



National Fire Brigades Cadet Programme

Health and Safety Policy

Version	1.0
Approved by	
Approval Date	
Review Date	

Purpose

The purpose of the Health and Safety Policy is to ensure, so far as is reasonably practicable, the health and safety of all cadets, leaders, volunteers, and any other persons involved in the National Fire Brigades Cadet Programme. This policy forms part of the National Fire Brigades Cadet Programme's wider policy framework and should be read alongside all relevant SOPs, the Code of Conduct, Safeguarding Policy, Youth and Child Protection Policy, and associated programme documents.

Scope

This policy applies to all cadets, cadet leaders, supervisors, volunteers, adult helpers, and visitors participating in or supporting Cadet Programme activities. It covers all programme activities, whether conducted on Fire and Emergency New Zealand (FENZ) property, at brigade stations, or at approved off-site locations.

Health and Safety Commitment

The National Fire Brigades Cadet Programme is committed to providing a safe, inclusive, and supportive environment. Health and safety are a shared responsibility, and all participants are expected to take reasonable care of their own safety and that of others. The programme promotes a culture of risk awareness, prevention, reflection, and continuous improvement.

Roles and Responsibilities

Programme Leadership:

- Ensure this policy is implemented and reviewed regularly.
- Ensure appropriate supervision ratios are maintained.
- Ensure risk assessments are completed for all activities.

- Respond promptly to incidents, hazards, and safety concerns.

Cadet Leaders and Supervisors:

- Provide active supervision and guidance during all activities.
- Identify hazards and implement control measures.
- Follow all FENZ safety procedures
- Model safe and appropriate behaviour at all times.

Cadets:

- Follow instructions and safety rules.
- Use equipment safely and as instructed.
- Report hazards, incidents, or concerns to a leader.
- Behave in a manner that does not put themselves or others at risk.

Risk Management

All Cadet Programme activities must be planned with safety in mind. This includes identifying potential hazards, assessing risks, and implementing appropriate controls. Risk assessments are required for all activities. Hazards must be recorded and reviewed regularly.

Supervision

Appropriate adult supervision must be maintained at all times. Supervision ratios will align with National Cadet Programme guidance as detailed in policies and procedures, and any additional requirements identified through risk assessment. Cadets must not be placed in one-on-one situations with leaders except where necessary and only in open, observable environments.

Safe Behaviour and Use of Equipment

All equipment must be suitable, well-maintained, and used only for its intended purpose. Personal protective equipment (PPE) must be worn as required. Unsafe behaviour, horseplay, or misuse of equipment is not permitted.

Incident, Injury, and Near-Miss Reporting

All incidents, injuries, near-misses, and hazards must be reported as soon as practicable to a cadet leader or programme supervisor using the 'Incident Report Form'. Incidents will be recorded and reviewed to reduce the likelihood of reoccurrence.

Emergency Procedures

Emergency procedures, including evacuation and first aid processes, must be clearly communicated to cadets and leaders. Refer to 'Emergency Procedures Policy'.

Wellbeing and Safeguarding

The physical and emotional wellbeing of cadets is central to the National Fire Brigades Cadet Programme. Bullying, harassment, unsafe behaviour, and any form of abuse are not tolerated. All safeguarding concerns will be managed in line with the National Fire Brigades Cadet Programme Code of Conduct and relevant reporting procedures.

Review of Policy

This Health and Safety Policy will be reviewed regularly, and at least annually, to ensure it remains current, effective, and aligned with national guidance and legislative requirements.