**Foveran School**



**Health and Safety Policy**

Children and adults

**Health and Safety Pupils Policy**

This document aims to pull together all of the health and safety procedures in place across the school. These measures are in place to protect our children, our staff and those in the wider school community.

**First Aid**

All of our PSA’s have valid first aid training and at every break and lunch time a PSA is timetabled specifically for first aid.

When a pupil receives first aid, the child will receive a slip to take home to parents / carers briefly explaining the incident and the first aid which has been administered. Where the injury is considered significant, or if the injury involves a head-knock, parents will always be phoned and will have the option of coming to see their child if they so wish.

**Food Hygiene**

At times, class teachers will plan for lessons which involve cooking or food handling. All of our PSA staff and Early Years Practitioner staff are trained in food hygiene and their training is updated regularly. Whenever children are preparing or handling food in school, there will always be a member of staff present who has food hygiene training.

**Pupils with Allergies (includes epipen procedures)**

All staff have access to the confidential health lists which state any allergies pupils have by class. Staff are also made aware of how each allergy is dealt with e.g. piriton, epipen.

For pupils with severe allergies where an epipen is required, a photo of the child will always be on display in the staffroom so everyone is aware. This photo will be accompanied by the procedures should an allergic reaction occur. Individual class teachers will also be fully briefed of any children in their care with severe allergies and procedures for how to deal with a reaction.

All Epipens are kept in individual plastic wallets labelled with the child’s name and photo, behind the door of the school office. All staff are aware that this is where to find pupil epipens.

All PSAs and school administrator are trained in administration of the epipen and annual training is available via the school nurse. The class teachers of pupils who have an epipen will always be trained at the start of the school year.

Class teachers will also ensure they have everything they need to treat allergies on class trips.

**Administration of Medicines**

Please note this procedure is not appropriate for pupils with a medical condition that requires a care plan. If your child has a medical condition which requires daily care e.g. diabetes, we will work with you to provide bespoke procedures that meet the needs of your child and family. This often involves holding regular review meetings with parents, pediatric NHS nurses and other professionals.

* All medication is kept in a locked cabinet in the school office (except those which need to be in the fridge)
* Parents / Carers must label all medication clearly with child’s name
* Any medication given to a pupil will be recorded in the relevant log in the school office.

**Asthma / Inhalers**

We ask that all parents of children who are asthmatic request a spare inhaler and leave this in school as an emergency back up. Your child can still carry their own inhaler but it means if they forget, we always have a spare.

Pupils Absent Without Notification

If a child is to be off school due to illness, parents should endeavor to inform the school office between 8.30am and 9.00am. It is imperative we account for every child, every day, for fear of a child encountering injury or problems on the way to school. By 9.30am, the school will have conducted a full register check and will have a list of pupils who are not in school. This list will be cross referenced with the phone calls / emails received by parents notifying the school that a child is to be absent. Pupils will be reported to Ellon Social Work Services for pupils that are not accounted for.

Pupils Leaving School During the Day e.g. medical appointment

We understand there are times when a pupil will need to be collected from school and taken to appointments. In such cases, whoever is collecting the child will be asked to sign the pupil out at reception. This means the school has an accurate record of every child in the building for health and fire safety reasons.

Safe Temperature for Working Environment

The school must be heated to a minimum temperature of between 16-18 degrees Celsius.

**Serious Injury Procedure**

**An incident occurs where a member of the school community has suffered a serious injury that requires urgent medical attention**

Closest adult to the incident will immediately call for first aider. First Aider will make a decision to either call an ambulance or administer appropriate first aid. Management Team will be informed immediately.

**Next of Kin contacted immediately.**

If the management team / first aider decides that medical attention is required but not by way of ambulance, next of kin will be asked to make arrangements to take the injured person to a health centre / hospital.

Where an ambulance has been called, the injured person will remain where they are and a first aider will support until ambulance arrives.

* After any significant event where injury has been sustained, health and safety report will be completed by school staff and incident recorded within Aberdeenshire Council Incident Recording.

**Security of Personal Property**

* Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker. Personal items are not insured if left unattended and not secure.

