



worcestershire
county council

**Catshill Middle School and
Catshill First School and Nursery**

Health & Safety Policy
(Including First Aid Procedures)
(Includes Covid 19 Annex)

Revised: September 2020

To be reviewed: September 2022

Signature Chair of Committee

Date01.09.2020.....

Worcestershire County Council (WCC) Commissioned Services	
Human Resources – Liberata	Admissions – Babcock Prime
Learning and Achievement – Babcock Prime	Finance – WCC/Liberata

Rationale

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

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

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

Aims

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

Objectives

- Be vigilant around the school premises for intruders finding a balance between challenge 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

This health and safety policy is kept in the Policies ring binder in the School Business Manager's office and a copy is also available on the school computer network under staff share. All members of staff are made aware of the policy and readily have access to a copy (a paper copy is available on the Health & Safety noticeboard in the staffroom and an electronic copy is available in the 'Policies' folder on Staff Share). Visitors have their

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

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

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

Responsibilities of individual class teachers

The Health and Safety at Work Act 1974 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 according to the Science and Life Skills curriculum.
- Make parents/ volunteers aware of safety procedures in the classroom/ work area
- Give clear instruction and warning as often as necessary
- Ensure that relevant risk assessments are completed and followed

Responsibilities of post-holders

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- Draw the attention of the Executive 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 Executive Headteacher or Site Manager 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 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 supervisor
- 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 Executive Headteacher

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

Regular visitors and other users of the schools will be required to observe the safety rules. The Executive 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.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our lettings contract and in discussion with the school Business Manager.

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

Defects

- 1) Any member of staff finding a defect in the buildings, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised. Defects should be reported to the Site Manager by email where the issue will be assessed and prioritised according to the current work queue. In the case of emergencies, these should be called through to the school office who will contact the Site Manager / Executive Headteacher directly.
- 2) The Business Manager, in consultation with the Executive Headteacher, if necessary, will take steps to have the defect rectified, i.e. by notifying the Site Manager, contacting Place Partnership via the hotline, school technical services or other competent contractor
- 3) Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register

Accident reporting

All serious accidents that occur on the site should be recorded on the County Council reporting system, Medgate. All minor accidents should be reported in the schools' accident book. Where necessary, parents/carers or other persons should be notified of the accident.

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

Electricity

Portable Appliance Testing (PAT) is carried out on a yearly basis by the Site Manager/Caretaker. A register is kept in the Site Manager's/Caretaker's office itemising each appliance and details of tests carried out. All defective items are removed or repaired.

Staff should be vigilant for:

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

Pupils in years 5/6 are allowed to connect/disconnect electrical equipment (under supervision).

COSHH (Control of Substances Hazardous to Health)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. All COSHH materials have a data sheet which is kept in the Site Manager's Room/Caretaker's. All staff are reminded annually of COSHH materials.

Access 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.

Risk Assessments

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

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

Manual Handling

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

Educational Visits

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

The EVC's are Mr D Hewitt (CMS) and Mrs G Plant (CFS&N). They will help support the planning process of school visits and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

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

All residential visits need approval from the LA and governing body.

Further details are included in our 'educational visits policy'.

Work Experience

We welcome work experience students to both schools. 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

Work experience students are co-ordinated by the Executive Headteacher/Head of School. Their classteacher is responsible for ensuring their induction and mentoring them whilst on site.

PE Equipment

The PE equipment is inspected annually. The PE co-ordinator is responsible for overseeing this inspection and for keeping a weekly check of whether equipment is fit for purpose.

The PE policy outlines 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.

Use of the Sports Field

The sports field should be accessed at the rear of the school, for CMS, this is via the pedestrian route over the playground and past the Art block bordering Chadsgrove school; this provides a safe traffic free access point whilst maintaining security of the site. Where the sports field is accessed via the school park, it is important that:

- no child is allowed to cross the road unsupervised
- members of staff who are on their own take a mobile phone with them in order to alert staff in school if a problem arises
- staff should consider at all times the needs of individuals and the likely difficulties they might encounter

Before beginning any activity staff should:

- check the playing area to ensure that it is clear and ready for use
- consider at all times the needs of individuals and the likely difficulties they might encounter
- members of staff who are on their own should take a mobile phone with them in order to alert staff if a problem arises.

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 are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

Display Screen Equipment

All work stations used by staff require a risk assessment. There is a health and safety section in the staff handbook which covers working with computers. All staff are issued with this book every year.

Asbestos

The asbestos register is permanently located in the school reception and must be signed by all contractors visiting site. An asbestos risk assessment is available. Further information is contained in the LA asbestos policy.

