John Perry Primary School



Health and Safety Policy

Date: January 2025 Ratified on: March 2025
Approved by: Pat Harvey (Chair of Governors)
Next Review: January 2026

John Perry Primary School

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 Leadership 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

- Provide a safe, secure and healthy working environment for staff and children
- 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 and confrontational behaviour.
- Ensure 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

- A copy of the Health and Safety Policy is located in the staff room, the School's shared staff network and also held by the School Business Manager.
- Visitors are informed of basic health and safety information on entry to the school and given a Visitors Leaflet. It is expected that staff that regularly work at the site become au fait with the policy itself and are able to undertake any action(s) required under the policy.
- New members of staff receive health and safety information as part of the induction policy.
- Existing members of staff are reminded in September each year of the health and safety policy and any necessary amendments. Staff are required to sign the register to acknowledge that they have read and agree to the information contained.
- 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 requires 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 of individuals:

a) Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
b) Observe standards of dress consistent with safety and/or hygiene.
c) Keep good standards of hygiene and cleanliness.
d) Know and apply the procedures in respect of emergencies.
e) Co-operate with other employees and the safety representative in promoting health and safety measures.
f) Report any hazard or breakage without delay.
g) Follow health and safety instructions and use appropriate safety equipment and protective clothing.
h) Maintain safely tools and equipment.
i) Report any incidents, assaults or 'near misses'.
j) Set a good example to the children in their care.
k) Supervise pupils and ensure that they know about emergency procedures and safety measures.
l) Ensure that pupils' bags, coats and belongings are safely stowed away.
m) Include all relevant aspects of safety in the curriculum according to the science and PHSE curriculum.
n) Make parents/volunteers aware of safety procedures in the classroom/work area.
o) Give clear instruction and warning as often as necessary.
p) Ensure that relevant risk assessments are completed and followed.

Responsibilities of post-holders

Those responsible for others should ensure that:

- Members of their team comply with health and safety regulations.
- Draw the attention of the Headteacher 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 Headteacher, School Business Manager or Site Manager should be informed of any relevant health and safety matters and that near misses and accidents are reported and recorded in accordance with school policy and, where relevant, Health Safety Executive (HSE) guidelines.
- 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 site manager and headteacher.
- 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 Headteacher

- Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- Regularly review the safety and security of the school building during an annual Governors' meeting.
- Undertake risk assessments as and when required and review regularly.
- Put into practice and monitor the procedures described in associated policies ~~i.e.~~ e.g. first aid, emergency, fire, reporting of defects.
- Act upon referrals from employees.
- Ensure staff and pupils comply with agreed procedures.
- Record and inform relevant external agencies as and when appropriate.

- 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.
- Ensure that appropriate logs and records of incidents are completed and acted upon.
- Ensure policies and employees are updated as to new legislation and guidance.
- Ensure that employees have adequate training and information to enable them to act upon health and safety recommendations.
- Ensure that temporary/supply staff are informed of health and safety practice.
- Meet with the health and safety representative of the Governing Body termly to discuss health and safety issues and 'walk the school'.
- Report on any audits/inspections to the Governing Body and follow up any necessary actions.
- Ensure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation.
- 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.
- Ensure that procedures are in place to ensure the safety of contractors and hirers.
- Ensure that any party using the site for any works/services/events including maintenance of the site and lettings has adequate insurance and risk assessment statements in place before the site is used.

Responsibilities of visitors

- Regular visitors and other users of the school will be required to observe the safety rules of the school.
- Office staff or members of SLT will ensure that visitors are informed of health and safety matters which may affect them during their visit.
- Parents volunteering in school will be made aware of the health and safety arrangements by the teacher who they are working with.

The Governing Body and Headteacher 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 the risk is minimised and report the details immediately to the Site Manager, School Business Manager or Headteacher.
- The School Business Manager, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified i.e., by notifying the Site Manager or other competent contractor.
- Any member of staff discarding a faulty item must follow school policy and procedure.

Accident reporting

- All serious accidents that occur on the site should be recorded on a LBBD 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/ carers or other persons should be notified of the accident.
- If the accident is serious, senior leaders should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Electricity

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 for which it was designed.

COSHH (Control of Substances Hazardous to Health)

The school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. Files are kept in the Cleaners Room and, where relevant, the SBM Office which includes details of all COSHH materials including data sheets. All staff, where appropriate, are reminded annually of COSHH materials.

