

**Health and Safety A-Z 2025/2026**

Reviewed – 01/09/2025

This is an Appendixes to the Transform Trust Health and Safety policy and indicates how this policy is put into practice at Pear Tree Community Junior School. Highlighted areas are in place but are under review.

A	
Accidents	<p>All pupil and staff accidents will be recorded electronically within their records on Scholarpack.</p> <p>Pupil accidents will be dealt with by a member of the first aid trained staff</p> <p>Staff accidents must be reported to First Aid Lead (Michelle Derbyshire)</p> <p>Accidents will be reported to the Trust and HSE if accident requires emergency hospital treatment or if the pupil / staff are unable to attend school / work for more than 7 days following the accident.</p> <p>Accidents are investigated and monitored termly.</p>
Asbestos	<p>The school building has been identified as having asbestos containing materials. The risk to health remains low if the fabric of the building is not disturbed in these areas. A management survey has been carried out and areas containing asbestos identified. The management of Asbestos is carried out by the Site and Operations Manager. This includes monthly checks, contractor compliance checks and having surveys completed before any building/invasive work commences.</p> <p>Staff <b>must</b> report any damage to the Site/Operations Manager straight away.</p> <p>Staff <b>must not</b> pin, staple, damage the fabric of the building in any way. Before any works are completed in your working area, you <b>must</b> check with the Site/Operations Manager.</p>
Asthma	<p>Pupils with diagnosed Asthma will be required to have an inhaler and spacer (if required) in school at all times.</p> <p>Parents will complete an Asthma care card which is shared with staff and consent to use the schools emergency inhalers if required. Staff trained in Asthma awareness.</p>
After School Club	<p>Consent to be sought from Parents prior to children attending a club.</p> <p>Registers to be created and used at each session.</p> <p>After school club risk assessment in place.</p>
B	
Boundary wall	<p>Boundary wall surveys will be completed annually by the Site Manager.</p> <p>Any area(s) identified as a potential hazard will be repaired / replaced at the earliest opportunity.</p>
Bodily Fluids	<p>Staff to use PPE when cleaning up bodily fluids. Staff must use assigned mop and bucket or spillage kits to clean up. Staff must log on Scholarpack when a child has been sick or bled and let parents know.</p> <p>All waste from the clean-up must be bagged up separately and disposed of to all other school waste.</p>
Breakfast club	<p>The club is ran by school staff who are all trained to deal with behaviour and first aid. Club is held in the dining room and the playground. All equipment is specifically for school use. A register is kept and the site is secure. Ratios are monitored and there is a maximum number that can book in. RA has been completed. Permission slips are obtained.</p>
C	
CCTV	<p>School has the use of CCTV to ensure the safety and security of the site / pupils / visitors / staff.</p> <p>Recordings will be kept for a maximum of 6 weeks after which it will be deleted.</p>

	Information will only be shared with the police on request if there is an assumption a crime has been caught on camera.
Cleaning	Cleaning materials will be noted on the COSHH register with copies available in Caretaker office and Admin office. Cleaning materials will be out of site in areas locked throughout the day Access to cleaning materials throughout the day should be requested to the Caretaker. Cleaning will take place at the beginning and end of school day outside of pupils learning time. Yellow signs will be used to indicate wet floors
Condition Survey	Inspections on the school building are completed 5 yearly with work identified by priority. Priority 1 work will be completed at the earliest opportunity. Priority 2 work will be completed within a year of the survey. Priority 3 work will be completed within 3 years of the survey.
Contractors	We will, where possible, invite contractors onsite outside of school hours. School will be notified by the contractors employer, of their safeguarding checks if they will be onsite during the school day. Safeguarding information will be kept on the schools Single Central Record. Contractors will be supervised whilst onsite by the Site Manager.
Curriculum	Risk assessments will completed for activities where there is a risk of injury/ill health. Precautions will be included in lesson plans as necessary. Risk Assessments are accessible to all staff on iAM Compliant system.
Cooking	Children should be supervised at all times by a member of staff. Food hygiene certificate should be completed by any staff member involved in cooking lessons. Follow safety notices in the event of a fire and first aid procedure in the event of a burn/accident.
Cosafe	Cosafe is the app based system used by school in the event a Lockdown is required. The app can be accessed via all staff devices and staff can have it on personal devices too. Cosafe can also be used if staff are lone working, it offers a panic button feature and alarms for events such as medical emergencies, lost child, trip emergencies.
Consent	Parental consent for all trips, visits, afternoon school activities and school events will be completed through letters prior to the event.
D	
Drinking Water	Filtered water coolers are placed around school for staff and pupils to access for drinking. 4 Classrooms in school have sinks with water fountain for drinking water. Pupils to bring their own water bottle to school each morning for filling. Hygiene / cleaning bottle is responsibility of pupils.
Display Screens	Risk Assessments are completed for designated users of display screen equipment.
E	
Electrical Safety	Electrical appliances PAT tested by a 'competent' person appointed by the school on an annual or bi-annual basis. Records are held on site. Visual inspections completed prior to use, defects reported to Site Manager/Operations Manager. Electrical installations inspected on a 5 yearly cycle, remedial action taken immediately. Report any broken or frayed cables to Site manager. Do not overload sockets with extension leads or plugs. Personal electrical items should ideally not be brought into school.

