

HEALTH AND SAFETY POLICY

1.0 STATEMENT OF INTENT

SCCA treats the health, safety and welfare of our pupils, staff and visitors as our top priority.

We shall endeavour to comply with all applicable health & safety legislation of the Federal Republic of Nigeria, We understand the need to establish suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and interested parties.

Further information is available from the school office.

Responsibilities of the Proprietor

The proprietor of SCCA, as the employer, has overall responsibility for the health & safety of their employees and all persons affected by the school's operations.

Specifically, the Proprietor is responsible for:

- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
- Providing appropriate resources within the school's budget to meet statutory requirements and the school's health and safety policies, procedures and standards.
- Seeking specialist advice on health and safety matters which the school may not feel competent to deal with.

At school level, duties and responsibilities have been assigned to staff as laid out below.

Responsibilities of the Superintendent

The SS, supported by the Chief Operating Officer and the Office Manager, is responsible for the day-to-day management of health & safety.

Specifically, the Headteacher is responsible for:

- Ensuring adherence to statutory requirements and school health and safety policies, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.
- Co-operating with the proprietor to enable health and safety policies and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the proprietors where necessary.

- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Reporting to the proprietor any significant hazards which need rectifying.
- Monitoring purchasing and contracting procedures to ensure compliance with school policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

2.3 Responsibilities of the office staff

The office staff (The Chief Operating Officer, the School Manager and Facility Manager) are responsible for supporting the Headteacher in the day-to-day administration and implementation of the health and safety policy.

Members of the office staff will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by the Headteacher, the office staff are specifically responsible for:

- Maintaining, or having access to, an up-to-date library of relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the school's activities, and that control measures are implemented.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them, and informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out regular inspections of all areas of the school to ensure that equipment, furniture and activities are safe, and recording these inspections where required.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Collating and maintaining records related to health, safety and welfare.

2.4 Responsibilities of all Employees

Under this Health and Safety policy all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the school office.
- Report immediately to the school office any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

3.0 ARRANGEMENTS

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3.1 Risk Assessments

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by a member of the office staff, following guidance contained in this policy, and are approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments shall be reviewed every term in line with the termly monitoring inspection, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons affected by the School's activities.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by the Headteacher and/or the office staff. Such risk assessments will be reviewed on a regular basis by the Headteacher and/or the office staff.

It is the responsibility of employees to inform the Headteacher and/or the office staff of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils parents/carers to inform the Headteacher and/or the office staff of any medical condition which may require support during school hours.

Curriculum Activity Risk Assessments

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the office staff for advice if required.

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

Refer to Risk Assessment Policy for Pupil Welfare for more information.

3.2 Monitoring and Inspection

A general inspection of the school's premises, equipment and facilities shall be conducted termly by a member of the office staff.

Monitoring inspections of individual departments shall be conducted regularly by department heads or nominated staff.

Monitoring inspections shall be recorded on the provided form and records of monitoring inspections shall be kept in the school office.

The office staff are responsible for following up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment (e.g. fire extinguishers, gas appliances, electrical equipment etc.) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

The Headteacher is responsible for conducting an annual inspection and reporting findings to the proprietor, including a report on the performance of health & safety management systems.

3.3 Training & Communication

All new employees, including work experience students, shall received training in health & safety aspects related to their role as part of their induction.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Health & safety is a standing item on all staff meeting agendas.

Training and briefing records shall be held in the school office.

3.4 First Aid

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from interested parties, or significant changes to the school's premises/activities.

Designated Sick Room

The room designated for care of pupils during school hours is located in the School Office, this room contains a first aid kit/running hot and cold water, wash facilities, privacy screen and is adjacent to toilet and wash facilities.

First Aid Kits

First aid kits are located in the following areas of the school:

- Kitchen (FULL KIT)
- All classrooms (PLASTERS, ANTISEPTIC WIPES ETC)
- School Office/Sick room
- Early Years Section (FULL KIT)

All first aid kits are clearly identifiable with a first aid sign and available to all staff.

First aid kits are replenished regularly. Supplies are kept in the school office. The School Manager is responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.

The School also has available emergency equipments.

Each full first aid kit contains the following in sealed packages:

- Safety pins.