Training is provided to staff using hazardous substances e.g. Cleaning staff

Access equipment

- Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving within ladder training requirements. Consideration should be given to 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.

Staff should inform SLT or Premises Staff if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers will be risk assessed and every off-site visit will be risk assessed.

Manual handling

All members of staff should be aware of manual handling activities involved in their dayto-day activities e.g. movement of bundles of paper, reorganisation of classroom furniture, carrying of books, movement of any 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.

Staff should email the Premises Team if any item(s) require to be removed, disposed etc.

Educational visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residentials 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/carers, LA and school staff are involved in the preparation. 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 LA and governing body. Further details are included in our 'educational visits policy'.

Work experience

Work experience students are welcomed.

Work experience students are co-ordinated by SLT. The class teacher is responsible for ensuring their induction and mentoring them whilst on site.

In order to make sure that their experience is beneficial, it is important to:

- follow the Work Experience Risk Assessment,

- ensure an appropriate match between the student and the activity,
- ensure appropriate supervision at all times.

PE equipment

The PE equipment is inspected annually. The PE policy outlines procedures for safe use of equipment and the use of apparatus. Staff should be particularly alert to the use of equipment with children with additional needs (e.g. behavioural). It may be necessary for additional support to be given where there are concerns.

Use of the sports field

Before beginning any activity, staff should:

- check the playing area to ensure that it is clear of any hazard and ready for use,
- check the grass is dry and not a slip hazard.

Contractors and visitors

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

Asbestos

An asbestos register is available and shown to contractors prior to commencement of works. An asbestos risk assessment is available. Further information is contained in the LA asbestos policy.

Fire

Fire drills are held termly and as and when required.

- **Responsibilities during fire drill (term time)**

Head Teacher/ Deputy Head Teacher / Assistant Head teacher / School Business Manager	• Supervision of evacuation • Evaluation of procedures • Training and guidance
Administration Assistant/ Office staff	• Calling the fire brigade • Registers checking visitors
Teachers / Teaching Assistants / Midday Assistants	• Roll call
Premises staff	• Managing the fire alarm system

• Responsibilities for Class Teachers (or HLLSA, LSA etc. if Class Teacher not available)

The School's policy for each class should be placed prominently within the Classroom and pupils regularly reminded.

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 especially hanging bags and coats out of the way.

- **Action on discovering a fire**

If a fire is discovered by a child, they must inform an adult immediately and never try to put out a fire.

- **Fire exit to be used**

This is the nearest available exit. Staff and pupils must be aware of alternative exits if the main evacuation route is blocked.

- **Assembly point**

- The assembly point is recorded upon the Fire Evacuation document situated in each classroom.
- It is usually the Infant or Junior Playground or outside The Cube for certain classes. However, this will be dependent upon if a danger may be present in a particular area and the Head Teacher will advise accordingly.
- Class teachers or their representative must take the list of pupils (laminated sheet on their door) with them to the assembly point
- Class Teachers or their representative carry out a roll call.
- Once the roll call has been completed and there is a child missing from their list, the Class Teacher must inform the nearest Fire Warden.

- **Business Continuity Plan**
- If the School cannot be re-entered for whatever reason, the Head Teacher will consider to commence implementation of the School's Business Continuity Plan.

Tests and checks

Daily Site Manager and/or Caretaker	**On arrival** Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working Fire signage accurately located and up to date
	On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed Alarm set
Weekly Site Manager and/or Caretaker	Test fire alarm systems and record in Premises log Test one alarm each week on a rota
Monthly Site Manager and/or Caretaker	Check extinguishers are in the correct place and functional
Termly (~~the headteacher~~) (Head Teacher)	Fire drill: on occasions to include a range of scenarios including lunchtime and assembly.
Electrical Company	Check emergency lighting and record in log in line with legal guidelines. Test fire alarm system. Check door closers all in working order. Annual inspection of fire extinguishers.

Lone working and personal security

- Staff should read the LBBD Policy regarding Lone Working which is adopted by the school.
- The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

Staff working alone in the building

If you are working alone in a building or in an isolated situation, the following precautions must be taken:

- Tell the person responsible for the site at that time where you are and what time you will be leaving.
- Always ensure you have, where possibly, a fully charged mobile telephone with you.
- Ensure that entrances are secure and that you are able to evacuate out of the building in case of an emergency.