Evacuation	Evacuation notices displayed in every room highlighting evacuation point Practice evacuation completed each term. Evacuation evaluation including time of evacuation kept on iAM compliant system.
<b>F</b>	
First Aid	All first aid treatment will be recorded by the first aider on Scholarpack. Any injury above the shoulder will be reported to parent/carer at time of treatment regardless of whether the pupil goes home. Teacher to be informed of injury and/cause on return to classroom Policy available to view at: <a href="https://www.peartreej.derby.sch.uk/policies-statutory/">https://www.peartreej.derby.sch.uk/policies-statutory/</a>
Fire	Fire Risk Assessment in place. Evacuation plan displayed in every room showing evacuation meeting point. Information provided to visitors as part of induction. Children/staff with mobility issues will have evacuation procedure indicated with their personal risk assessment/PEEP. Fire extinguishers will be checked annually by O'Heap fire and security experts. Staff trained as fire wardens.
Finger Traps	Finger trap guards are applied to each door in school and are inspected regularly for splitting. Staff to inform the site manager if any need replacing. RA has been completed.
<b>G</b>	
Gas	All gas boilers/appliances are inspected annually by a 'competent' contractor from the Gas Safe register.
Gates	School gates are opened and supervised by a member of the senior leadership or site team at the beginning and end of the school day. Gates are kept locked at all times outside entry and exit times
Grounds Maintenance / Gardening	Gardening and Ground Maintenance work are carried out by Taylors Horticultural. General day to day works are carried out by the Site Manager(Litter picking/small repairs)
<b>H</b>	
Health Care Plan	Children who have ongoing health concerns or are on long term medication require a HCP this will be determined by the SENDCO
Home Visits	Home visits may be conducted by the Attendance Officer / Senior Leader / member of the Safeguarding Team School office will be informed of staff exit from school on home visits. Staff to sign out on Inventory system. Visits should be done in pairs and a mobile phone carried at all times. Risk Assessments in place and adhered to by staff.
Health & Safety	Competent advice, guidance, generic risk assessments and training is provided by Nottingham City Council's Schools Health and Safety Team. Health and safety annual audit completed by NCC H&S officer David Thompson. One or all of the following may be in attendance throughout inspections: Site Manager / OM / Chair of Governors Reports / findings will be shared with the Headteacher and Governing body along with details of actions required The H & S executive poster will be displayed in prominent area's in school. H & S Governor and H & S advisor details will be noted on this.
House Keeping	Termly buildings check made by Site Manager. Findings recorded and reported back to relevant staff when necessary along with actions required. Staff are expected to keep their work areas tidy and to clean up if there have been especially messy activities taking place in the classrooms. General waste and recycling bins are available in all areas of the school.

