

Category	Health & Wellbeing		
Document Name	Health & Wellbeing – Staff Protocol		
Accountable Body	RADIUS Trust		
Reference	HW.P2.T1	Date Ratified	3 rd December 2015
Version	1.0	Last Update	3 rd Sept 2015

Related Documents

Document	Reference
Safeguarding and Child Protection Procedures	SC.P1.01
Health and Safety Statement of Arrangements	HS.P1.T1
Behaviour Management Protocol	BM.P1.T1

Reference Material

Guidance
Health and Safety at Work Act, 1974 Health & Safety Executive (HSE) website. Control of Substances Hazardous to Health Regulations, 2002 (COSHH)

Related Policies

Name	Reference
Health & Wellbeing – Staff Policy	HW.P2
Safeguarding and Child Protection Policy	SC.P1
Health and Safety Policy	HS.P1
Behaviour Management Policy	BM.P1
Data Security, Protection & Retention Policy	SY.P1

1. Protection From Infection

Immunisation for Staff

Immunisation vaccinations are available for some diseases. However, staff should be aware that with the Hepatitis B vaccine, a proportion of recipients fail to develop an adequate immune response after a primary course of the vaccine.

Should employees choose to be vaccinated against one or more of these diseases then they should seek guidance and advice from their local medical centre or GP surgery, who will normally provide vaccinations for school staff free of charge. Where this is not possible, RADIUS Trust can make arrangements to pay for appropriate vaccinations for staff upon receipt of a formal request.

Any member of staff who has concerns regarding their health & wellbeing whilst at work, should raise the matter with their line manager who can arrange an interview with the Trust's Occupational Health Service.

Schools are not required to maintain an immunisation record for staff.



Specific Risks

Certain diseases are notifiable under RIDDOR (Reporting Of Injuries, Diseases & Dangerous Occurrences Regulations 2013) in accordance with the Trust [Health & Safety Policy and Arrangements](#). The HSE website provides up to date information on reportable incidents and diseases.

Some communicable diseases (i.e. infectious/contagious) may also result in the individual being kept away from school for a specified period to minimise the risk of infection to others. The Public Health England (PHE) – ‘Guidance on infection control in schools and other childcare settings’ is to be followed when making these decisions.

Any individual with diarrhoea and vomiting must be kept away from school until they have been symptom free for 48 hours. Suspected outbreaks of food poisoning must be reported to the PHE (where advice on food poisoning is also offered).

Staff within school who suspect a pupil/student has contracted a disease are required to contact the school nurse immediately or if not available their local GP or emergency services.

Any member of staff who is involved in a potential contamination incident whilst at work should contact their GP/A&E Department and the Occupational Health Service (OHS) as soon as possible so that the possibility of post exposure vaccination can be considered. The usual accident reporting procedures as detailed in the Trust [Health & Safety Arrangements](#) are also to be followed.

Specific conditions and risks to staff include:

Condition	Description	Infection Sources	Symptoms	Staff Risk
Hepatitis A	Acute infectious disease of the liver caused by the hepatitis A virus (HAV). It is often mild, but can be severe or even fatal in some cases.	Person-to-person by ingestion of contaminated food or water or through direct contact with an infectious person. Microbes in raw sewage can enter the body via the nose, mouth, open wounds or by inhalation of aerosols or dusts. The most common modes of infection are through drinking contaminated water or hand to mouth transmission. Skin contact alone does not pose a health threat unless you have an open wound.	Fever, headache, nausea and pain in the abdomen, dark urine and jaundice	The risk to health depends on the microbes present, duration of exposure and method of exposure. There is a risk of infection for all staff whose duties puts them in contact with untreated sewage and contaminated water.
Hepatitis B	A serious viral infection causing inflammation of the liver. If the infection persists it becomes chronic and the infected person may go on to develop Cirrhosis or liver cancer (WHO, 2000).	Contact with blood or body fluids (through, blood to blood contact e.g, biting /other injury) from an infected person. Only a tiny amount of blood is needed to transmit the virus because it's so infectious. In the UK infection commonly occurs through unprotected sexual intercourse, the sharing of contaminated needles by drugs users, accidental injury with a contaminated needle (if needles used for tattooing, body piercing or acupuncture are contaminated) and sharing razors.	The virus can infect without causing symptoms but some suffer an acute disease with flu-like symptoms.	There is a risk of infection for all staff whose duties puts them in direct and frequent contact with pupils/ students.



