



Wootton-by-Woodstock CE Primary School

Policy Agreed by Governors: **Jan 2019**
Person Responsible: **Valerie Lucas**
To be reviewed: **Jan 2020**

**Policy for Health & Safety
2019**

AIM

To establish and maintain a safe and healthy working environment.

OBJECTIVES

- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

RESPONSIBILITIES

GOVERNORS

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Development Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the ODST and OCC on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.
- Complete all relevant risk assessments.

HEADTEACHER

To take overall responsibility for the implementation and monitoring of the health and safety policy by;

- Allocating sufficient resources to meet health and safety priorities
- Ensuring attendance on appropriate health and safety training courses,
- Liaising with the ODST over health and safety issues;
- Regularly checking the Health and Safety website:
<http://schools.oxfordshire.gov.uk/cms/content/health-and-safety>
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings
- Organising and implementing termly inspections in consultation with overseeing the completion of the arrangements and risk assessments for all on/off site activities
- Formulate and implement a policy for the management of critical incidents.
- Include health and safety in all new employees' induction.



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- Undertake an annual health and safety training needs analysis of all employees during Appraisal.
- Encourage and support staff in completing risk assessments for pupils giving cause for concern.
- Ensure that health and safety curriculum requirements are being delivered in lessons.
- Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Ensure that the School follows the ODST procedures:
 - when selecting a contractor;
 - when completing a financed project;
 - when liaising with contractors over health and safety matters;
 - when monitoring health and safety issues on-site regarding either County or School appointed contractors.
- Be aware of risks on the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Ensure all employees are fully briefed on health and safety site issues.
- Ensure all employees are trained and competent to undertake their tasks safely.
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder.
- Alert the staff to issues of security and lone working.

SCHOOL BUSINESS MANAGER/ADMINISTRATOR

Is required to:

- Ensure that visitors are registered wear a badge and are briefed on the emergency procedures if appropriate
- Ensure that Accident and Physical and Verbal Abuse documentation is completed and submitted to the Education Health & Safety Section
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme.
- Maintain accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to prescribed standards.
- Record monthly water temperatures and emergency lighting tests
- Ensure all hazardous equipment and materials are appropriately marked, maintained and used by a competent person.
- Conduct water temperature testing and emergency lighting testing and record results
- Check that fire extinguishers are complete and record in the Fire Safety folder monthly
- Oversee heating to maintain a comfortable school working temperature
- Ensure the school is clean to the standards specified by REGENCY and with regard to all items stated in the job description

TEACHERS

- Teachers should plan appropriately for Health and Safety issues in their daily lessons and be aware of possible accidents and hazards. Teachers should make these explicit to the children at all times. Health and safety of any school member should never be compromised in any way, particularly by allowing poor behaviour.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced



- Risk assessments should be carried out for any occasion, activity, visit or field trip which does not conform to the usual format of the school day.
- The head teacher is qualified in Basic Food Hygiene as required by the Food Safety Act. Advice should be sought from her when conducting food technology activities with children. Two TAs and The Key Stage 2 teacher also have a Basic Food Hygiene qualification. Please remember that parental permission should be sought when conducting tasting activities. In addition, refer to medical lists in trays to check for food allergies.

CLEANER

- Ensure all hazardous equipment and materials are appropriately marked, maintained and used by a competent person.
- Ensure the school is clean to the standards specified by REGENCY and with regard to all items stated in the job description

ALL EMPLOYEES

- Any member of staff may raise issues of concern with the head teacher verbally or by written communication placed in the in- tray in the office.
- First aid will be a corporate responsibility in this school. All staff members will be offered training in basic first aid. In the absence of the head corporate responsibility should be taken.
- Be aware of issues of security and lone working.
- Cooperate with health and safety requirements.
- Report all defects in the defects and hazards book in the school office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform employer of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.
- Raise health and safety issues with pupils and adults.
- Periodic checks should be made of the first aid arrangements and containers.