I	
Injury or Harm (staff only)	See first Aid Please ensure the relevant form is completed following an injury or direct harm. This will need to be filed with the admin team where it will be uploaded digitally to the most relevant Trust reporting surveys
Illness	In the event of pupil illness, staff should investigate options other than sending a child home. A drink of water, fresh air, toilet break or eating something may eliminate the reason for being unwell. Children who have been sick will be sent home and will not be required back in school for over 24 hrs. Children showing signs of being ill should be sent to the first aid room where an admin staff member will call home for parents to collect. Staff will supervise the child until parent arrives. Staff illness should be reported to line manager in the first instance, year group lead or Operations Manager for non-teaching support. Deputy / Headteacher should be informed if staff member is to go home, ideally this should be prior to them leaving.
Individual Risk Assessment	Staff who require a RA should complete this with OM. Copy will be kept within personnel file and reviewed at a time agreed by both parties
Indoor / outdoor play equipment	Trim trail equipment to have a visual inspection prior to use. Any defects / concerns should be reported to the Site or Operations Manager. Annual inspections will be carried out by a qualified inspector. PE equipment to be visually inspected by staff prior to use. Items showing defect should be removed from use and reported to Site or Operations Manager. Annual inspections will be carried out by an qualified inspector
Information	School website: <a href="https://www.peartreej.derby.sch.uk/">https://www.peartreej.derby.sch.uk/</a> will show much information that parents / staff or visitors may require. Further information can be requested by contacting the school office on <a href="mailto:admin@peartreej.derby.sch.uk">admin@peartreej.derby.sch.uk</a>
J	
K	
L	
Ladders/Step Stools	No ladder above 2m to be used by school staff without appropriate training certification. Regular maintenance / safety checks to be complete by Site Manager. Step Stools to be checked prior to use, any defects MUST be reported to a member of the site team and removed from use. Ladders / step stools must never be used by lone worker. Appropriate footwear should always be worn.
Lone working	The issue of lone working should only apply in school for the following staff: Headteacher / Operations Manager / Site Manager. Times for lone working should be avoided when possible, in the event it is not, then a member of the SLT should know when staff arrive and leave if they are onsite alone. Risk Assessment will be completed and Cosafe system utilised.
Legionella	Contractor will undertake and review a 5 yearly risk assessment Caretaker will ensure compliance testing for water hygiene is completed on a weekly / monthly and quarterly basis.
M	
Medical Conditions	Information on medical conditions are requested at the time of admission. Scholarpack will record information obtained by parents. Teacher will be informed when necessary of medical conditions.

	<p>Risk Assessment completed where relevant.</p> <p>Staff medical conditions must be made known to the Headteacher, a risk assessment will be completed - this may or may not be with advice from occupational health.</p> <p>All staff must provide emergency contacts to the office when joining the school and have responsibility of ensuring the information is up to date.</p>
Manual Handling	Risk assessments in place – training undertaken as necessary
Medicines	<p>Parents must offer signed consent for staff administration of medicines.</p> <p>Medication will be administered by named staff who have completed the appropriate training.</p> <p>Medication should be prescribed with child's name and dosage on bottle / box.</p> <p>Medication will be kept in in first aid room where it can be stored securely and in the fridge if there is a required to be kept cold.</p> <p>Inhalers will be kept in child's classroom, they should be named and easily accessible.</p> <p>Emergency inhaler is kept in the first aid room.</p> <p>Emergency epi pens are available in the first aid room and in the Drama block.</p>
Mental Health & Wellbeing	<p>The Trust Wellbeing policy can be obtained from the office for further guidance.</p> <p>The trust also offers Health Assured to all staff.</p>
N	
New and Expectant mothers	Staff should notify the Headteacher as soon as possible if they have a confirmed pregnancy to allow a risk assessment to be completed.
Needles	<p>Site Manager to do a site walk each day to ensure no needles or syringes have been disposed of over a wall. If found, Site Manager to remove with correct equipment.</p> <p>Risk Assessment has been completed.</p> <p>If medications is required using a needle, a trained first aider can administer with parent consent form filled in. Needles will be disposed of in a sharps box and collected by outside agency. Sharps box to be kept in locked cupboard in office area. RA has been completed.</p>
O	
Off Site Visits	<p>Prior to off site visits parents will be informed in writing of the visit with full details. Written consent will be required in the event of travel by public transport or coach.</p> <p>The visit co-ordinator will ensure all H &amp; S concerns have been addressed, a risk assessment received by the venue and a risk assessment completed by the trip organiser prior to the visit.</p> <p>A visit will be cancelled in the event that risk assessment are not received or complete.</p>
P	
Personal Safety	<p>The need for PPE will assessed through a risk assessment. This is likely to be applicable to premises staff only</p> <p>Access to building restricted to ID badge holders only unless cleared through front office</p> <p>Safety shielding between office staff and visitors</p> <p>Aggressive behaviour will not be tolerated, visitors / parents showing aggressive behaviour will be asked to leave / escorted off site and may be refused further entry.</p>
Positive Handling	<p>A positive handling policy is in place and can be accessed on the school website at <a href="https://www.peartreej.derby.sch.uk/policies-school/">https://www.peartreej.derby.sch.uk/policies-school/</a></p> <p>Training is undertaken by the well-being team and is refreshed every three years.</p> <p>Instances of handling will be recorded and reported to the Headteacher and the Governing body.<sup>5</sup></p>