Condition	Description	Infection Sources	Symptoms	Staff Risk
Tetanus	Tetanus is caused by a bacterium - Clostridium tetani.	Spores of the bacteria are picked up when a wound is contaminated by soil or animal manure.	General tiredness or weakness followed by spasm of the jaw muscles (called lockjaw, called trismus). Spasm of the muscles of the face can make the person appear to have a fixed grin. Spasms may occur spontaneously or be triggered by stimulation, such as noise or light.	There is a risk of infection for all staff whose duties put them in contact with garden soil and animal/human waste.
Meningitis	Inflammation of the lining around the brain and spinal cord. Meningitis must be diagnosed and treated quickly to promote recovery.	bacterial – caused by bacteria such as Neisseria meningitidis or Streptococcus pneumoniae and through close contact viral – caused by viruses that can be spread through coughing, sneezing and poor hygiene	Fever, vomiting, severe headache, rash, stiff neck, discomfort of bright lights, lethargic/difficult to wake, confused/delirious, seizures (fits).	There is a risk of infection for all staff whose duties puts them in direct and frequent contact with pupils/students.
Scabies	Contagious skin condition caused by tiny mites that burrow into the skin.	Prolonged periods of skin-to-skin contact with an infected person, or through sexual contact. It's also possible – but rare – for scabies to be passed on by sharing clothing, towels and bedding with someone who's infected.	Itching and rashes.	There is a risk of infection for all staff whose duties puts them in direct and frequent contact with pupils/students.
Head Lice	Head lice are tiny insects that live in human hair. They're particularly common in children and schools. If head lice is discovered the specific parents/carers are informed and treatments recommended.	Head-to-head contact	Itchy scalp or rash at back of the neck.	There is a risk of infection for all staff whose duties puts them in direct and frequent contact with pupils/students.
HIV	HIV stands for the Human Immunodeficiency Virus. It is a virus which attacks the body's immune system – the body's defence against diseases. When someone is described as living with HIV, they have the HIV virus in their body. Without medication, people with HIV can develop AIDS.	HIV can be passed on through infected blood, semen, vaginal fluids, rectal secretions or breast milk. The most common ways HIV is passed on are sex without protection or sharing infected needles, syringes or other injecting drug equipment	Severe flu-like symptoms, including a sore throat and fever, and a rash on the chest. Other symptoms can include fatigue, nausea and diarrhoea.	There is a risk of infection for all staff whose duties involve sharp medical instruments.

Refer to the [Trust Health & Wellbeing – Pupils/Students Protocol](#) for detailed information on risk management and control measures.

2. Stress Management

Symptoms of stress include:

- Fatigue, disturbed sleep, aching muscles.
- Loss of appetite, indigestion.
- Dependence on alcohol or drugs.
- Headaches.
- Inability to relax.
- Sense of not being in control.
- Difficulty in retaining information.
- Poor concentration and indecisiveness.

- Increased irritability.
- Change in attitude to work/colleagues.
- Anxiety/depression.
- When stress is experienced over long periods other signs can develop, for example, high blood pressure, heart disease, ulcers, anxiety, long-term depression.

All staff are required to be alert to the possible signs of stress in others which may include:

- Increase in sickness related absence, particularly short term absence.
- Decrease in work performance.
- Decrease in decision making ability.
- Changes in work relationships, e.g. conflict between colleagues.
- Decrease in staff motivation/commitment.
- Working longer hours but with diminishing effectiveness.
- Lack of enthusiasm.