- Sterile dressings (assorted sizes).
- Moist wipes. (medicated, alcohol free)
- Disposable gloves.

Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member. (Send a pupil or another member of staff to the school office with the red emergency card)
- Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the pupil's parents/carers and make them aware of the situation.
- If parents/carers cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.

Infectious Diseases

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- Infectious diseases posters are displayed in the school office and staff room.
- If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the sick room and arrangements made for collection by their parent/carers.
- For COVID-19 related symptoms, pupils will be isolated in the designated area until collection.
- Emergency contact numbers will be used if the parent/carers cannot be contacted.
- The pupil and parent's right to confidentiality shall be respected.
- The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email the school office in the morning if their child is unwell and will not be attending school.

- We expect, and inform, parents/carers to state the reasons for absence in their child's home message book or email to the school office upon returning following illness.

Pupil Health Care Plans

Stem Child Care Academy recognizes that some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.

Health Care Plans will be developed for all pupils with medical conditions requiring support during school time.

- Plans are developed with input from the parent/carer.
- Plans are reviewed as necessary by the Headteacher, office staff or class teacher with input from the parent/carer.
- Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and administration of any medication.
- Copies of Health Care Plans can be accessed by all staff members in the staff room.

Medication

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer (e.g. penicillin, ear/eye drops, cough mixture, allergy creams & pills and travel sickness pills - No Aspirin shall be administered).

Medicine consent forms for parental completion are located in the school Office.

Stem Child Care Academy
81, Yaounde Street, Zone 6 Wuse, Abuja. Nigeria

Dear Parent,

Please complete the following declaration for our First Aid records.

I _____ authorize a member of staff at Stem Child Care Academy to administer the prescribed medication.

Date

Child's Name

Time/s to administer the medication

Name of medication

Dosage

Time last dose administered

Parent's signature..... Date.....

Records shall be kept by the school office of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils. If stated, the medication may need to be stored in the fridge located in the school office.

Diabetes

The individual care plan will be followed, keeping parent/s informed at all times. All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the School office or classroom during School hours, dependent on the child's/adults individual care plan. If the child is offsite this bag **MUST ALWAYS BE WITH THE CHILD, UNDER A MEMBER OF STAFF'S SUPERVISION.**

3.5 Accidents

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the school office without delay.

A Pupil Accident Book and a Staff Accident Book is located in the school office and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The school office shall investigate all accidents, report their findings to the Headteacher and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately.

3.6 Educational Visits

The staff of Stem Child Care Academy aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

Planning & Preparation

When planning a school trip, the responsible teacher shall:

- Seek permission from the Headteacher for the trip, as they have ultimate responsibility for the pupils, irrespective of whether they are present on the trip or not.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc...

- Lead staff member to complete an off site risk assessment form before trips which require a higher level of risk management e.g. Residential trips. Risk Assessment forms must be handed to the Headteacher for approval.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that at least 2 weeks before the trip is due to take place a letter is sent home to the parents/carers of all pupils attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the pupils. The letter shall include a permission slip for the parents to complete and return, giving their permission for the pupil to attend.
- Ensure that enough adults are attending to help supervise the pupils:
- Upper School: At least 1 adult per 10 pupils.
- Lower School: At least 1 adult per 8 pupils.
- Early Years: At least 1 adult per 4 pupils.
- NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Transport - External Provider

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the School Manager who is the School Visits coordinator, sufficiently in advance of the trip taking place.

- All transport shall be organised by the School Visit coordinator, using a known and approved transport provider.
- The School Visits Coordinator shall ensure that there is a seat available for every person going on the trip, and that suitable seat-belts are fitted.
- The School Visits Coordinator shall ensure that the transport provider is notified of the purpose and details of the trip, and that speed limits, driving hours regulations and other safeguarding/safety regulations are to be observed at all times.

During the Trip

Whilst undertaking the trip, the responsible teacher shall:

- Ensure that the safety of the pupils is the first priority.
- Ensure that all adults attending the trip, including parent/carer volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
- Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.
- Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.

- Ensure that pupils are wearing school uniform or appropriate clothing and correct footwear, as required for the trip.
- Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.

After the Trip

Once the trip is complete, the responsible teacher shall:

- Consider producing a display of photos and work produced by the pupils.
- Write a short review to be included in the weekly newsletter.