Fire

Fire drills are held termly and will on occasion include:

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

Responsibilities during fire drill

Executive Headteacher/ Head of School	Supervision of evacuation Evaluation of procedures Training and guidance
School Business Manager/Office staff	Calling the fire brigade
Teachers (teaching assistant/ mid-day supervisor)	Roll call
Office staff	Registers Checking visitors

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

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
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

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

Assembly point – is on the front playground (CMS), on the KS2 playground (CFS&N) standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

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

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

Reporting – registers will be taken out on to the playground by office staff and handed over to classteachers. Once the register has been checked teachers should let the Executive 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. For further information see 'Emergency procedure' document. This also provides information about the notification of staff, parents and LA in the event of school closure.

For the purposes of accounting for Staff in the event of evacuation, it is important that staff who leave the site during the school day use the signing in/out book held in reception.

Tests and checks

Daily (the Site Manager)	<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</p>
Weekly (the Site Manager)	<p>Test fire alarm systems and record in caretaker's log Test one alarm each week on a rota</p>
Monthly (the Site Manager)	<p>Check extinguishers are in the correct place</p>
Termly (the Executive Headteacher)	<p>Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation</p>

Monthly (the Site Manager)	Check emergency lighting and record in log
Annually (landlord)	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers

Fire notices are contained in each room.

Occupation density figures

Large hall	Close seating – 370 people (CMS) 200 people (CFS&N) Seated at tables – 220 people (CMS) 140 people (CFS&N) Dancing, no tables or chairs – 200 people Dancing with tables and chairs – 110 people
Small hall (CMS Only)	Close seating – 200 people Seated at tables – 140 people Dancing, no tables or chairs – 200 people Dancing with tables and chairs – 110 people

Lone Working and Personal Security

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she are not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

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

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
- Do not engage in dangerous hazardous activities e.g. work at heights, use of solvent substances
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the Executive 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
- For locking up, return to the building before the hirers leave
- Check the areas for any hidden intruders before the hirers leave

Leaving an empty building

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

In the Event of Trespassers

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

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

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

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

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

In the Event of a Break in on Site

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

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

3. Monitor the intruders and check their progress

In the Event of an Abusive Parent/ Adult

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

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

If any incident has occurred an incident form should be completed and it may be necessary to inform the governors and/ 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.

In the Event of it being Suspected that a Pupil is Carrying a Weapon

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

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

Reporting Incidents

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

Headlice

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

Principles

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

Procedures

IF A REPORT IS RECEIVED – Parents of children in the class are sent a text asking them to check their child's hair

First Aid

Responsibilities

The following people currently hold a first aid qualification:

Catshill Middle School	
Tracy Andrews	Nicci Beddoes
Mai Butler	Sian Dix
Paul Essenhigh	Jayne Harper
Dave Hewitt	Lynn Hubbard
Jonny Lammas	Sue Trigg
Jenny White	

Catshill First School & Nursery	
First Aid at Work	Paediatric First Aid
Shelley Cross	Sarah McCandlish
Paul Essenhigh	Louise Nicholls
Helen O'Brien	Amanda Ranford
Zoe Partridge	Jill Skidmore
Pam Thomas	Emma Spooner
Tanya Wiley	Debbie Wilkes
Kim Wilson	

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

The first aid box is kept in the first aid room. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex and non-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.

For the supervising of an out-of-school visit there is a first aid kit available – staff must ensure that this is taken on a trip. Pupils suffering from asthma should be reminded to bring their inhalers.

First Aid Co-Ordinator should check and replenish stocks as necessary.

Procedures

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

1. the child is sent 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 classteacher and or head/ secretary as necessary
4. parents are informed when necessary

Levels of action include:

The school accident book should be completed for all incidents

- treatment on school premises for minor accidents
- treatment for head bumps recorded in the accident book with a letter sent home informing parents of the nature of the incident/ accident and notification via text or phone call
- for more serious injuries parents will be contacted immediately – Medgate notification
- if parents are unavailable and the injury is considered to be sufficiently serious to require treatment the child will be taken to hospital by a member of staff - Medgate notification
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and the parents informed - Medgate notification

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 Executive Headteacher
 - the parents
 - the LA
- keep accurate records of the injury, events leading up to the injury and actions subsequently
- err on the side of caution
- consider the needs of the child as central to all actions

Medication

Our schools 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 require medication during the school day, 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. Staff will only administer prescribed medication such as antibiotics if four doses per day are required. Where, regular, demanding needs are required to be met, special arrangements may be made via the physical disability service.

- There should be written instructions on the medicine container by a competent authority to indicate when the medicine is to be taken and how much constitutes a

normal dose. A consent form must be completed by an adult with parental responsibility at reception.

- Medicines should be kept in Reception/First Aid room. Pupils are not allowed to have medication in their personal belongings. The only exception is an inhaler for asthma.
- Periodic checks should be made to ensure that no medicines have been left in the cupboard 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.
- Two members of staff should observe a child taking their medicine and sign to record that this has taken place. Pupils are not allowed to self-medicate without written permission from an adult with parental responsibility (with the exception of inhalers for asthma).

