

Pear Tree Community Junior School

Health and Safety A-Z

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 any member of the first aid team</p> <p>Staff accidents must be reported to First Aid Lead (Jackie Ozmen)</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>5 yearly management surveys to any area identified as containing asbestos</p> <p>Log book available for all contractors to view before any maintenance / building work commences</p> <p>No invasive work will take place unless survey has been completed</p> <p>Log book managed by Caretaker</p>
B	
Boundary wall	<p>Boundary wall surveys will be completed annually by the Caretaker.</p> <p>Any area identified as a potential hazard will be repaired / replaced at the earliest opportunity</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 30 days after which it will be deleted.</p> <p>Information will only be shared with the police on request if there is an assumption a crime has been caught on camera</p>
Condition Survey	<p>Inspections on the school building are completed 5 yrly with work identified by priority.</p> <p>Priority 1 work will be completed at the earliest opportunity</p> <p>Priority 2 work will be completed within a year of the survey</p> <p>Priority 3 work will be completed within two years of the survey</p>
Contractors	<p>We will, when we can, invite Contractors onsite outside of learning hours.</p> <p>School will be notified by Contractor employers of their safeguarding checks if they are required to be onsite at the time of learning.</p> <p>Safeguarding information will be kept on schools Single Central Record.</p> <p>Contractors will be supervised whilst on site by Caretaker</p>
Curriculum	<p>Risk assessments will completed for activities where there is a risk of injury/ill health.</p> <p>Precautions will be included in lesson plans as necessary.</p> <p>Risk Assessments are accessible to all staff on the Teams Health & Safety channel</p>
Cooking	<p>Children should be supervised at all times by a member of staff</p> <p>Food hygiene certificate should be completed by any staff member involved in cooking lessons</p> <p>Follow safety notices on wall in the event of a fire / burn</p>
Cleaning	<p>Cleaning materials will be noted on the COSHH register with copies available in Caretaker office and Admin office.</p> <p>Cleaning materials will be out of site in areas locked throughout the day</p> <p>Access to cleaning materials throughout the day should be requested to the Caretaker.</p> <p>Cleaning will take place at the beginning and end of school day outside of pupils learning time.</p> <p>Yellow signs will be used to indicate wet floors</p>
D	
Drinking Water	<p>Filtered water coolers are placed around school for pupils to access for drinking</p> <p>4 Classrooms in school have sinks with water fountain for drinking water</p>

	Pupils bring in school provided water bottles 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. Electrical installations inspected on a 5 yr cycle, remedial action taken immediately. Battery operated equipment should replace electrical if possible, this may include Christmas lights and sensory equipment
Evacuation	Evacuation notices displayed in every room highlighting evacuation point Practice evacuation completed each term. Evac evaluation including time of evac kept within fire log book in Caretaker office
F	
First Aid	All first aid treatment will be recorded by the first aider on Scholarpack. Any injury above shoulder will be reported to parent at time of treatment regardless of whether the pupil goes home. A wrist band to be worn to indicate head bump for children staying in school. Teacher to be informed of injury and / cause on return to classroom Policy available to view at: https://www.peartreej.derby.sch.uk/policies-statutory/
Fire	Fire Risk Assessment in place Evacuation plan displayed in every room showing evacuation meeting point Info provided to visitors as part of induction Children with mobility issues will have evacuation procedure indicated with their personal risk assessment Fire extinguishers will be checked annually by O'heaps fire and security experts
G	
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
H	
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 Visits should be done in pairs – Mobile phone carried at all times Risk Assessments in place
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 Manger / SBM / 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 Caretaker and SBM Findings recorded and reported back to relevant staff when necessary along with actions required
I	
Information	School website: https://www.peartreej.derby.sch.uk/ will show much information that parents / staff or visitors may require. Further information can be requested by contacting the school office on admin@peartreej.derby.sch.uk .