- If you leave the building, please make sure the door locks behind you. Contact the member of staff responsible for the School.
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious, contact the police using the nearest available telephone/mobile phone and determine the best course of action to meet your safety. Also, contact the member of staff responsible for the School.
- Do not allow any unknown person access to the School building(s).
- Be aware of where phones are located in the School (e.g. Admin Office, Medical Room, Head Teacher's Office, Deputy Head Teacher's Office, Assistant Head Teachers Offices, Data Manager's Office, Outside some classrooms, School Business Manager's Office, Interview Room, Meeting Room, PPA Room, The Cube Reprographics Room and the Kitchen.
- Always be alert when leaving the building and ensure any electrical/gas appliances, where possible are turned off.

Staff working during school holidays and inset days

- On INSET days: Staff must ensure that they sign out on leaving the premises
- Staff must inform the Premises Manager/Assistant or School Business Manager of the date/time that they will be coming on site.
- Staff must ensure health and safety regarding fire procedures are met.
- If a fire or incident occurs, the assembly point for staff will be the Juniors Playground, if accessible. If not, the Infants Playground will be the next preferred location.
- The person responsible for the site at that time will undertake a roll call and also the need to contact any of the emergency services/local authority/other school staff.

Key holders responding to an alarm

- The Key Holder will always assume that an alarm is genuine.
- The Key Holder will speak to the person who has drawn attention to the alarm or incident to ascertain if they have any information as to what may be happening and why.
- Where relevant, a torch, personal alarm and mobile phone must be available for the Key Holder.
- The Key Holder must inform someone if they enter the site or building for health and safety reasons.
- The Key Holder should check from a safe position and at a distance to see whether there are any signs of an intrusion.
- The Key Holder should check to see if there are any unexpected vehicles onsite.
- If it has been necessary to contact the emergency services, there may be a requirement not to enter the site until the relevant service arrives, if they feel it is safe to do so.
- If the police are not initially attending, the Key Holder must ensure:
    - No intruder is confronted onsite including in any building.
    - The police must be contacted and the Key Holder must ensure their own safety

- Start the locking up process while there is still staff inside the building
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so
- Set all alarms

Leaving an empty building

- Undertake locking up and security checks from the inside of the building and where staff are still available if support is required, where possible.
- Set all alarms to ensure the security of the School and all its assets.
- Be 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. If the person has a valid reason they should be directed towards Reception where staff will follow due procedures.
- If a person has no right to be on school premises:
    - They should be asked to leave by the nearest exit and observed until they leave site,
    - The Head Teacher or their representative should be immediately informed and any necessary action taken.
- If an intruder refuses to leave, becomes abusive, aggressive or seems to present a threat to the safety of yourself or others, you must remove yourself without delay from the situation and The Head Teacher or their representative and the police should be contacted.

In the event of a break in on site

- Personal safety is far more important than the protection of property.
- The School's policy must be followed including that relating to lockdown, where relevant.
- Alert colleagues who should call emergency services and seek assistance, where relevant.
- If safe to do so, monitor the intruder(s) and check their progress.

In the event of an abusive parent/carer/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/carer depending upon circumstances.

- Should a parent/carer/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/or LA for further action to be taken.
- If a situation has affected your health or well-being, you will need to speak to your line manager and what employee support can offered including through the Employee Assistance Programme, if required.

In the event of it being suspected that a visitor/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 using the School's policy. If in any doubt, call the police and inform the Head Teacher.
- In exceptional circumstances, staff may decide that they need to take action before the police arrive. Where possible, staff should not confront anyone in the presence of pupils. Preferably two or more members of staff should divert the visitor/ pupil to a place where no other pupils are present or escort pupils to a safe area.

Reporting Incidents

- An incident form must be completed, where required under the School's policy, including alarm responses, trespass incidents etc. The Head Teacher or their representative will make an informed decision as to the next steps that should be taken including consideration of reporting to the police and local authority.

Head lice

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 to provide advice on treating head lice. On occasions, promotional material is made available to the school and is distributed or advertised at the discretion of the headteacher.

First Aid RESPONSIBILITIES ☐

The following people currently hold a first aid qualification:

Paediatric First Aider

Vicky Walker
Samina Nasir
Rohima Begom
Syeda Hasan
Vicki Messenger
Lesley Norton
Angela IIott
Cathy Mifsud
Donna Chapman
Leanne Schofield
Lori Buckle
Paula Chilton
Jan Deriouch
Kelly Borg
Tara Corbally
Julie Rees LSA R/Room
Andrea Hodges Office
Louise Tormey
Anca Dragu
Tara Mower
Jo Bryan
Jayne Flint
Parvin Sirazi

Although these people can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

EQUIPMENT

First Aid equipment is kept in the medical room. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present.