**Health and Safety Adults Policy**

**Moving and Handling**

Foveran Primary School will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the**Manual Handling Operations Regulations**are fully complied with.

The Head Teacher will ensure the following arrangements are followed:

* Moving and handling is avoided whenever possible.
* If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
* Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.
* Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
* Any defective equipment is taken out of use until it is repaired or is replaced.
* An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.
* Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

**Security**

The Head Teacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertake regular routine security checks. Advice is obtained from the Health and Safety consultant on security matters and all crimes are reported to the Police and insurers.

All staff are made aware of the security procedures and know how to:

* Protect pupils from harm
* Guard against assault
* Safeguard property
* Contact the police/emergency services

New staff are informed of the school’s security arrangements and of their responsibilities before taking up their post.

As children progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities.

The Head Teacher will be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run way and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

* School prospectus
* School newsletter
* Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the police.

**The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.**

**Control of Access**

Foveran Primary School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

**Security of Personal Property**

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker. Personal items are not insured if left unattended and not secure.

**School Grounds**

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the perimeter pedestrian gates. Visitors and late arrivals should report directly to the administration office, signing-in and presenting any relevant credentials.

If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

**Access to the School Building(s)**

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has a secure reception area with an access control system installed.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff.

If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

**Entering and Leaving School**

All children enter and leave the school by their classroom doors. The front door is to be used only if a child arrives after 9.00am, when they should report to the office. All parents are asked to wait outside the school building unless invited in by a member of staff.

**Stress Management**

Foveran Primary School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The following arrangements are in place to locally manage staff health issues:

* Employees are advised that it is their responsibility to inform the Head Teacher of any ill health issues
* The Head Teacher will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
* The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
* The member of staff will be advised that support can also be provided through their trade union
* A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
* If it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

**Prevention of Work Related Violence Including Lone Working**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

* Staff are advised to:
* Avoid confrontation if possible
* Withdraw from situation
* Arrange seating so that a clear escape route from the room to a place of safety is available.
* Sit near the door, or use a room with two doors
* Follow measures/ procedures identified in violence and assaults risk assessment
* Contact emergency services, as appropriate.
* Inform the Head Teacher if confrontation has taken place

**Working at Height**

Foveran Primary School uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

The school will ensure that the legislation surrounding working at height, as detailed in the**Working at Height Regulations**are fully complied with, in particular:

* Work at height is avoided whenever possible.
* If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
* Those undertaking work at height have received appropriate instruction or training and training records are maintained.
* All access equipment (ladders, step ladders, tower scaffolds etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.
* Equipment not displaying the correct inspection label for the year or labelled defective is not used.

**Bomb Threats**

* Any warning Foveran Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the emergency plan and the emergency services informed.
* Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

**Insurance Policy**

# Public Liability Insurance

Aberdeenshire Council holds third party liability insurance, which indemnifies the Council against claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. In these circumstances all claims are handled on behalf of the Council by external Insurers and Claims Handling Agents and compensation is dealt with on a strict legal liability basis.  This means that there is no automatic compensation, the Council has to be found negligent in order for any compensation to be offered by our Insurers and / or Claims Handling Agents.

# School off Site Excursion Insurance

Aberdeenshire Council has in place a School Excursion Insurance policy, whereby both pupils and teachers are covered for offsite activities / trips both within the UK and abroad (offsite meaning off the school premises). The policy covers medical expenses, loss of baggage, cancellation ( as specified in the policy) , curtailment and change of itinerary (along with other sundry benefits) etc. for worldwide trips and adventurous activities (including winter sports), subject to policy terms and conditions being met.

If personal items such as jewellery, phones/tablets, watches etc. are taken on a school trip then these are taken at an individual’s own risk and are not covered under the policy, unless damage or loss is caused by an Aberdeenshire Council employee. Should a parent or carer want such items to be covered then this would need to be arranged by parents/carers independently of the school.

Parents may wish to consider their own insurance arrangements in terms of appropriate extensions to their household insurance or arranging their own separate covers.  Personal / individual cover is seen as a parental responsibility and it is your decision as to whether you feel it is appropriate to obtain this.

# The Head Teacher at Foveran School welcomes feedback on this document.

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