VISITORS and CONTRACTORS

Must:

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

PUPILS

Must:

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

OTHER ITEMS

- All health and safety matters will be filed in yellow on the left-hand side of the first shelf in the office for ease of reference.
- A hazard list will be kept that lists any potentially hazardous substances or pieces of equipment currently in school. After the initial list has been compiled it may be added to at any time. Any new hazards should be brought to the attention of the head teacher.
- An accident folder is kept in the school office in which all accidents should be recorded. Teachers should use the minor accident slip to inform parents of incidences.
- If the accident is more serious and results in the child having to visit the doctor or hospital, then the formal online accident forms should be completed.
- When planning visits out of school reference should be made to the Environmental Visits Policy.
- Specific Health and Safety matters are also included in the E-Safety, Behaviour and Anti-bullying, Child Protection and Safeguarding policies and in Health and Safety annexes for Sun Safety, Body Fluids, Critical Incident Procedures, Investigating Accidents and Incidents, Missing Child Protocol, Stress Reduction and Well-being, Personal Safety and in medical policies; Supporting Pupils with Medical Needs, Access for pupils with Medical Needs.

Roles	Name	Contact No.
Headteacher	Valerie Lucas	01993 811520
H&S Governors	Paula Mulcock Karen Braden	c/o the school c/o the school
PCSO	Phil Workman Simon Collins	07800 702576
School Nurse	Anita Pitcher	01865 901295 07584 385946
Administration	Maria Withey Rachel Blanche	01993 811520



Health and Safety Annex 1

Major Incident Plan

In the case of an accident or other incident, the following has been agreed:

- The casualty will be assisted and given appropriate first aid.
- An ambulance will be called
- Parents of the casualty will be notified
- Classes will be doubled up to release an adult to attend the casualty until the time when either the parents or ambulance arrive
- The casualty will be entrusted to the care of ambulance staff if parents have not arrived, as we cannot leave the school with only one adult present.
- Should staff members be few, another adult will be contacted to assist in school with such tasks as manning the telephone, helping to calm children etc. this may be a governor, parent or community member who is well known to the school
- Accident forms will be completed the day after the incident using the online system.
- Children will be given due care and counselling as appropriate
- Parents of all children will be notified and then kept informed of developments as appropriate

Lock-down Procedure

In the case of a dangerous intruder entering the playground:

- Alert all adults. This may mean sending a child or adult messenger to inform staff from within or without the school building. Staff inside may need to open doors to allow children to be brought inside quickly.
- If outside, blow a whistle two times in succession and give instructions to children
- Adult nearest the phone telephones emergency services
- Ensure all children and staff are within building
- Lock doors.
- Keep all occupants away from the windows and exits.

Attempt to maintain a calm placating manner. Reassure children and adults as far as possible

Emergency Evacuation

In the case of terrorist attack, bomb threat or other event when lockdown is inappropriate:

- SBM triggers fire alarm then calls emergency services
- LB follows PEEP procedure
- Follow fire evacuation procedure and escort all occupants to the church
- Take registers and ensure head count

In the major incident folder are:

- Emergency telephone contact numbers
- Staff and pupil contact numbers
- Ground plan of the school
- Fire drill evacuation instructions

Health and Safety Annex 2

Body Fluids

Wootton-By-Woodstock Primary School has adopted the LA health and safety procedures for the **safe cleaning and disposal of body fluids**.

All blood and body fluids are potentially infectious and can present risks to employees whilst at work. Following these safe cleaning and disposal practices will help reduce the risk of exposure

This guidance applies to all staff where there may be a risk of exposure to infections from blood borne viruses and infections.

Blood borne viruses and bacteriological infections are carried by some people in their blood. These may cause severe illness in some people, whilst in others there may be few or no symptoms at all. It is possible for a virus (such as Hepatitis) or a bacteriological infection to be spread to another person whether the carrier is ill or not.

