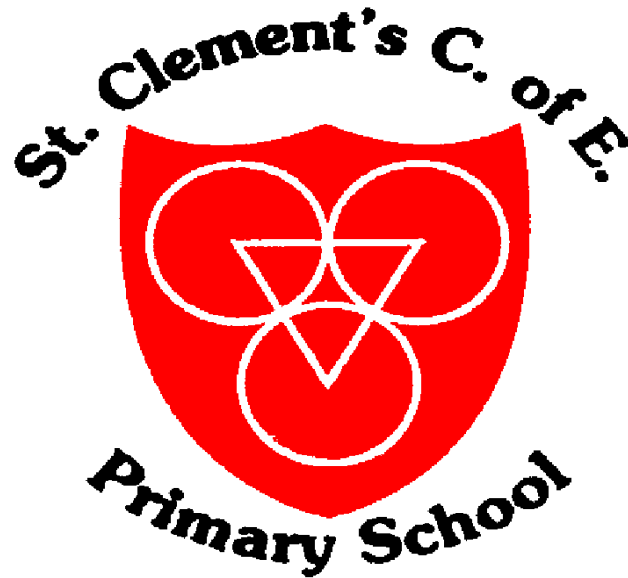


# St Clement's C.E Primary School



## Health and Safety Policy

**Reviewed by ZL & LS Sept 24**  
**Approved by F&R: 14/10/2024**  
**Review Date: October 2025**

## **Growing Together To Let Our Light Shine**

***“With Faith, Hope and Love We Can Achieve Greater Things.”***

*“Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance. Three things will last forever- faith, hope and love- and the greatest of these is love.” 1 Corinthians 13:4-7 New Living Translation*

### **Vision Statement:**

**At St. Clement’s, we aim to ensure that everyone thrives within our caring Christian community.**

**We will use our Christian Values and Bible verse to provide hope during difficult times, gain strength from our faith, and ensure love guides us, as an inclusive school family, in all our actions.**

### **Our Christian Values Reflected In This Policy**

**Faith**

**Hope**

**Love**

**Respect**

**Thankfulness**

**Compassion**

**Forgiveness**

**(September 2017)**

### **DDA STATEMENT**

At St. Clement’s we will aim to:

- **Promote equality of opportunity between disabled people and others.**
- **Eliminate discrimination that is unlawful under the Act.**
- **Eliminate harassment of disabled pupils that is related to their disabilities.**
- **Promote positive attitudes towards disabled people.**
- **Encourage participation by disabled people in public life.**
- **Take account of a disabled person’s disabilities, even when that involves treating a disabled person more favourably than another person.**

**Rights Respecting School Link to Articles: 1, 2, 3, 12, 13, 14, 15, 16, 17, 19, 23, 28, 29, 36, 39**

## **HEALTH & SAFETY POLICY**

### **RATIONALE**

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this, we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

### **AIMS**

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

### **OBJECTIVES**

- Be vigilant around the school premises for intruders finding a balance between challenge confrontational behaviour
- Ensure that there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks of the building and safety and security
- Be aware of the pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Lay down procedures to use if there is an accident
- Give guidance on the use of images
- Inform about what should be done in a case of emergency

## **INFORMING PEOPLE OF THIS POLICY**

All members of staff are issued with the Health & Safety Policy and required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New members of staff receive health and safety information as part of the induction policy.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

## **RESPONSIBILITIES OF INDIVIDUAL CLASS TEACHERS**

The Health and Safety at Work Act 1974 required governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with safety and / or hygiene
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees and the safety representative in promoting health and safety measures
- Report any hazard or breakage
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safety tools and equipment
- Report any incidents, assaults or 'near misses'
- Set a good example to the children in their care
- Supervise pupils and ensure that they know about emergency procedures and safety measures
- Ensure that pupils' bags, coats and belongings are safely stowed away
- Include all relevant aspects of safety in the curriculum according to the science and PHSE and Curriculum
- Make parents / volunteers aware of safety procedures in the classroom / work area
- Give clear instruction and warning as often as necessary
- Ensure that relevant risk assessments are completed and followed

## **RESPONSIBILITIES OF POST-HOLDERS**

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- Draw the attention of the Head Teacher to any breach of procedure amongst their team which cannot be dealt with
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- The Head Teacher or School Business Manager are informed if any difficulties occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and children
- They keep an overview of the parts of the premises for which they are responsible
- They keep up-to-date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- All donated equipment is safe for use, if necessary, seeking specialist advice
- They complete necessary risk assessments and check that members of their team complete them when necessary
- They implement existing policies and follow advice and instructions

## **RESPONSIBILITIES OF THE GOVERNING BODY**

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member of the Governing Body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Head Teacher, School Business Manager and Caretaker.
- Approve as appropriate arrangements for residential trips according to LA guidelines
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

