



St Cuthbert's C of E Infant School
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St. Cuthbert's C of E Infant School Health and Safety Policy

Governors' Committee Responsible:

Business Committee

Policy Originator: Cheryl Connelly

Review Period: Every three years

Status: Statutory

Ratified by Governors on: October 2015

Next Review Date: October 2018

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 headteacher and governing body to ensure this is the case.

An effective health and safety policy reflects the environment in which it is applied. In our infant school it should reflect the curiosity, the vulnerability and the lack of experience of the children.

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 children and staff.
- 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.
- To develop safety consciousness as a part of school life.
- To comply with health and safety legislation.

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.
- Maintain regular checks of the building, and safety and security
- Be aware of the pressures on 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

This health and safety policy is kept in the policies file in the staff room. All staff are issued with the 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 health and safety issues in the learning environment

Responsibilities

The responsibility for running a safe school lies not only with the staff, school governors, the Education Authority and the Government. It is a shared responsibility and parents and visitors should be made aware that they too have a duty of care towards the occupants of the school while visiting.

Responsibilities of the Governing Body

- To keep informed of developments relating to health and safety matters, including through termly agenda meetings.
- 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 headteacher and Business Manager. The Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues.
- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training.

Responsibilities of the Headteacher

- Day to day management of all health and safety matters in the school in accordance with the Health and Safety policy
- 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 termly Governors health and safety reviews.
- 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 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 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.
- 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 individual class teachers and, where appropriate, support staff

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 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 safely 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.
- 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.

Class teachers as team leaders must also ensure that:

- Members of their team are complying with health and safety regulations.
- Draw the attention of the headteacher to any breach of procedure amongst their team which cannot be dealt with.
- The headteacher or bursar is 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 visitors

- Regular visitors and other users of the school will be required to observe the safety rules of the school. The headteacher 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.
- Volunteers are also expected to act only under the supervision of a member of staff.
- 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.

Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- To investigate potential hazards and to examine the causes of accidents in the workplace.
- To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- To attend safety committee meetings.
- A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any) – None

Health and Safety Committee

The school has established an H&S Committee which meets termly. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S Committee are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee may include:

Headteacher – Naomi Philp
Governor Representative – Gavin Carter
Health & Safety Coordinator - Julie Black
Caretaker – Colin Wills

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

1. Arrivals and departures

- No child should be on sight before 7.50 a.m. Parents/ responsible adults must stay with their children until the doors are opened at 8.50 ready for school to begin at 8.55 a.m. when the entrance doors are secured.
- If late parents must ring the front door bell and report to the office.
- At home time each class exits by a different door after making eye contact with the person collecting.

2. Parking

Parents are regularly told not to drive to the school gate. Parents are advised to park further away on the estate and walk to school. Parents with disabled badges issued by the school are permitted to use the school car park.

3. 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 Office or Headteacher.
- The Office, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, i.e. by notifying the caretaker, contacting property services, school technical services or other competent contractor.
- Details of the defect will be recorded, signed and dated.
- Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register

4. Use of VDUs and display screens

Any defects must be reported to the head or bursar and put in the ICT technician's book for him to deal with.

5. Accident reporting, recording and investigation

- All accidents must be reported to the Headteacher and entered in the Accident Book located in the Office.
- Fatal or major injuries must be reported immediately by telephone to Health and Safety Section at Somerset County Council, OSHENS, RIDDOR and to the Chair of Governors
- Dangerous occurrences must also be reported immediately. Accident forms must be completed on line and sent to the Health & Safety Section and Personnel.
- In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.
- Safety Representatives must also be informed of injuries and dangerous occurrences

6. Contractors

- Contractors have to have £5,000,00 public liability insurance. We hold site meeting before works commence.
- Contractors are selected not only for the lower quote but on previous working knowledge/practices of the Company. On large projects we employ a Project Manager who deals with pre site meetings, risk assessments and liaison.

- Smaller works are monitored/liaison by the Health & Safety Co-ordinator and headteacher. Individual contractors are made aware of the lone working risk assessment and also site safety.

7. Electricity

Our school arranges for the annual 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 Office staff.. All defective items are removed or repaired.

Fixed wiring inspections carried out every 5 years in accordance with SCC recommendation (last inspection).

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.

8. 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. A file is kept of any hazardous substances if ever they are used.

9. Accessing equipment

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

10. 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 proformas are kept in the visits administration file in the school office. These are reviewed annually by the governor's health and safety committee.

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

11. 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, the movement of steel pans and music equipment.