Regular Trips

School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, fire stations, museums etc... need only be risk assessed before the first such trip. Risk assessments should be reviewed annually by the office staff, or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.

Additionally, for regular programmed trips taking place during school hours, all parents sign a consent form for local trips on entry to the school, although it is best practice to provide parents/carers with a programme of trips to keep them informed of their child's location and activities.

Parents will be provided with termly and half termly dates for diary updates or will be emailed to keep them informed about activities planned in the local vicinity of the school.

Trips Involving Animal Contact

Trips that may involve pupils coming into contact with animals, e.g. farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the health personnel Advice.

3.7 Insurance

Stem Child Care Academy shall purchase, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates will also be displayed in both buildings and are will be available for inspection by all interested parties.

3.8 Smoking

Stem Child Care Academy operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.

The school site is an entirely smoke free environment. Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, staff room or the car park.

At Stem Child Care Academy we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.

No-smoking notices are prominently displayed around the site, including at all entrances to the school, and anyone found smoking on the premises will be politely asked to leave.

Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.

All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

3.9 Security

Stem Child Care Academy treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the school office, and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System (contractor maintained 24/7)
- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Keeping the front door locked with the Chubb key as an extra security measure when the premises are empty.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors and staff sign-in in the visitors book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Fitting security locks to all windows identified as requiring them by the insurance company.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing via the home message book, if another adult will be collecting their child.
- Requiring written permission from parents/carers if child is dismissed to walk home alone.
- Ensuring that pupils are handed over personally to the collecting adult.

3.10 Levels of Supervision

Stem Child Care Academy recognizes the importance of maintaining suitable levels of supervision for our pupils. The minimum staffing ratios outlined below shall always be adhered to.

The following applies to all areas of the School:

- Pupils will always be within sight of an adult.
- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

In the EYFS, the following levels of supervision shall be maintained:

- For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Teacher Status or another suitable qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children: for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every child.

3.11 Electrical Safety

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
- Electrical equipment is sited carefully to avoid trailing leads. Lead covers are available in every room.
- Pupils are only allowed to use electrical equipment once trained and with adult supervision.
- Electric socket safety covers shall be fitted in classrooms and other locations where necessary.

3.12 Workplace Temperature

Stem Child Care Academy recognizes the importance of maintaining a reasonable temperature in all workplaces.

In accordance with the Education (School Premises) Regulations state the following minimum temperatures will be observed:

- Areas where there is a lower than normal level of physical activity (e.g. sick rooms):
21°C
- Areas where there is a normal level of physical activity (e.g. classrooms & canteens):
18°C

- Areas where there is a higher than normal level of physical activity (e.g. gyms & drama workshops): 15°C

NB: All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults.

3.13 Cleaning

Stem Child Care Academy recognizes the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.

3.14 Personal Hygiene

Stem Child Care Academy recognizes the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on school premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

3.15 Kitchen Safety

Health & safety arrangements specific to the kitchen areas are:

- The kitchen is out-of-bounds to all persons except kitchen staff.
- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is offered to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

3.16 Vehicles on Site

Parents/carers must park safely on the public road, paying attention to parking restrictions and respecting the access requirements of our neighbours.

When pupils are dismissed via the front door they must be controlled by an adult and return to the pedestrian walkway to exit safely. Parents/carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.

Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children in the car park area.

3.17 Slips, Trips and Falls

Stem Child Care Academy recognizes that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.
- Steps are safeguarded with non-slip treads and heavy duty edge tape.
- Manhole covers are covered with anti-slip products or marked individually for ease of location in the wet pour covered area.
- Playground surfaces are regularly checked for suitability and state of repair.
- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions.

3.18 Working at Height

Stem Child Care Academy recognizes that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

3.19 Display Screen Equipment

The following arrangements are in place to manage the risk to significant users of display screen equipment:

- A display screen equipment assessment shall be conducted by a member of the office staff, and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimize risks.

NB: Significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimize risks.

3.20 Staff Well Being

Stem Child Care Academy recognizes that the mental and physical wellbeing of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the Headteacher any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the Headteacher any personal health or domestic issue which they feel may impact on their role at the school.

Employees must report to the Headteacher any incidents relating to staff wellbeing such as violence, intimidation, stress or bullying.