## **RESPONSIBILITIES OF THE HEAD TEACHER**

- To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- To regularly review the safety and security of the school building during an annual Governors' meeting
- To undertake risk assessments as and when required and review regularly
- To put into practice and monitor the procedures described in associated policies i.e., first aid, emergency, fire, reporting of defects
- To act upon referrals from employees
- To ensure staff and pupils comply with agreed procedures
- To record and inform relevant external agencies as and when appropriate
- To ensure access to this policy and other health and safety information as legally required
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance
- To ensure that appropriate logs and records of incidents are completed and acted upon
- To ensure policies and employees are updated as to new legislation and guidance
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations

- To ensure that temporary / supply staff are informed of health and safety practice
- To meet with the health and safety representative of the Governing Body termly to discuss health and safety issues and 'walk around the school'
- To report on any audits / inspections to the Governing Body and follow up any necessary actions
- To ensure that procedures are in place to ensure the safety of contractors and hirers
- To make sure fire drills are held at least once per term and cover a variety of situations including the locking of an exit, a child not registering and lunchtime evacuation
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
- Ensure adequate first aid cover is provided

### **RESPONSIBILITIES OF VISITORS**

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Head Teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the School Business Manager.

**The Governing Body and Head Teacher have agreed that the following procedures / codes of practice shall be followed within the school:**

### **DEFECTS**

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the School Business Manager
- The School Business Manager, in consultation with the Head Teacher, if necessary, will take steps to have the defect rectified, i.e., by notifying the School Business Manager and contacting the relevant contractor
- Details of the defect will be reported in the Jobs Report Book, signed and dated
- A risk assessment needs to be carried out for any potentially dangerous items needing repair
- Any member of staff discarding a faulty item or electrical item must also report this to the School Business Manager to remove this item from the Asset Register
- The contents of the Jobs Report Book will be checked daily by the Caretaker and weekly by the School Business Manager

### **ACCIDENT REPORTING**

All serious accidents that occur on the site should be recorded on a Local Authority Accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

## **ELECTRICITY**

Our school has opted into the Facilities Management package with Beta Group Limited, which includes the testing of portable appliances. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the School Business Manager. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for

## **COSHH (Control of Substances Hazardous to Health)**

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the cleaning cupboard which includes data sheets with advice on the use of COSHH materials.

## **ACCESS EQUIPMENT**

Staff are reminded that they should use only approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

## **RISK ASSESSMENTS**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the administration file in the school office. These are reviewed annually.

Staff should inform senior management if they notice that any risk assessments appear dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

## **MANUAL HANDLING**

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e., the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio / visual equipment, and the movement of music equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action, they are involved with is having an affect on their physical health and well-being.

Mrs Law (SBM) & Miss Steeles (TA Coordinator / Family Support) carried out Manual Handling & Lifting training September 2023 and will advise staff accordingly.

## **EDUCATIONAL VISITS**

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk assessments are completed and that parents, Local Authority and school staff are involved in the preparation.

Our EVC is Miss Steeles. She will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits need approval from the Local Authority and Governing Body.

Further details are included in our 'Educational Visits Guidance'.

## **WORK EXPERIENCE**

We welcome work experience students to St. Clement's. In order to make sure that their experience is beneficial it is important to:

- complete the work experience risk assessment
- ensure an appropriate match between the student and the activity
- ensure appropriate supervision at all times

Work experience students are co-ordinated by the Assistant Head Teacher. Their class teacher is responsible for ensuring their induction and mentoring them whilst on site.

## **PE EQUIPMENT**

The PE equipment is inspected annually by SportSafe. The PE coordinator and Caretaker are responsible for overseeing this inspection and for keeping a weekly check of whether equipment is fit for purpose.

All staff are responsible for visual checks of the equipment prior to delivering a lesson and after use. Any defects should be reported immediately to the School Business Manager.

The PE Policy outlines procedures for safe use of equipment and appropriate dress including footwear. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs.

It may be necessary for additional TA support to be given where there are concerns.

## **CONTRACTORS AND VISITORS**

All contractors and visitors entering the premises are required to sign in and wear a visitor's badge. They are alerted to the important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

## **DISPLAY SCREEN EQUIPMENT**

All work stations used by staff require a risk assessment. Staff should have training in the use of DSE.



## **ASBESTOS**

The presence of asbestos containing material (ACM) does not in itself constitute a danger to health. However, it does become hazardous when disturbed or damaged and must then be dealt with appropriately. Activities, which give rise to airborne dust (eg breaking, drilling, sawing, cutting, sanding, abrading or machining ACM's) are most likely to present risks.

Staff, Contractors and others are not expected to work with or be exposed to asbestos on site and those whose normal duties may bring them into contact with existing asbestos materials are required to consult the asbestos register prior to carrying out any work and will only start work where the immediate work site has been classified as being clear of any asbestos risk.

