

<b>Category</b>	Health & Wellbeing		
<b>Document Name</b>	Health & Wellbeing – Staff Policy		
<b>Accountable Body</b>	RADIUS Trust		
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## Related Documents

Document	Reference
Health and Wellbeing – Staff Protocol	HW.P2.T1
Health and Wellbeing – Staff Procedures	HW.P2.01
Safeguarding and Child Protection Procedures	SC.P1.01
Health and Safety Statement of Arrangements	HS.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
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. Policy Statement

The health & wellbeing of staff is an essential element to the operations of the Trust and each school. This policy aims to specify the arrangements to be in place at each school based on Health & Safety at work guidelines.

### Occupational Health

All school employees are responsible in ensuring that they work in a safe and healthy environment. Nursing staff are available to advise staff regarding health issues, providing emergency treatment as required or referring to another agency when appropriate.

All staff will be advised during their medical induction to contact their own GP about immunisation for Hepatitis B.

With infectious or contagious conditions, staff are advised not to come in to work and to contact their own GP as necessary. School nurses are able to attend to staff in an emergency when they are on site.



## 2. Protection From Infection

Each school is expected to ensure that all staff are appropriately informed of any potential risks and the measures available to minimise the possibility of staff being exposed to infection as a consequence of their employment. In general:

- On appointment staff are required to complete the Employment Medical Questionnaire which includes questions on communicable diseases, immunisation status as well as general health.
- All staff are required to be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- Staff are given access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.
- All staff are advised to have immunisation against Hepatitis B at their own GP surgery.
- Female staff planning a pregnancy should also discuss potential risks and their immune status with their G.P. as Chickenpox, Shingles, German Measles (Rubella) and slapped cheek syndrome can affect pregnancies.

### Risk Assessment

Each school is required to complete a risk assessment to determine which staff groups may be exposed to the infection risks by the nature of their duties. This assessment is to be kept under regular review and ensure that control measures are implemented.

Risk assessments for school trips need to acknowledge infection control if required. Children are to be advised how to manage infection control for example if visiting animals washing hands after handling animals and not eating or drinking around the animals.

### Procedures

The Trust [Health & Wellbeing – Staff Protocol](#) details the following:

- Immunisations for staff.
- Specific Risks (such as Hepatitis A/B, Tetanus, Meningitis) and RIDDOR (Reporting Of Injuries, Diseases & Dangerous Occurrences Regulations 2013)
- Risk management & control measures

## 3. Stress Management

The Trust and each school are committed, as far as is reasonably possible, to protecting the health, safety and welfare of all employees and aims to create a healthy and supportive environment.

Each school is expected to:

- recognise the signs of stress and ensure staff are aware of symptoms.
- where reasonable and practical, produce and make changes to work-related practices to reduce the factors which may lead to stress in the workplace.
- where potentially stressful situations occur such as organisational and procedural changes, maintain open communication between managers and staff.
- ensure that employees experiencing stress or mental health problems can access appropriate support and assistance.
- comply with the guidelines within the Trust Health & Wellbeing Protocol on the prevention and



Brantridge School



Grafham Grange School



St Dominic's School

identification of work-related stress.

- encourage employees who are experiencing unacceptable levels of pressure to seek assistance and receive the advice and support they need.
- recognise that sources of stress may also be external to work.
- be supportive and non-judgemental of people with mental health problems.
- develop and maintain good management and team building practices for those with management and supervisory responsibilities.
- provide training and support to help managers and employees understand and recognise the nature, causes and management of work-related stress.
- reinforce the fact that bullying and harassment will not be tolerated within the workplace and the school will follow the appropriate procedure to investigate all allegations promptly.

### **Health & Safety Executive (HSE) Management Standards**

The HSE guidelines define the following six key areas of work design that each school are expected to manage:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by each school, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within each school and whether the school ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in each school.

The Trust [Health & Wellbeing – Staff Protocol](#) details the symptoms of stress and the management and staff expectations in each school in compliance with the above HSE guidelines.