These viruses and infections can be found in the following body fluids: blood, semen, vaginal secretions, breast milk, urine, faeces, saliva, sputum, sweat, tears, and vomit. In many cases it may not be possible to see if the body fluid is contaminated with blood so assume that it is contaminated and follow the advice below.

The precautions taken to reduce the risk of contamination from blood borne viruses will also combat the spread of bacterial infections. It is important any person clearing up spillages of body fluids are aware of how to do this correctly.

Activity: Cleaning Body Fluid

Saliva Sputum Vomit Faeces Urine

When handling body fluids that are away from a person wear single-use disposable gloves for all activities and use: paper towels, detergent and a plastic bin liner.

Activity: Cleaning Body Fluids on a Person

Saliva Sputum Vomit Faeces Urine

When handling body fluids that are in contact with a person, wear single-use disposable gloves, a disposable plastic apron, and clean the person using liquid soap and water, and paper towels. Use a plastic bin liner to dispose of the items used including single-use disposable gloves and disposable plastic apron.

Activity: Disinfecting

When Disinfecting:

Blood e.g. menstrual fluids, wound injuries.

Wear single-use disposable gloves and disposable plastic apron if there is any risk of clothing becoming contaminated.

What to do for spillages of body fluids not visibly contaminated with blood?

- Required for e.g. faeces, vomit, urine, sputum and saliva:
- Always wear single-use gloves and disposable apron.
- Ensure all waste is 'double bagged' in plastic liners before placing in a bin.
- Use paper towels/disposable cloth to soak up the spill.
- Wash and clean contaminated area with hot water and detergent.
- Discard disposable gloves and paper towels into a plastic liner and doubled bag before placing in a bin.
- Hands need to be washed thoroughly.

Cleaning up urine spillages:

Use chlorine free agents, such as Sanitaire (avoid products containing chlorine such as Titan or Presept, as mixing with urine produces hazardous fumes).

What to do for blood spills?

- Always wear single-use gloves and a disposable apron.
- Use the disinfectant recommended by contract cleaning service and follow the instructions on the container.
- Blood spills should be contained by a solid substance e.g. Sanitaire, which is powder to soak up spillage.
- Clear up with paper towels or, if available, a plastic scoop which should be discarded after use.
- Wash and clean contaminated area with detergent and hot water.
- Disposable gloves, paper towels etc must be put into a plastic liner and doubled bagged then placed in a bin.
- Hands need to be washed thoroughly.

(If the spill is urine which is visibly contaminated with bloods do not use chlorine releasing agents (see below)).

What to do for urine contaminated with blood?

If urine is visibly contaminated with blood:

- Wear single-use disposable gloves and disposable apron.
- Use paper towels to soak up the spill.
- Wash and clean contaminated area with hot water and detergent
- Clean contaminated area with recommended disinfectant such as Shield.
- Discard gloves and waste into plastic liner and double bag then bin for disposal.
- Hands need to be washed thoroughly

How to dispose of body fluids waste?

Faeces, urine, sputum, menstrual fluids on tampons and sanitary towels, and vomit can be flushed down the toilet where practicable.



Health and Safety Annex 3

Missing Children

Procedure: What to do if a parent does not collect a child

- Wait for 10 minutes maximum. During this time check the answer phone for messages. Ensure the child is supervised
- Phone the first contact on the contact list, usually the parent, unless you have been informed otherwise
- Phone the following contacts
- If contact cannot be made phone the police and the social services to explain the situation and seek advice or information. This should be no later than 30 minutes after the child should have been collected
- Inform the Head teacher

Please refer to the Safeguarding information on the Schools Intranet for Thames Valley Protocol and Statutory Guidance for dealing with children not collected from school at the end of the day/missing or runaway children.