Where a first aider has volunteered to administer medicine:

- Signed consent form should be obtained from parents (available at reception)
- All medication given should be documented
- Two members of staff should sign to say they have given the dose
- Non prescription medication may be given with written or verbal consent

Near Misses Reporting

Near misses should be reported to the Executive Headteacher or deputy in his absence. Any near misses are then reported to Governors and acted upon.

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, the public library/community room, car park, playgrounds and playing fields.

Health and Safety During Science Experiments

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

- be sensible during the experiment
- follow instructions immediately
- only touch equipment when you are told to
- carry equipment with care and always walk
- make sure any equipment used is returned carefully
- inform your teacher of any breakages
- if you're not sure – ask!

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

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

- room dynamics
- a risk assessment according to the materials and equipment to be used

Where there are any concerns or queries the science coordinator should be consulted.

Photographs and Videos

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

All parents...

- will be asked for permission for the taking of photographs by the media.

- will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.

- will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school...

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

Annually...

parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

Should the situation arise...

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

Health and Well-being of staff

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

- that times of meetings 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 evening events are timetabled where possible on a Thursday so that a weekend follows
- that no meeting is scheduled on Fridays after school
- that where possible INSET days also allow for inter-phase/ year work and meetings
- that PPA is regular and reliable and may be completed off site
- that working at home is an agreed principle where specific tasks need completion – in agreement with senior management
- that 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

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 members of staff have children at other schools which perhaps have different term dates or INSET dates it is acceptable, provided there is notification to a senior member of staff, for children to accompany their parents into school provided it does not affect their role during the school day. In some cases older children may help out in school in different capacities and we welcome this additional involvement.

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

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 safety link Governors

Covid-19 Annex - June 2020

The school believes that with additional Risk Assessment undertakings that it has performed and communicated with staff, parents, children and governors that it is compliant.

Parents and staff have been issued with a document and charter explaining our protocols for the wider opening of our schools. This was shared with all parents by email on Friday 22 May. Governors have been sent a copy of all documents sent to parents & staff.

The two key areas that have been identified by Worcestershire County Council to ensure that have been addressed in our Risk Assessments are detailed below.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection from contact with pupil needing First Aid - injury or illness	

	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. First Aider to utilise PPE to protect themselves based in the first aid room 2. Parents called immediately to remove pupil 3. Pupil and member of staff isolate whilst this time lapses in Room 4(CMS) & First Aid Room (CFSN) 4. Pupil leaves, get update later by phone 5. Member of staff cleans and disposes of used PPE 6. Check regularly with this staff member to ensure their health has not been compromised. 	

	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Fire Evacuation			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All protocols regarding fire evacuation can be continued even through Covid-19 times. 2. During evacuation and assembly at fire assembly points staff should encourage all pupils to adhere to social distancing protocols. 			
<u>Remaining level of risk</u>	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Email sent to parents at CMS

Dear Parent/Carer,

We await ratification from Worcestershire County Council regarding the planning and provision we intend to implement from June 1st. Consequently, you can assume that our offer is ratified unless you receive an email from us delaying the opening of our school (this could be up until Sunday May 31st). Unfortunately, this has been taken totally out of our control.

It is important to also note that the plans for school opening may change before the 1st June depending upon government guidance and infection rates. As Bromsgrove has the highest Covid-19 infection and death rate in Worcestershire we have to get this right from the start!

Do not send your child to school if they or anyone in your home have any Covid-19 Symptoms.

We have and will continue to try to put all measures in place we can to ensure the welfare of your children but we cannot make any guarantees. Safety for both adults and children is our primary concern. There will be no tolerance where this is jeopardised.

It is essential that you take your time to read the attached documents. They have important information for you and your child(ren).

Email sent to parents at CFSN

Dear Parents

We await ratification from Worcestershire County Council regarding the planning and provision we intend to implement from June 1st. Consequently, you can assume that our offer is ratified unless you receive an email from us delaying the opening of our school (this could be up until Sunday May 31st). Unfortunately, this has been taken totally out of our control.

It is important to also note that the plans for school opening may change before the 1st June depending upon government guidance and infection rates.

This email will give you the information you need for the wider reopening of schools from 1st June. Further information and more detailed guidance can be found on our website or via the link below <https://www.catshillfirst.co.uk/getting-ready-for-possible-return-june-2020-2/>

As Bromsgrove has the highest Covid-19 infection and death rate in Worcestershire we have to get this right from the start!

Do not send your child to school if they or anyone in your home have any Covid-19 Symptoms

We have and will continue to try to put all measures in place that we can to ensure the welfare of your children but we cannot make any guarantees. Safety for both adults and children is our primary concern. There will be no tolerance where this is jeopardised.

It is essential that you take your time to read the online documents as they have important information for you and your child(ren). There are photos to support you to talk to your child about what school will look like.

Staff message issued by the Executive Headteacher

<https://youtu.be/ksHhdZtEyM4>