Injury	See first Aid
Illness	<p>In the event of pupil illness, staff should investigate other options other than sending a child home. A drink of water, fresh air, toilet break or eating something may eliminate reason for being unwell.</p> <p>Children who have been sick will be sent home and will not be required back in school for over 24 hrs.</p> <p>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. Office will supervise the child until parent arrives.</p> <p>Staff illness should be reported to line manager in the first instance, year group lead or SBM for non-teaching support. Deputy / Headteacher should be informed if staff member is to go home, ideally this should be prior to them leaving</p>
Individual Risk Assessment	<p>Staff who require a RA should complete this with SBM or Head teacher.</p> <p>Copy will be kept within personnel file and reviewed at a time agreed by both parties</p>
Indoor / outdoor play equipment	<p>Trim trail equipment to have a visual inspection prior to use. Any defects / concerns should be reported to Caretaker/ SBM.</p> <p>Termly / annual inspections will be carried out by a qualified inspector.</p> <p>PE equipment to be visually inspected by staff prior to use. Items showing defect should be removed from use and reported to Caretaker.</p> <p>Annual inspections will be carried out by an qualified inspector</p>
J	
K	
L	
Ladders/Step Stools	<p>No ladder above 2m to be used by school staff without appropriate training certification</p> <p>Regular maintenance / safety checks to be complete by Caretaker</p> <p>Step Stools to be checked prior to use, any defects MUST be reported to a member of the site team and removed from use</p> <p>Ladders / step stools must never be used by lone worker</p> <p>Appropriate footwear should always be worn</p>
Lone working	<p>The issue of lone working should only apply in school for the following staff: Headteacher / SBM / Site Manager / Caretaker</p> <p>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.</p> <p>Risk Assessment will be completed</p>
Legionella	<p>Contractor will undertake and review a 5 yrly risk assessment</p> <p>Caretaker will ensure compliance testing for water hygiene is completed on a weekly / monthly and quarterly basis</p>
M	
Medical Conditions	<p>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> <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</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>The consideration of administering non- prescribed medication will be made on a 1:1 application.</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>

	Medication will be kept in well-being room in a locked cabinet or fridge in first aid room if there is a required to be kept cold. Inhalers will be kept in child's classroom, they should be named and easily accessible.
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
O	
Off Site Visits	Prior to off site visits parents will be informed where and when the visit will take place. A consent will be required in the event of travel by public transport or coach. The visit co-ordinator will ensure all H & 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. A visit will be cancelled in the event that risk assessment are not received or complete
P	
Personal Safety	The need for PPE will assessed through a risk assessment. This is likely to be applicable to premises staff only Access to building restricted to ID badge holders only unless cleared through front office Safety shielding between office staff and visitors 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
Positive Handling	A positive handling policy is in place and can be accessed on the school website at https://www.peartreej.derby.sch.uk/policies-school/ Training is undertaken by the well-being team and is refreshed every three years. Instances of handling will be recorded and reported to the Headteacher and the Governing body
Pat Testing	Electrical appliances PAT tested by a 'competent' person appointed by the school on an annual or bi-annual basis. Records are held on site Staff bringing in electrical equipment MUST have it PAT tested by the Site Manager / Caretaker before use, the only exception to this is if the item is new and evidence can be provided
Q	
R	
Roles and Responsibilities	DSL <ul style="list-style-type: none"> • Natalie Bounds – Head of School • Arvi Badwal – Deputy Head • Gurpreet Dosanjh – SENDCO • Nikki Black – Nurture Lead • Sam Hickey – Attendance Lead • Donna Burdis – Attendance Officer Lead First Aid <ul style="list-style-type: none"> • Jackie Ozmen – School Business Manager
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 through the Teams health and safety channel
S	
Sun Safety	Parents should apply sunscreen to children before coming to school. Sunhats should be worn when necessary Shelter will be available in the form of a gazebo erected on the playground / field when temperatures reach above 26° Risk assessments in place
Snow/Ice	See emergency plan
Security	See Security and safety policy
Stress	The Headteacher is responsible for managing work related stress within the setting. When required a stress toolkit will be used by a senior leader.
T	

Trips/Visits	See off site visits
Travel in staff Cars	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 – driving licence should be recorded by SBM for staff likely to use their vehicle for pupil travel It is the responsibility of staff to ensure seat belts are worn
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 Claire Smith at 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	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	