Responsibilities

Headteacher/Principal and Senior Managers

- Establish clear work objectives for staff that are measurable and achievable.
- Establish reasonable workloads for staff giving consideration to their experience, skills base and grade within the school.
- Provide adequate training to ensure that employees are able to fulfil their duties and gain further development opportunities.
- Planning and implementing induction training for new staff or where staff take on new roles or responsibilities.
- Monitoring working hours to prevent excessive pressure and workload for employees.
- Creating a communications framework to notify employees of any changes to work practices or procedures and provide an opportunity for employees to highlight any concerns.
- Preventing in so far as is practicable employee stress resulting from work practices, excessive workloads or interpersonal relationships within the workplace.
- Encouraging all employees to use their full holiday entitlement for the year.
- Taking steps to minimise the impact of stress on individuals, where work-related stress does occur.
- Taking reasonable actions to investigate the issues, in order to reduce or eliminate the factors causing the stress, where reasonably practicable and appropriate.
- Ensuring that absences which may have been caused by stress are acted upon sympathetically and with understanding.
- Staff are referred to see an Occupation Health Adviser in order to understand what support and adjustments are required.
- Managing and regularly assessing risks where they have been identified.

Members of Staff

- Raising issues of concern (including concerns relating to colleagues) with their line manager. Where this is not appropriate, concerns should be raised with the school's Human Resource department, another manager or the Trust HR manager.
- Independently seeking appropriate medical advice or communicating with their manager or the school's or Trust Human Resources. The Trust will endeavour to provide further support and if necessary arrange for external counselling.

- Accepting opportunities for counselling when recommended and following any medical advice given.

Management Standards

Senior managers comply with the Health & Safety executive (HSE) management standards in relation to reducing stress in the work place and systems are in place to respond to any individual concerns.

Sources of Stress	Standard	Action
Demands	Staff indicate they are able to cope with the demands of their jobs	<ul style="list-style-type: none"> • Provide staff with adequate and achievable demands in relation to the agreed hours of work; • People's skills and abilities are matched to the job demands; • Jobs are designed to be within the capabilities of staff; • Staff's concerns about their work environment are addressed.
Control	Staff indicate they are able to have a say about the way they do their work	<ul style="list-style-type: none"> • Where possible, staff have control over their pace of work; • Staff are encouraged to use their skills and initiative to do their work; • Where possible, staff are encouraged to develop new skills to help them undertake new and challenging pieces of work; • Encourage staff to develop their skills; • Staff have a say over when breaks can be taken; • Staff agree their work patterns.
Support	Staff indicate they receive adequate information and support from colleagues and managers	<ul style="list-style-type: none"> • Trust policies, protocols and related school procedures adequately support employees; • Encourage managers to support their staff; • Encourage employees to support their colleagues; • Staff know what support is available and how and when to access it; • Staff know how to access the required resources to do their job; • Staff receive regular and constructive feedback
Relationships	Staff indicate they are not subjected to unacceptable behaviour (e.g. bullying at work)	<ul style="list-style-type: none"> • Promote positive behaviours at work to avoid conflict and ensure fairness; • Share information relevant to their work; • Trust policies, protocols and related school procedures in place to prevent or resolve unacceptable behaviour; • Encourage managers to deal with unacceptable behaviour; • Encourage employees to report unacceptable behaviour.
Role	Staff indicate they understand their role and responsibilities	<ul style="list-style-type: none"> • The different requirements upon staff are compatible; • Provide information to enable staff to understand their role and responsibilities; • As far as possible, the requirements upon staff are clear; • Systems are in place to enable staff to raise concerns about any uncertainties or conflicts they have in their role and responsibilities.
Change	Staff indicate that they organisation engages them frequently when undergoing an organisational change	<ul style="list-style-type: none"> • Provide staff with timely information to enable them to understand the reasons for proposed changes; • Ensures adequate staff consultation on changes and provide opportunities for staff to influence proposals; • Staff are aware of the probable impact of any changes to their jobs. If necessary, staff are given training to support any changes in their jobs; • Staff are aware of timetables for changes;

Sources of Stress	Standard	Action
		<ul style="list-style-type: none">• Staff have access to relevant support during changes.