Procedure: Alternative collection arrangements

- KS 1 children may only be released to named individuals.
- Individuals must be named in writing
- Named individuals to be kept in the contacts folder in the office and with the register in classroom trays
- In extenuating circumstances verbal permission may be given. This must be recorded on the telephone pad in the office and will be kept as evidence

Procedure: What to do in the case of a missing child

Preventative measures:

School gate should be kept shut

Red line marked across passage way

Exercise vigilance with high risk children

Inform all staff

- Search the premises, ask all occupants for information
- Check for dentist or doctor notes
- Check the visitors' book. This will be used for parents to sign children in and out when arriving late or leaving early
- Ensure remaining children are secure and all available staff to search off the premises, take mobile phones for contact
- If child is not found quickly alert parents
- Inform the shop and the police



Health and Safety Annex 4

Sun Safety

Aims

- To protect children's skin from sun damage
- To prevent heat stroke and de-hydration
- To reinforce the importance of life long sun protection to parents, carers and children

Some facts:

- The sun emits Ultra Violet radiation which is the cause of most skin cancers.
- Skin cancer is the most commonly diagnosed cancer in the UK.
- There are 69,000 new cases registered annually.
- The highest risk of sunburn is between the hours of 11.00am and 3.00pm
- One incident of sunburn in childhood increases the risk of skin cancer by 50% in later life.

Guidelines

To keep children safe from sunburn at school and reduce risk of skin cancer parents should:

- Apply sun lotion/cream children before they arrive at school in the morning. Use sunscreen of protection factor 15 or higher
- Provide children with a brimmed sun hat for play times and lunch times
- Encourage children to keep body areas covered wherever practicable. Provide loose fitting clothes made of cotton for greatest comfort
- Provide children with a plastic re-useable drinks container

And should not:

Send children to school with sun lotions as this presents further health and safety risks.

Teachers and other adults in school will:

- Encourage children to keep body areas covered wherever practicable
- Ensure that when children are working outside shade will be made use of whenever practicable.
- Allow children to access drinking facilities as and when appropriate and necessary for the children's comfort
- Plan activities outdoors to coincide with cooler temperatures i.e. PE on the field should be undertaken before 11pm when possible on hot days
- Be collectively responsible for implementing the sun safe policy

Sun hats will be lent/provided to children who do not have theirs in school

A reminder about the policy will be sent home to parents at the beginning of each summer term. Sunglasses are not required to be worn at school but if you provide them then sunglasses should that offer 100UV protection.



Health and Safety Annex 5

Personal Safety

The Health and Safety at Work Act 1974 states: It shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees. This policy aims to fulfil that statement by setting out the roles and responsibilities of pupils and employees and identifying areas of risk and the procedures for managing those risks.

Pupils should

- Follow rules and do as they are told
- Be aware of how their actions may affect the health and safety of themselves and others
- Take responsibility for their actions
- Follow practices to minimize risk
- Tell an adult of any areas of concern

Employees

The Health and Safety at Work Act 1974, states: *“Employees must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions”*.

Individual employees should:

- Take responsibility for their own medical fitness and consider their own suitability for the activities undertaken. Don't come in when you are too ill – know your limits.
- Have awareness of confidential People Asset Management Service including Counselling
- Have regard for all recommended procedures as indicated by LA safety intranet
- Report signs or possible signs of: bullying, physical abuse, verbal abuse, racial abuse, sexual abuse, threats, insults, theft and / or damage
- Alert colleagues to individuals/groups causing concern
- Report incidents of aggressive or threatening behaviour
- Co-operate with the LA and the Head teacher to enable an effective and safe discharge of duties
- Be familiar with and follow establishment's policies and procedures.
- Advise the head teacher of any areas of concern they have about working in certain situations.
- Inform the head teacher immediately after any incident or risky situation
- Encourage pupils to fulfil their role
- Be overcautious – imagine the worst-case scenario and plan how to deal with it.
- Undergo debriefing of incidents
- Ensure whole establishment action/support
- Seek information and training e.g. personal safety techniques: dealing with aggression, defusing situations, stress management and / or bullying at work.
- Be aware of areas of personal risk
- Follow these practices to minimize risk

Areas of personal risk:

- School Reception
- Lone working
- Off-site activities
- Interviews
- Detached buildings
- Home visiting
- After school activities
- Disciplining students or participants



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- Dealing with aggressive parents
- Front line duties
- Off-site activities
- Residential visits
- Work experience placement visits

As a staff we discussed the areas of risk and recognise the following practices:

Intruders

People are directed to the office. When no-one is in the downstairs office the alarm is set to bleep when the door is opened. All teaching staff will be trained in how to set the bleeper. We have an agreed 'lockdown procedure' for 'mad axe man' scenario: 2 blows on the whistle, children are brought into the building, away from the windows and the doors are locked.