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

Staff are reminded 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.

12. Supervision

Pupils must not be left unattended at anytime. Non school staff i.e. parents must not be left in sole charge of pupils. 5 staff are on duty at break time at morning break and 8 Midday supervisors at lunchtime. Adult/Pupil ratio is 1:30. All staff have enhanced DBSs.

13. Educational visits

- Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience ‘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, LA and school staff are involved in the preparation. An on the spot assessment should also be carried out on arrival in case conditions have changed.
- Our EVC is the Headteacher. 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.
- Further details are included in our EEC Live system.

14. Work experience

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

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

Work experience students are co-ordinated by the headteacher. Their classteacher is responsible for ensuring their induction and mentoring them whilst on site.

15. PE equipment

The PE equipment is inspected annually. The Business Manager is responsible for arranging this inspection and staff should always check of whether equipment is fit for purpose before using it. This includes the playground equipment.

The PE policy is being updated to outline procedures for safe use of equipment. 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.

16. 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.

17. Asbestos

- The Asbestos survey was carried out by representatives of Somerset County Council and the Asbestos Register is held in the main school office.
- Contractors are given full access to this register when doing work in school.
- Staff are not allowed to drill into walls without first checking the register.
- Staff should report to the Headteacher or Health & Safety Co-ordinator any damage to areas where there is asbestos.

18. Fire

- Fire drill/emergency evacuation procedures are displayed in all the rooms.
- Fire alarms are positioned near the main exits.
- Fire blankets are located in the student kitchen.
- Fire extinguishers – Red, suitable for wood and paper are situated in the staff room, library and main hall (need another red in Elliott block) and Blue – for oil, fat and petrol in the kitchen and boiler house. In case of fire the priority is to evacuate the building and leave fire fighting to the professionals.
- In case of fire instructions for notifying the fire brigade are positioned next to the phone in the office.

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

Responsibilities during fire drill

Headteacher	Supervision of evacuation Evaluation of procedures Training and guidance
Senior staff/Office	Ring the fire bell Calling the fire brigade Registers Checking visitors
Teachers (teaching assistant/ mid-day supervisor)	Evacuate the children Roll call at assembly point

Responsibilities for the headteacher and classteachers (or teaching assistant/ mid-day supervisor if classteacher not onsite)

- The head will ensure that emergency exit drill will be on the agenda for the INSET day at the beginning of the school year
- During the **first day of school** all classteachers should explain to children what the procedure is should the fire bell sound. This should include information about:
 - * Fire exit to be used
 - * How to exit safely and quickly
 - * Assembly point
 - * Action on discovering a fire
 - * Keeping gangways clear

Registers will be kept up to date. Children arriving late must report to the office. For children who leave during the school day, parents must report to the office and a member of staff will collect the child. All adults visiting school must sign in and out at the office. At lunchtimes, the registers are kept with the Midday Supervisors.

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

Assembly point – main playground. In the event of an emergency the school cannot be re entered until the fire brigade give permission. If the weather is inclement permission will be sought to wait in St Cuthbert’s church or the Junior School. If long term closure is necessary, the Blue School can be used.

Action on discovering a fire –inform someone immediately and never try to put a fire out your self.

Keeping gangways and exits clear – children should be reminded about hanging coats and bags out of the way. Teachers are reminded that exits must not be blocked.

Reporting – registers, including the register of visitors present at school, will be taken out on to the assembly point by the office. Class registers will be handed over to class teachers/Midday Supervisors. . The office will check the visitor register. Once the registers have been checked teachers/Midday Supervisors should let the headteacher 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.

19. Safety tests and checks at school

Daily (the caretaker)	<p>On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working</p> <p>On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed (create monitoring form)</p>
Weekly (the caretaker)	<p>Test fire alarm systems and record in caretaker’s log Test one alarm each week on a rota</p>
Monthly (the caretaker)	<p>Check extinguishers are in the correct place</p>
Termly (the headteacher)	<p>Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation</p>
Annually - Through buy back contract	<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

Large hall	<p>Close seating –250 people Seated at tables –100 people</p>
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20. Lone working and personal security

The School, 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.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine.
- If possible, speak to anyone who 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.
- Do not enter or approach a building on your own if you are concerned for your safety.
- 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 locked.
- If you are the last member of staff to leave ensure that you set the alarm and 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 headteacher's room, main office or mobile phone.
- Always be alert when leaving the building.