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the Local Authority Asbestos Policy.

Asbestos Awareness training carried out by Mrs Law (SBM) and Miss Musgrave (Caretaker) November 2023. To be renewed Autumn term 2024.

## **FIRE**

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills

See Fire Evacuation Policy & Procedures.

Fire Wardens – Mrs Law (SBM), Miss Steeles (TA Coordinator/Family Support) and Miss Musgrave (Caretaker) training carried out October 2023. To be renewed Autumn term 2024.

Fire Risk Assessment reviewed by Mrs Parker (Head Teacher) and Mrs Law (SBM) June 2023.

### **Responsibilities during fire drill**

Head Teacher / School Business Manager	Supervision of evacuation Evaluation of procedures Training and Guidance
Teachers (Teaching Assistants / Lunchtime Organisers)	Roll call
Office Staff	Registers Checking visitors

### **Responsibilities for class teachers (or teaching assistant / lunchtime organisers if class teacher not onsite)**

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

**Fire exit to be used** – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

**Assembly point** – is on the front playground standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

**Action on discovering a fire** – children inform someone immediately and should never try to put a fire out themselves.

**Keeping gangways clear** – children should be reminded about hanging coats and bags out of the way.

**Reporting** – the class teacher / person responsible for each class will head count the children to ensure all are present as registered including any later arrivals / children off site to correspond with registers held by the office. Once all children are accounted for teachers should let the Head Teacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see 'Emergency Procedure' document. This also provides information about the notification of staff, parents and the Local Authority in the event of school closure.

### **LOCK DOWN**

Lock down practices will take place at least twice a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements – see Lock Down Policy & Procedures.

### **Tests and Checks**

<p><b>Daily</b> (Caretaker under the supervision of School Business Manager)</p>	<p><b>On arrival</b> Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working Grounds clear of dangers</p> <p><b>On leaving</b> Electrical equipment disconnected or switched off Exit doors and windows adequately secured All fire doors closed</p>
<p><b>Weekly</b> (Caretaker under the supervision of School Business Manager)</p>	<p>Test fire alarm systems and record in the log Test one alarm each week on a rota</p>
<p><b>Monthly</b> (Caretaker under the supervision of School Business Manager)</p>	<p>Check extinguishers are in the correct place</p>
<p><b>Termly</b> (Head Teacher / School Business Manager)</p>	<p>Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation</p>
<p><b>Annually</b> (Beta Group Limited)</p>	<p>Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers</p>

Fire notices are contained in each room.

### **Occupation Density Figures**

<p>Hall</p>	<p>Refer to Building Regulations 2010 – Fire Safety Section 4 Requirement B1 – means of warning &amp; escape Information held by School Business</p>
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## **LONE WORKING AND PERSONAL SECURITY**

The Local Authority, as a responsible employer, does not expect any employee to go into a dangerous situation for which he / she are not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so. A Lone Working Policy has been adopted in the event of a member of staff being on site alone.

### **Key Holders responding to an alarm**

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone which has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be

If police are attending the incident, then wait for the police to arrive before entering the site:

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

### **Staff working alone in the building**

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the Head Teacher's room, main office or mobile phone
- Always be alert when leaving the building

### **Leaving an empty building**

- Carry out locking up and security checks from the inside of the building wherever possible
- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

### **In the event of trespassers**

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on the school premises then:

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

**If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.**

#### **In the event of a break-in on site**

Remember personal safety is far more important than the protection of property.

1. Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation
2. Alert colleagues who should call emergency services and seek assistance
3. Monitor the intruders and check their progress

#### **In the event of an abusive parent / adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent / adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and it may be necessary to inform the Governors and the Local Authority for further action to be taken. Make sure you attend to your own emotional needs following an incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

#### **In the event of it being suspected that a pupil is carrying a weapon**

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

#### **Reporting incidents**

Use an incident form to report all incidents, however, minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the Local Authority, as it is a serious matter. Use the official accident report form for this purpose and return it to the Local Authority immediately.

#### **HEAD LICE**

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice

rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

### **Principles**

As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

### **Procedures**

**If a report is received** – Parents of children in the class are sent a letter asking them to check their child's hair.

**Intermittently** – The school nurse will be asked to set up a 'drop-in' session for parents usually during parent's week / meetings to provide advice on treating head lice. A video might also be made available at this time. On occasions, promotional material is made available to the school and is distributed or advertised at the discretion of the Head Teacher.

### **SMOKING**

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a Tobacco Control Policy which includes the use of e-cigarettes, which covers the school, playgrounds.

### **HEALTH AND SAFETY DURING SCIENCE EXPERIMENTS**

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- Be sensible during the experiment
- Follow instructions immediately
- Only touch equipment when you are told to
- Carry equipment with care and always walk
- Make sure any equipment used is returned carefully
- Inform your teacher of any breakages
- If you're not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- Consideration of staffing levels
- Consideration of group mix and children with special needs
- Room dynamics
- A risk assessment according to the materials and equipment to be used

Where there are any concerns or queries the science coordinator should be consulted. (See also Safe Practice in Science Guidance)

### **SWIMMING LESSONS**

The 'duty of care' is shared between the member of staff and swimming teacher whilst the pupils are on the poolside.

#### **Medical considerations**

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical disabilities reported on Swimphony (MCRactive). Children with asthma should ensure that they bring their inhaler.

#### **Supervision**

Children should go to the toilet, blow their nose and have clean feet before going onto the poolside.

Children and school staff should not chew anything during the lesson.

There should be no outdoor footwear on the poolside and all school staff must carry a whistle.

Children are not allowed to run on the pool surrounds and school staff must not turn their back on the class and engage in conversation.  
All children and school staff must understand the pool emergency procedure.  
School staff may only teach on poolside and may not enter the water to demonstrate or assist. School staff should be suitably clothed and wearing training shoes.

### **Class size**

It is not expected that there should be more than thirty learners per teacher.  
The swimming teacher and a school representative are always present.

### **Poolside**

School staff must have a whistle and use this to alert the staff to any difficulties. The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all school staff should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

### **Emergency Evacuation**

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.

Under no circumstances should children be taken to the changing areas to collect their belongings.

School staff are responsible for ensuring their class is fully accounted for by taking a register.

### **PHOTOGRAPHS AND VIDEOS**

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

#### **All parents**

- Will be asked for permission for the taking of photographs by the media
- Will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.
- Will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

#### **On entry to our school.....**

Parents will be informed of school policy and permission requested for use of pictures within the establishment.

#### **Annually.....**

Parents will be reminded of school policy and asked to give consent.

#### **Should the situation arise.....**

Parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

### **HEALTH AND WELL-BEING OF STAFF**

In order to help prevent stress and to provide the best working environment for the health and well being of staff we recommend:

- That times of meetings to be negotiated and are aimed at limiting the length of times and frequency with which staff need to remain in school
- That length of meetings is agreed and where possible adhered to
- That notice is given of cancellations
- That consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- That deadlines can be negotiated in extenuating circumstances
- That consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time.
- That evening events are timetables where possible on a Thursday so that a weekend follows
- That no meeting is scheduled on Fridays after school
- That where possible INSET days also allow for inter-phase / year work and meetings
- That PPA is regular and reliable and may be completed off site
- That working at home is an agreed principle where specific tasks need completion – in agreement with senior management
- That teaching assistants are deployed to support Teachers where possible

Miss Steeles has undergone training as a mental health first aider and is available to staff to discuss any issues arising in relation to their well-being.

### **STRESS**

Hopefully, the practices recommended above should prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress.

These include:

- High level of anxiety
- Low self-esteem
- Inability to concentrate
- Being more prone to accidents
- Headaches / migraine
- Depression
- Panic attacks
- Chest pains
- Stomach problems
- Relationship problems

Colleagues should be alert to signs of stress in themselves and on another and should take steps to address these as they occur. Methods for dealing with stress might include:

- Sharing concerns with colleagues
- Prioritising workload
- Learning to say 'no'
- Taking up a new hobby or sport
- Sharing feelings with people at home
- Ensuring that some time every week is set aside for relaxation
- Discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- Pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed, if symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

Staff are also aware of the Employee Assistance Programme (Employer paid scheme) that gives employees 24-hour access to confidential support, professional

advice and short-term counselling to help them deal with personal and work-related problems that are impacting their physical and mental well-being at work.

### **FITTING IN WITH FAMILIES**

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- Being flexible about requests for attendance at funerals
- Enabling support for ageing relatives and children with medical appointments
- Enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school
- Attempting to accommodate staff preferences for early starts / late starts, early finishes / late finishes

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place. Facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

### **Policies to be read in conjunction with the Health & Safety Policy**

- Asthma Policy (JP & LS January 2024)
- Contributions to Eye Tests and Glasses for Regular Users of VDU's and other Display Screen Equipment (JP & ZL November 2022)
- Educational Visits Policy – Educational Visits Guidance (JP & LS May 2023)
- Lock Down Policy (JP & ZL July 2024)
- Lone Working Policy (JP & ZL February 2024)
- Tobacco Control Policy (JP & ZL Feb 2023)
- Fire Evacuation Policy & Procedures (JP & ZL June 2023)
- First Aid Policy (Introduced as a stand-alone statutory document October 2024)
- Water & Legionella Testing (JP & ZL June 2024)

Approved at F&R Committee October 2024

Signed: .....  
(Chair of Governors)

Date: .....

To be reviewed October 2025