Lone Working

The main door should be locked.

Tell others at home you will be working late.

Give a 'get home by' time

Leave a list of contact numbers and key holders.

Be aware of hazards

Use lighting for accessing car. A torch is kept in the office for this purpose

Keep a phone with you

Theft

We do have lockable cupboards for teachers. School is locked when everyone is at the field. Children are told not to open the door to strangers.

Damage

We have a space to report H&S issues in staff meetings termly.

Animals

The gate is kept shut. Parents are asked not to bring dogs onto the premises. The gate is padlocked at weekends and during school holidays.

Hazardous Devices

The letterbox is an area of risk.

All windows are closed when the building is empty.

Violence

We have the lockdown procedure.

We do not arrange meetings with parents when we are alone in the building.

We arrange meetings with 2 staff present when a parent may be a potential threat. Meetings should be arranged in rooms with 2 exits.

Children do pose some threat – we do have behaviour management procedures to try to stop problems before they occur.

Bullying

The 'dignity in work' policy from County refers to this. All staff should be aware of this policy.



Home Visits

We do not currently make home visits but do visit preschool settings. If this situation did arise, both KS1 staff should go together. All home visits are covered by county insurance. Before visiting, check: training in strategies for prevention of violence; provided with full information on families, full itinerary with return times, reporting procedure for checking return times. Make prior appointment. Leave immediately if uncomfortable in any way. Carry ID card. Do not enter buildings if child is alone. Take own equipment, do not use hosts. Report any incident at first available opportunity.

Residential Visits

We follow all Government Outdoor and Educational Visit Safety procedures.

Outdoor activities experience: we always take plenty of adults and first aid kits and a mobile phone. We tell others where and when we are going and give a return time.

Interviews

Visitors and parents' meetings, sports events: these are mostly covered by above. Appointments should be made.

Weather Conditions

We have a sun safety policy.

We have an Emergency School Closure Procedure

We follow safety procedure for driving and clearing pathways in adverse weather conditions

Driving at Work

There is a driving at work policy and risk assessment which all members of staff should complete and return to the school office

Working at Heights

Standing on a table or chair is not good practice. Use step ladders to reach heights e.g. for displays. Fix barriers and signs to alert others that you are working at height.

Please see ladder policy on intranet

A second person should hold the ladder

Watch out for falling materials

Ensure the head teacher is notified of any medical conditions that may be affected by working at height.

Manual Handling

Heavy boxes, PE equipment etc. Is the task necessary? If so, enlist assistance.

Be aware of weight

Share the load

Bend knees

Be careful of backs

Remember personal capabilities e.g. pregnancy, illness, accident

Home Working

It is good practice that Head Teachers work at home 1 day out of 10.

When appropriate other members of staff are also able to work at home

When working at home follow the same safety procedures that you would at school.

Be aware if safety with display screen equipment re. questionnaire

Minibus Drivers' Safety

A checklist of driver safety issues will be kept in the photocopy folder. Be mindful of procedural guidance in the outdoor education visits policy and Government guidance



Stress

All staff will have regard for the Stress Policy as produced by the LA and take responsibility for raising issues with the Head Teacher either informally, or during Appraisal meetings. Please see the Stress Reduction and Well-Being Policy.

Health and safety issues may be raised at any time informally, through staff meetings, and at governors' meetings. There is a formal opportunity to discuss health and safety scenarios and procedures at the first staff meeting of each term to which all employees are invited.