Pat Testing	Electrical appliances are PAT tested by a 'competent' person appointed by the school on an annual or bi-annual basis. Records are held on site.
Physical Education	Inspection to be done of area to check location fit for PE activity. Check for spills or slippery surfaces. All children must wear appropriate footwear and clothing for activity. All indoor PE equipment is inspected yearly. Any defected equipment, not to be used and to be reported to site manager. First aiders available on site in case of injury. All staff to read the PE internal areas risk assessment before taking class.
Q	
R	
Roles and Responsibilities	<p><b>The law requires employees to:</b></p> <ul style="list-style-type: none"> <li>•take reasonable care of their own health and safety and that of others who may be affected by what they do at work</li> <li>•co-operate with their employers on health and safety matters</li> <li>•do their work in accordance with training and instructions</li> <li>•inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken</li> <li>•Employees should follow health and safety procedures put in place by their employer.</li> <li>•Teachers and other staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent.</li> </ul> <p>All staff are required to sign in and out of the school building using Inventory</p>
Risk Assessments	Risk assessments will be completed where necessary and shall be reviewed when necessary and on at least an annual basis. Completed risk assessments can be accessed on iAM compliant.
RIDDOR Reporting	<p>A RIDDOR report will be completed by the OM when:</p> <ul style="list-style-type: none"> <li>- A child is taken to hospital due to injury (Not as a precautionary measure)</li> <li>- Accident/injury outside of the 'normal' risks associated (Faulty equipment/Burns/Assault)</li> <li>- When the child or staff member has been absent for 7 days following an injury at work</li> </ul> <p>Once completed the report will be send to the trust for reference.</p>
S	
Sun Safety	<p>Parents should apply sunscreen to children before coming to school. Sunhats should be worn when necessary Risk assessment in place If children struggle with applying sunscreen then a permission form is needed for parent to sign. Attached to the RA.</p>
Snow/Ice	See emergency plan.
Security	See Security and safety policy. Repton security open and close school on a daily basis.
Stress	The Head of school is responsible for managing work related stress within the setting. When required a stress toolkit will be used by a senior leader.
T	
Travel in staff Cars	<p>Pupils should only travel with staff if parental consent has been sought unless considered urgent / emergency. In this instance the Headteacher / Deputy must be consulted Staff should try, where possible to travel in pairs. Details of insurance, MOT and driving licence checks should be recorded by the Operations Manager for staff likely to use their vehicle for pupil travel. It is the responsibility of staff to ensure seat belts are worn.</p>

Tools	All tools should be locked away when not in use – Outdoor shed or in the Site Managers room. Any tools being used for educational purposes should be included within the lesson risk assessment
Training	Statutory training completed by all staff on an annual basis. Records kept of training through a training matrix. Non statutory training completed annual or bi annual with record of training identified through the matrix. Training is expected to be complete by all staff including school Governors and staff employed externally with long term contracts.
U	
V	
Violence to Staff	Violence to staff by pupils will be reported to the Headteacher, recorded and submitted to the Trust. The school has a duty of care to all its stakeholders therefore will NOT tolerate aggressive or violent behaviour. Visitors / parents showing aggressive behaviour will be asked to leave / escorted off site and may be refused further entry. Non-compliance will result in police being called and criminal charges being brought. All instances of violence against staff is reported to the trust via an online reporting system.
Visitors	Sufficient notice should be given to Admin office of visitors expected in school. Visitors coming into school will be required to complete the sign in / out system 'Inventory.' Where DBS clearance has been received / confirmed, a green lanyard will be given to the visitor which gives them unsupervised movement around school. In the event that DBS has not been confirmed a red lanyard will be worn to denote that staff supervision is required for the entirety of their visit.
W	
Water	See Legionella and Drinking Water
XZY	