

Bradford School is committed to providing a safe, physical and emotional environment for students, employees, guardians, visitors and contractors through complying with any legislation currently in force or that may be developed to ensure the safety of students, employees, parents and visitors. This policy should be read in conjunction with the Health and Safety at Work Act 2015, NAG 5, and the Vulnerable Children's Act 2014. We commit to continual improvement in Health and Safety in our school through regular scheduled review and spontaneous review to issues or incidents as they arise. The Health and Safety policies, guidelines and procedures at Bradford promote engagement and responsibility from everyone.

In order to meet these requirements:

The board of trustees will

- make health and safety a key part of our role
- work with our workers to improve the health and safety system at our school
- do everything reasonably practicable to remove or reduce the risk of injury or illness
- make sure all incidents, injuries and near misses are recorded in the appropriate place
- investigate incidents, near misses and reduce the likelihood of them happening again
- have emergency plans and procedures in place
- train everyone about hazards and risks so everyone can work safely
- provide appropriate induction, training and supervision for all new and existing workers
- make safety and wellbeing of children a top priority and ensure staff are trained in relation to all health and safety procedures, including the Child Protection Policy.
- assist workers who are injured or ill return to work safely
- make sure contractors and sub-contractors working at the school operate in a safe manner.

The Board of Trustees develops and implements:

- A Children Protection Policy
- Procedures for harassment (sexual and other)
- Procedures for a smoke-free environment
- Emergency Procedures
- Trauma Incident Plan
- Guidelines and procedures for:
 - Injury and Illness Reporting
 - Risk Management
 - Worker Engagement in Health and Safety Practices
 - Others in the Workplace
 - Health and Safety Induction and Training
 - Personal Protective Equipment use.

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system

- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

The BoT in conjunction with the principal and staff develop and implement:

- Internet safety procedure
- Child protection procedures
- Administration of medication procedure
- EOTC - Education outside the classroom Risk Management procedures
- Behaviour Management Programme - Bradford's Code of Values
- Procedures and plans for the safe education of our students who receive ORS, or HHN funding for special needs and health
- Sun protection procedure
- Truancy procedure
- Privacy procedure
- Reporting of incidents procedure
- Non-custodial parents procedure
- Harmful substances procedure
- Alcohol on school premises or at school activities procedure
- Procedure on contact with bodily fluids / blood
- Visitor procedures
- Head lice procedures
- Biking to school procedures

Others in the workplace

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning

Students are provided with and contribute to basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

Policy Review Date: Term 2 2016

Next Review Date: Term 2 2017

Signed: *G. McGregor - Board Chair*

Supporting Policies and Procedures:

- Guidelines for parent helpers
- Playground supervision / duty
- Dealing with sick / injured children
- Evacuation procedure
- Head lice parent communication letter
- Police vetting / Safe recruitment procedure / Appointments procedure
- Child Policy and procedures