Health and Safety Annex 6

Stress Reduction and Well-being

AIMS

Wootton-By-Woodstock School aims to:

- Manage stress at work and improve well-being amongst its employees
- Increase awareness and understanding of stress in the workplace
- Communicate the procedures and resources dedicated to the prevention and management of stress
- Eliminate or minimise the impact of stress on all employees, thereby improving and maintaining the health of all staff, organisational efficiency and effectiveness.

DEFINITION

The Health & Safety Executive defines stress as *'the adverse reaction people have to excessive pressures or other types of demands placed on them'*. It is recognized that everyone needs a certain amount of pressure to remain alert, motivated and productive. Therefore, not all pressure is bad. It is when demands and pressures are excessive or prolonged that some people find that their ability to cope is challenged. This creates a vulnerability, which can manifest itself in a range of ill health effects for the individual and can have negative consequences for the organisation in which they are employed. (OCC Stress Policy)

RESPONSIBILITIES

All employees must:

- Take stress seriously, learn to recognise personal symptoms of stress and how to deal with them, and do the same for team members
- Be aware of the signs and symptoms of stress as detailed below
- Undertake stress management and awareness training
- Risk assess for stress
- Tell a manager, or another trusted person, if work is causing undue pressure
- If experiencing pressures at home which are causing your work to suffer, let a line manager or other trusted person know; you do not have to disclose the actual situation
- Co-operate with management and the rest of the team.

Individual employees will:

- Aim to develop a balanced and responsible approach to work and personal lives to ensure they are fit for work
- Familiarise with the signs and causes of stress in the workplace (and in their personal lives)
- Understand the Stress at Work policy and co-operate with managers in the prevention and control of stress, and in dealing with it
- Recognise that stress is not a weakness, it is a natural reaction to excessive pressures or demands
- Report matters of concern relating to their own or a colleague's health and safety at work to an appropriate manager
- Inform a manager or the People Asset Management (Occupational Health) Service or the Staff Care Service where personal stress is affecting their work.



We will assess levels of stress by

Qualitative methods:

Talking to colleagues (both informal and formal – ‘talk throughs’ and ‘walk throughs’ to identify tasks which are causing excessive pressures)

Appraisal

Managing absence

Quantitative methods:

Sickness/absence data

Productivity data

Employee turnover

Statistics

Using a questionnaire for the whole team

Risk assessment documentation (there is a risk assessment form for individuals at the end of the Stress Policy).

Providing and accepting support – know what is available through Oxfordshire County Council, e.g. our contact at HR, PAM (counselling services), Staff Care Services, stress awareness training available through the Learning and Development Team

Understanding our own limitations

Symptoms of stress

Some of the recognised symptoms of stress are: tiredness, aching muscles, disturbed sleep, loss of appetite, indigestion, stomach problems, dependence on alcohol or drugs and excessive smoking. Also; headaches, inability to relax, poor concentration and indecisiveness, excessive worrying, increased irritability, feeling anxious and changes in attitudes to work and colleagues, and, increased incidence of minor sick leave.

Signs of stress in the workplace

Some of the possible signs of stress can include:

- increases in overall sickness, particularly frequent short-term absences
- poor work performance: low output, lower quality, poor decision-making
- relationships at work: conflict between colleagues, poor relationships with clients
- loss of motivation and commitment
- poor time keeping
- high accident rates
- poor morale
- feeling overwhelmed

RISK ASSESSMENT AND STANDARDS

Stress is one of the commonest reasons for sickness absence from work, so a risk assessment is an important aspect of this policy. Looking at the potential causes of stress means that it can be proactively managed. Risk is defined as the chance that something will be harmed by a hazard. A hazard is defined as anything that has the potential to cause harm. Guidance from Health & Safety Executive (HSE, 1995) encourages risk assessment for psychological risks in broadly the same way as assessments for physical risks. The HSE defines risk assessment as ‘nothing more than a careful examination of what, in your work, could cause



harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill'. (OCC)

