

10. HEALTH AND SAFETY

Purpose

The Board is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with the [Health and Safety at Work Act 2015](#) and the [Education and Training Act 2020](#).

Guidelines

We will achieve this through:

- Health and safety is a responsibility for all.
- Having emergency plans and procedures in place.
- Providing appropriate induction, training and supervision for all new and existing workers.
- Doing everything reasonably practicable to remove or reduce the risk of injury or illness.
- Regularly reviewing to improve the health and safety system at our school.
- Making sure contractors and sub-contractors working at the school operate in a safe manner.
- Investigating incidents, near misses and reducing the likelihood of them happening again.
- Where appropriate, raising awareness about hazards and risks so everyone can work safely.
- Making sure all incidents, injuries and near misses are recorded in the appropriate place.
- Assisting workers who were injured or ill to return to work safely.

All staff are responsible for maintaining a safe and healthy workplace through:

- Being involved and aware of school safety systems.
- Following all procedures and safe ways of working.
- Reporting all injuries, incidents and near misses.
- 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.

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Others in the workplace

All others in the workplace including students, visitors and contractors 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.

Reporting

- Departments are required to carry out annual reviews of their hazard identification protocols in their departments and submit these to the Health & Safety Officer.
- Department organisation in practical subjects will incorporate where appropriate department protocols for Health and Safety and should be reviewed with the Health & Safety Officer.
- Emergency planning and preparation is the responsibility of the Health & Safety Officer who will collate documentation, management plans and reviews.
- The Board will be made aware at monthly BOT meetings any significant notifiable incidents (eg Ambulance called) and Health & Safety concerns/updates.

[Health and Safety at Work Act 2015: A practical guide for boards of trustees and school leaders](#)

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