For the supervising of an out-of-school visit there is a first aid box available – staff must ensure that this is taken on a trip.

Office staff should check and replenish stocks as necessary.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All staff are provided with appropriate PPE. Training on appropriate use is provided

Equipment's provided but not exhausted include:

Cleaners: aprons, gloves, goggles (if necessary), masks etc.
Site staff: steel toe capped shoes, gloves, goggles, knee pads, helmet, harnesses, ladders etc.

PROCEDURES

In case of concern about the health of an individual the following precautions should be followed:

1. the child is taken to a qualified first aider
2. the injury/ concern is checked and an assessment made of the level of treatment needed
3. a decision will be communicated to the class teacher and or head/ secretary as necessary
4. parents are informed when necessary

Levels of action include:

- treatment on school premises for minor ailments/ accidents:
  - Minor Accident Book
  - Treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident
- Treatment for head injuries/more sever incidences ○ Parents contacted immediately. If parents are unavailable and the injury is considered to be sufficiently serious then an ambulance will be called immediately and parent informed
  - Accident Book is completed ○ The accident is logged on the LA portal

In each case every attempt should be made to:

- Check the injury to the best of our ability
- Inform the relevant people in the case of more serious incidents. This includes:
  - the Headteacher
  - the Parents/Carers
  - the LA ○ keep accurate records of the injury, events leading up to the injury and actions taken

○ consider the needs of the child as central to all actions

MEDICATION

We follow the LA and LHA guidelines.
Our school will take all reasonable steps to store medicines and make them available to children and staff. Any member of staff volunteering to administer more invasive medicines or procedures would have the necessary training made available e.g. EpiPen, rectal diazepam, diabetic testing. Where, regular, demanding needs are required to be met, special arrangements will be made with the parents, school nurse and health authority.

The following points should be noted during administration of medicine:

- There should be written instructions on the medical administration (completed by a parent/carer) form and medicine container to indicate when the medicine is to be taken and how much constitutes a normal dose
- Medicines should be kept in the medical room and classroom (where necessary). The only exception is where children need the medication with them as with inhalers.
- Periodic checks should be made to ensure that no medicines have been left in the medical room beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school. ○ All medicines should be clearly labelled with the child's name on both the outer and inner containers where appropriate.
- Children should not remove their medicines from the offices when doses are being taken. A member of staff should observe a child taking their own medicine e.g., asthma pump, and sign to record that this has taken place

Where a first aider has volunteered to administer medicine:

- Signed consent should be obtained from parents ○ All medication given should be documented
- A member of staff should sign to say they have given the dose

Near misses reporting

Near misses should be reported to the Headteacher or Deputy in their absence. Any near misses are then recorded on a safeguarding form and submitted to the Headteacher promptly. Any particular issues must be identified and acted on immediately.

Smoking

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy, which covers the school, playgrounds and playing fields.

Health and safety during science experiments

All staff must adhere to the Be Safe document published by the ASE. All teaching staff must have an up-to-date copy.

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:

- Consideration of staffing levels consideration of group mix and children with special needs

- A risk assessment must be completed and followed ○ Lessons are supervised by the Class Teacher/ responsible adult
- Equipment is checked before use
- Inform the Subject Lead of any faulty equipment ○ Request a member of the Premises staff to discard any faulty equipment according to the guidelines

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. Alternative plans may be made for any pupil exempt from photos in a concert.

- 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 selfesteem 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 requested to contact school if they should wish to make amendments to their original consent form.

Please refer to the school's e-safety policy for further details.

Health and well-being of staff

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

- that times of meetings be negotiated and are aimed at limiting the length of time 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 PPA is regular and reliable and may be completed off site in exceptional circumstances. ○ that working at home is an agreed principle where specific tasks need completion ○ in agreement with senior leaders that TAs are deployed to support teachers where possible

Stress

Hopefully, the practices recommended above should help 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 one 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.

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.

Please refer to the agreed LA Absence Policy.

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 and risk assessments can be put in place.

The governors may request annual reports on:

- accidents/ incidents
- results of internal or external health and safety inspections
- complaints
- summary of ‘walk about’ information from health and safety link Governors

Policy review

This policy will be reviewed and amended in January 2026.