

Policy Number:	SG.31	Version Number:	2014 v.1
Policy Name:	STUDENT HEALTH AND SAFETY		
Approved by:	Strategic Leadership Team		
Last Reviewed:	2014	Review Period:	3 years

Purpose:

Bethlehem Tertiary Institute seeks to ensure a safe, healthy and effective learning environment for all students on the campus. The purpose of this policy is to ensure that students act in ways that align with safe practices while onsite at Bethlehem Tertiary Institute (BTI).

Policy

Hazards and Accidents:

1. Students must report any potential health and safety hazard to reception, for further investigation and action.
2. Students should ensure that personal health records (as on application or enrolment form) are up to date and that the Institute is aware of any particular needs e.g. allergies.
3. A First Aid kit is available at the reception desk. If needed, a designated First Aider will offer first aid, arrange a doctor's visit or summon appropriate help.
4. All accidents and near misses **must** be reported to reception for inclusion in the Health and Safety Register.

Emergency Evacuation

5. At all times the fire alarm (continuous alarm) should be treated as **a genuine case of fire**.
6. Any person **discovering a fire** should turn on the nearest fire alarm and follow evacuation procedures.
7. On **hearing the alarm** everyone should immediately leave the building by the nearest safe exit, not stopping to collect personal belongings, and move quickly to assemble on the sports field adjacent to the Institute.
8. Students are to remain on the sports field until the 'all clear' is given.
9. For after hours emergency evacuation students should raise the alarm by operating the nearest fire alarm call point, call the Fire Service on 111.

Access to Services

11. Bethlehem Family Doctors (Elder Lane opposite the entrance to the Institute) offer the services of medical practitioners, counsellors and physiotherapists. Bethlehem Medical Centre (on Moffat Road) has a complement of medical practitioners, dentists, and a chemist.
12. The Year Group Coordinators are the first point of call for spiritual needs and pastoral care of students.
13. A list of approved counselling services in Tauranga is available to students, in accordance with the policy *Counselling Support and Referral for Students*.