The following six potential psychological hazards are detailed in the Health and Safety Executive Management Standards:

- Demands- includes work load, work patterns and work environment
- Control- how much say a person has in the way they do their work
- Support- includes encouragement, provision of resources, line management and colleagues
- Relationships- includes promoting positive working, avoiding conflict and dealing with unacceptable behaviour
- Roles- how well people understand their role within the organisation
- Change- how well organisational change is managed and communicated

It is in relation to these that the school will conduct an annual risk assessment by questionnaire to determine if any stress reducing action needs to be taken. Questionnaires and any ensuing action plans will be completed during school time.

REFERRALS

Employees with stress related problems or sickness absences may be referred to People Asset Management for assessment and advice, which may include one or more of the following:

- professional advice
- referral for counselling
- measures for conflict resolution where appropriate
- phased return to work if appropriate
- flexible working hours / revised duties if feasible
- medical redeployment
- use of appropriate external resources

OUR STRATEGIES TO PROMOTE WELL-BEING AND REDUCE STRESS

All staff will have regard for the Stress Policy and stress reduction guidance as produced by the LA and take responsibility for raising issues with the Head Teacher either informally, or formally during meetings. The Head Teacher will ensure that training is offered in relation to the issues raised in this policy.

As a staff we identified things which we do in school which we consider help to reduce stress and improve our sense of well-being. These are:

- Real coffee and other available beverages
- Quality biscuits
- Using the staff whiteboard to celebrate achievements and say thank you to colleagues
- The ability of staff to offer and accept help, support each other and delegate tasks
- All staff 'Mucking in' to get a job done
- The provision of staff 'medicines'
- Staff outings
- Workforce remodelling strategies
- Clear job descriptions and appropriate remuneration
- Provision of non-contact time
- A comfortable staff room
- A pleasant working environment



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- Collaborative whole school projects
- Beginning meetings with celebratory comments
- Allocated sum within the budget for life enhancement and well-being
- One INSET day per year to be dedicated to well-being activity
- Complete the stress questionnaire on an annual basis and consider action to be taken to deal with any negative outcomes
- Taking a walk at lunchtime- (please inform other staff that you will be off the premises)
- Please voice any further ideas that could potentially improve our work-life balance and well-being.

Managing work

- Write to-do lists and cross off completed items
- Compartmentalise time
- Plan ahead so you know when to complete tasks
- Pace yourself- set personal targets and rewards
- Reduce marking time by using 'self-mark' and TA strategies
- Use TAs to cut, copy and prepare resources
- Remember that one TA has a 2.5 hours per week to do displays
- Give yourself a cut-off point
- Prioritise
- Share your worries- others may have the solutions



PROCEDURE FOR INVESTIGATING ACCIDENTS AND INCIDENTS

The investigating member of staff will need to collect:

- Brief details of the circumstances leading up to the accident/incident or near miss, henceforward known as the 'event'
- Detailed description of the circumstances at the time of the event
- Prior actions of the employee/pupil/manager to prevent the event
- Brief description of actions taken in response to the event
- Description of immediate actions taken to prevent repeat occurrences
- The risk assessment of activity, work equipment and/or work environment (attach copy of existing risk assessment)

Evidence relating to the event should be gathered. This should include such items as:

- Interview statements from the injured party, person in charge, or witnesses
- Observations of the scene
- Sketches
- Photographs/video tape recordings
- Accident book
- Equipment test records
- Risk assessments
- First aider report
- Medical report
- Defects and Hazards book entries

The investigating member of staff should determine:

- The risk control measures reasonably expected to be in place
- The risk control measures actually in place (if full compliance with above state full compliance, if partial compliance identify measures omitted, statement of relevant personnel to comment on why full compliance not implemented).
- Analysis of the reasons why the event occurred (organisational, managerial, procedural or individual error)

And identify:

- Reasonable risk control measures that would have prevented this event if possible
- Any possible strategies for avoiding repeat event must be put into action