Key holders managing lettings

- As far as possible only open up the part of the building which has been hired.
- There is only one evening letting. The course leader opens and locks the building and is briefed on safely securing the school.

21. 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 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.

22. Lock ins - In the event of a break in on site

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

1. Alert colleagues who should call emergency services and seek assistance.
2. Keep the children in their classes or evacuate if it is safe to do so.
3. Monitor the intruders and check their progress

23. 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/ or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

24. Reporting Incidents

All incidents should be reported to the head or, in her absence, a member of the office staff, 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 LA, as it is a serious matter.

25. 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.

If a report is received– Parents of children in the class are notified on the playground blackboard and e mailed asking them to check their child’s hair.

26. First Aid

Responsibilities

12 staff are paediatric first aiders.

Procedures

- In the first instance, the trained first aiders should be contacted.
- All teaching staff are ‘in loco parentis’ during the time that the school is open for the children.
- Fully stocked First Aid boxes are situated in each classroom, medical room and student kitchen. First aid boxes are made available for all visits off site.
- First aid training is renewed every three years every 3 years. The office staff are responsible for checking and restocking the boxes.
- The office staff would summon an ambulance when necessary and the Headteacher or classteacher would accompany the child to hospital if the parents could not be contacted.
- If children are ill or injured during lesson time they should go to the school office. At lunchtimes they should go to one of the mid-day supervisors
- If a child is not fit to be moved a responsible child should inform the office. An adult must stay with the injured child until the office staff arrive.
- Children with head injuries should be made known to the headteacher and classteacher and parents will need to be informed.
- If there are any concerns over the head injury the child should be sent home.
- All children who have hurt themselves during the day must take home an accident slip.
- All accidents to children and adults at school must be recorded in the accident book and serious incidents reported to Somerset County Council.

There is a list containing photographs of children with allergies and other medical conditions in the medical room and main hall as well as each classroom, the office, headteacher’s room, the kitchen.

First Aid Equipment

The first aid boxes kept in each classroom, medical room and student kitchen. They also contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection. Office staff should check and replenish stocks as necessary.

27. Medication

Our school will take reasonable steps to store medicines and make them reasonably available to children. There are, however, no legal or contractual requirements for teachers to administer medication. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible, first aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available. Where, regular, demanding needs are required to be met, special arrangements may be made.

The following points should be noted where children require medicine:

- There should be written instructions on administering the medicine from parents to indicate when the medicine is to be taken and how much constitutes a normal dose
- Medicines should be kept in the fridge in the staff room or in the case of inhalers and epipens, the office. The only exception is where children need the medication with them as with inhalers.
- Periodic checks should be made to ensure that no medicines, including epipens have been left 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.

Medicine is administered by the office or class teacher. 12 staff are trained in the use of epipens. All staff are given information on individual medical conditions as they arise.

28. 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.

29. Health and safety during science experiments and DT

The use of practical equipment during science and DT 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 or DT coordinator should be consulted.

30. Jewellery

Pupils are not allowed to wear jewellery except for small ear studs and these must be removed for P.E. Plasters may not be worn to cover ear studs.

31. 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 - are asked permission for the taking of photographs to be used by the media or on the school web site, and are reminded that assemblies and concerts may not be photographed and videoed.

Exceptions are:

- staff taking photos for use in school.

Videos and photographs taken within school by school staff will be used for educational purposes and 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 requested to contact school if they should wish to make amendments to their original consent form.

32. 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 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 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 timetabled where possible on a Thursday or Friday so that a weekend follows.
- 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 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. 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 where possible.

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 the headteacher 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.

33. Monitoring arrangements

The governors will call for annual reports on:

- accidents/ incidents
- results of internal or external health and safety inspections
- complaints
- summary of 'walk about' information from health and committee.

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of St. Cuthbert's School:
 - a. Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, pupils and visitors.
 - b. Act in accordance with the general Health & Safety policy of Somerset County Council
 - c. Require all managers, the school community, to act in accordance with SCC/School H & S policy and procedures, and require some of persons that they supervise and take responsibility for.

2. The Governing Body and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H & S legislation, and will, so far as is reasonably practicable ensure:
 - a. A school/workplace in a safe condition
 - b. A safe working environment
 - c. Safe system at work
 - d. Safe plant and equipment
 - e. Safe access and egress to all areas of the school
 - f. The safety of articles and substances for use at work and in school
 - g. Sufficient Instruction and Training Supervision.

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H & S procedures.

Bob Cross – Chair of Governors
Date:

Naomi Philp – Headteacher
Date: