

Health and safety induction checklist

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|--|--------------------------|--------------------------|-----------------|
| Name | | Job title | |
| Department | | | |
| Start date: | | | |
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| Accident and hazard reporting | Yes | No | Comments |
| Explain: Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace Location and use of accident book Use of accident report forms | <input type="checkbox"/> | <input type="checkbox"/> | |
| Asbestos log | | | |
| Explain: Location and use of site asbestos log, including the instruction not to undertake any work that will interfere with the fabric of the building, unless authorised Location of any known asbestos Who the environmental hazards officer is | <input type="checkbox"/> | <input type="checkbox"/> | |
| COSHH | | | |
| Identify the location of risk assessments Explain the importance and use of personal protective equipment and ensure safe means of handling and storage items and substances | <input type="checkbox"/> | <input type="checkbox"/> | |
| Communication and consultation on health and safety | | | |
| Explain: Where staff can locate health and safety information What formal channels of communication there are within the school e.g. meetings, safety committees or other forum Who is appointed safety representative and how they can be contacted | <input type="checkbox"/> | <input type="checkbox"/> | |
| Display Screen Equipment (DSE) | | | |
| If a new starter is to use DSE as a significant and essential part of daily work then a workstation assessment should be undertaken and suitable equipment and or furniture provided (see EA health and safety website) Explain eyesight test provision entitlement | <input type="checkbox"/> | <input type="checkbox"/> | |

| Fire and emergency procedures | | | |
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| <p>Explain:</p> <ul style="list-style-type: none"> • Frequency of fire drills (termly) • How to raise the alarm in the event of an emergency • Evacuation procedure <p>Show:</p> <ul style="list-style-type: none"> • Emergency exit routes, alarm call points • Location of fire extinguishers • Assembly point <p>If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| First-aid provision | | | |
| <p>Explain:</p> <ul style="list-style-type: none"> • Names and location of first-aiders • How to contact first-aiders • Where to go for first-aid assistance • Location of first-aid boxes/equipment • Issuing of travelling first-aid kits | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and safety policy statement | | | |
| <p>Provide new starter with copy of school health and safety policy and summarise its contents, particularly:</p> <ul style="list-style-type: none"> • Responsibility of Board of Governors, Principal, managers • Employers and employees duties under health and safety legislation • Participation of employees • Local arrangements section | <input type="checkbox"/> | <input type="checkbox"/> | |
| Housekeeping arrangements and defect reporting | | | |
| <p>Explain:</p> <p>Principles of good housekeeping, particularly:</p> <ul style="list-style-type: none"> • Fire safety • Storage of combustibles • Signing in and out system • Keeping corridors and exit routes clear of obstructions • Electrical safety • Regularly checking for obvious faults such as loose wires • Not using obviously defective equipment and procedures for taking out of service • How to identify an appliance that has been PAT tested and the frequency of testing | <input type="checkbox"/> | <input type="checkbox"/> | |

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| <p>Note that staff must not bring any electrical item of equipment into school unless authorised by the Principal, Head of Department, etc</p> <p>General workplace safety</p> <p>Avoiding trip hazards e.g. cables, wires, boxes in main foot-traffic routes</p> <p>Keeping workplace clean and tidy as far as possible</p> <p>Procedure for reporting any building or maintenance defects and concerns relating to health and safety</p> | | | |
| Infection control | | | |
| <p>Explain:</p> <p>Principles of good hygiene</p> <p>Any specific risks of infection due to nature of work and provision of immunisation e.g. e-coli, flu</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Job specific training needs | | | |
| <p>Discuss specific training needs with new starter to identify additional training or instruction they may need e.g.:</p> <ul style="list-style-type: none"> • Manual handling • Use of specific machinery • Specialised work activities • Risk assessments • Familiarise new starter with equipment and machinery that they will commonly use • Determine whether any specialised training or instruction is necessary and arrange as necessary e.g. curriculum specific | <input type="checkbox"/> | <input type="checkbox"/> | |
| Lone working/personal safety | | | |
| <p>Explain school procedures for lone working (work carried out unaccompanied or without immediate access to assistance).</p> <p>Work involving significant risks e.g. work at height not to be undertaken whilst working alone</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Medicines | | | |
| <p>Explain school policy</p> <p>No member of staff should administer any medicines unless a request form has been completed by the parent/guardian and an action plan drawn up as required (include any special staff training requirements such as staff who are trained in the use of Epi-pens, storage arrangements, etc)</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Mobile phone use | | | |
| <p>Using a hand held mobile phone whilst driving is against EA policy and is breaking the law</p> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Off site visits | | | |
| <p>Explain: School procedures and co-ordinators role All off site visit activities must be risk assessed (see EA's health and safety website for examples). These assessments are monitored and reviewed by the Principal.</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Personal Protective Equipment | | | |
| <p>Arrange for necessary clothing/equipment to be ordered Explain:</p> <ul style="list-style-type: none"> • Why clothing/equipment is needed • How to request replacement clothing and or equipment • How to wear properly (if necessary) • How to store properly • How to check for and report defects | <input type="checkbox"/> | <input type="checkbox"/> | |
| Risk assessments | | | |
| <p>Explain and or show as appropriate:</p> <ul style="list-style-type: none"> • Principles and location of school risk assessments • Site/premises hazards • Procedures for safe systems of work • Lone working – reporting/buddy systems • New and expectant mothers risk assessment (if applicable) <p>Determine whether new starter has any health, medical or mobility issues that could affect their safety at work or the safety of others. If so record a special risk assessment detailing how these needs will be catered for on a daily basis and also in emergency evacuation situations</p> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Specific hazards | | | |
| Local manager to explain | <input type="checkbox"/> | <input type="checkbox"/> | |
| Wellbeing | | | |
| Explain systems in place within school for responding to individual concerns e.g. performance management, staff welfare | <input type="checkbox"/> | <input type="checkbox"/> | |
| Work at height | | | |
| Detail restrictions on staff using steps and ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, | <input type="checkbox"/> | <input type="checkbox"/> | |

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| contractors, etc | | | |
| Workplace facilities | | | |
| Show: Tour of workplace, including all common areas if workplace is shared with other occupiers Toilets Kitchen Tea/coffee/drinking facilities Staff/rest room | <input type="checkbox"/> | <input type="checkbox"/> | |

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| I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety | |
| Name of employee | |
| Job title | |
| Employee's signature | |
| | |
| Manager's name | |
| Position | |
| Manager's signature | |
| Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employee's personnel file | |