term 1 2023, Term 4 2020

## IN THIS SECTION

**Health and Safety Management**

**Emergency, Disaster, and Crisis Management**

**Health Support**

**Bullying and Harassment**

**Behaviour Management**

**Student Wellbeing and Safety**

**Staff Wellbeing and Safety**

**Safety On and Off School Grounds**

**Education Outside the Classroom (EOTC)**

<b>Last review</b>	Term 1 2025
<b>Topic type</b>	Core