



# WESLEY COLLEGE TRUST BOARD

## HEALTH AND SAFETY POLICY

### **Rationale**

Wesley College is committed to providing a healthy and safe environment for its employees, students and visitors to the College.

### **Outcome**

The Wesley College Trust Board will fully comply with existing and future legislation to ensure the safety of all individuals within the college community, including adherence to the *Health and Safety at Work Act 2015*. This includes the responsibility to safeguard the health and safety of employees, students, visitors and contractors on school premises. Additionally, the Board and Senior Leadership will actively identify, assess and manage workplace risks in accordance with Worksafe requirements.

### **Procedure Statement**

Under the Act, the Wesley College Trust Board is responsible for ensuring hostel management provides for the safety of all individuals on its premises. This commitment extends to employees, boarders, visitors, clients and members of the public.

### **Responsibilities**

Under the *Health and Safety at Work Act 2015*, the Board ensures:

- A safe, clean and healthy work environment.
- Risks to the safety of staff and others on College premises are mitigated.
- Compliance with legislative requirements for health and safety.

Health and safety is a collective responsibility at Wesley College. All employees, boarders and contractors proactively identify, prevent and rectify conditions or practices that pose potential harm.

The College will document all identified hazards in the Hazard Register and reduce the risk of harm that may result from the hazard

Worksafe is promoted through the systematic management of health and safety and the reporting of incidents on the *Safe 365* app.

## **Reporting**

Worksafe issues will be reported to the delegated Health and Safety officer for each area on site. Any accident involving staff, students, or visitors must be reported using the *Safe 365* app. Details of incidents or near misses are recorded via the *Safe 365* app for thorough review and corrective actions.

Worksafe issues likely to cause serious harm will be immediately reported to the Principal and recorded on the *Safe 365* app

The Principal will act responsibly and in accordance with the *Health and Safety at Work Act 2015*.

The Director of Business Services will report on the implementation of this policy to the April Trust Board meeting each year.

## **Legislative compliance:**

Health and Safety at Work Act 2015

The Wesley College Trust Board approved this policy on 30th June 2024.

This policy will be reviewed on / before the June meeting 2027.

**Jan Tasker**  \_\_\_\_\_  
**Chairperson** **Date**

30 June 2024