

2015

# Health and Safety Induction Policy



**FUTURES**  
Community College

## **Review Framework**

This document should be reviewed at the discretion of the Governing Body in conjunction with the Health and Safety Policy.

	<b>Date</b>
This document was created by Southend Borough Council	2014
This issue was revised and released on:	21 September 2015
It was agreed by the Governing Body on:	14 September 2015
It will be reviewed in:	September 2018

**Contents**

**Page  
number**

Introduction

3

**Appendix 1**

Health and Safety Induction Checklist

4

## Introduction

The Health & Safety at Work etc. Act 1974 requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health & safety of their employees. This is further expanded by the Management of Health & Safety at Work Regulation 1999, which identify situations where health & safety training is particularly important, e.g. when people start work or are exposed to new or increased risks.

On taking up a new appointment, line managers have a duty to ensure that all new members of staff receive an effective health & safety induction, and understand the relevant information given.

The new employee should be advised on the school policies and procedures that will allow them to work safely, which will include arrangements for first aid, fire and evacuation etc.

Where schools have an existing induction template it should be ensured that health and safety issues are adequately recorded on this. It would be recommended that such templates include a statement such as:

‘The school’s health and safety policy has been provided and local arrangements explained to me, and I fully understand my responsibilities toward health and safety’

To ensure that all the relevant information is supplied and that legal obligations are met, the induction checklist contained within [Appendix 1](#), should be used as a guide as to what should be covered.

It is not practicable for these documents to specify all associated risks, hazards and variations in practice that could occur. Thus these should be used templates, and modified, taking into account local surroundings and circumstances.

**Futures Community College**

**Health and Safety Induction Checklist**

When induction health and safety training is completed, the relevant box(es) should be ticked.  
For Items not covered, comments should be recorded giving reasons and date for completion.  
The new starter and person providing the induction should both sign the form and keep a copy

<b>Name:</b>		<b>Job Title:</b>	
<b>Department:</b>			
<b>Start Date:</b>			
<b>Accident and Hazard Reporting</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<p><i>Explain:</i></p> <ul style="list-style-type: none"> <li>• Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace</li> <li>• Location and use of local accident book</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Asbestos Log</b>			
<p><i>Explain:</i></p> <ul style="list-style-type: none"> <li>• Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised.</li> <li>• Location of any known asbestos</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COSHH</b>			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Communication &amp; Consultation on Health &amp; Safety</b>			
<p><i>Explain:</i> How staff can locate H&amp;S information</p> <p>Formal channels of communication within the school, e.g. meetings, safety Committees or other forum where Management meet with employee reps (union or otherwise)</p> <p>Identify Union / non-union appointed Safety Representative explain who they are and how they can be contacted</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Display Screen Equipment (DSE)</b>			
<p>If a new starter is to use DSE as a significant and essential part of daily work (&gt; 1hr continuously) perform a workstation assessment and provide suitable equipment/furniture as appropriate</p> <p>Provide new starter with leaflet 'Working with VDU's'</p> <p>Explain eyesight test provision entitlement</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire &amp; Emergency Procedures</b>			
<p><i>Explain:</i></p> <ul style="list-style-type: none"> <li>• Frequency of fire drills (termly)</li> <li>• How to raise the alarm in the event of an emergency</li> <li>• Evacuation procedure</li> </ul> <p><i>Show:</i></p> <ul style="list-style-type: none"> <li>• Emergency exit routes, alarm call points</li> <li>• Location of extinguishers</li> <li>• Assembly point</li> </ul> <p>If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?</p>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>First Aid Provision</b>			
<p><b>Explain:</b></p> <ul style="list-style-type: none"> <li>Names and locations of First Aiders</li> </ul> <p><b>Show:</b></p> <ul style="list-style-type: none"> <li>Where to go for first aid assistance</li> <li>Location of first aid boxes/equipment</li> <li>Issue of 'Travelling First Aid Kits'</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and Safety Policy Statement</b>			
<p><b>Provide</b> new starter with copy of local H&amp;S policy and summarise its contents, particularly:</p> <ul style="list-style-type: none"> <li>Responsibility of governing body, Headteacher, managers</li> <li>Employers &amp; Employees Duties under health &amp; safety legislation</li> <li>Participation of employees</li> <li>Local arrangements section</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping Arrangements &amp; Defect Reporting</b>			
<p><b>Explain:</b></p> <p>Principles of good housekeeping, particularly</p> <p><b>Fire safety</b></p> <ul style="list-style-type: none"> <li>Storage of combustibles</li> <li>Signing in &amp; out system</li> <li>Keeping corridors &amp; exit routes clear of obstructions</li> </ul> <p><b>Electrical safety</b></p> <ul style="list-style-type: none"> <li>Regularly checking for obvious faults such as loose wires</li> <li>Not using obviously defective equipment and procedures for taking out of service</li> <li>How to identify an appliance that has been PAT tested and the frequency of testing.</li> <li>Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager</li> </ul> <p><b>General workplace safety</b></p> <ul style="list-style-type: none"> <li>Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes</li> <li>Keeping workplace clean &amp; tidy as far as possible</li> <li>Procedure for reporting any building /maintenance defects and concerns relating to health &amp; safety.</li> </ul> <p><b>Show:</b> Location of defect report log book (if any)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Infection Control</b>			
<p><b>Explain:</b></p> <ul style="list-style-type: none"> <li>Principles of good hygiene.</li> <li>Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Job Specific Training Needs</b>			
<p><b>Discuss</b> specific training needs with new starter to identify additional training or instruction s/he may need e.g.:</p> <ul style="list-style-type: none"> <li>Manual handling</li> <li>Use of specific machinery</li> <li>Specialised work activities</li> <li>Risk assessments</li> </ul> <p><b>Familiarise</b> new starter with equipment and machinery that s/he will commonly use</p>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Determine</b> whether any specialised training or instruction is necessary and arrange as necessary e.g. curriculum specific such as trampolining, DATA for staff in DT etc.			
<b>Lone Working/Personal Safety</b>			Lone working means work carried out unaccompanied or without immediate access to assistance.
<b>Explain</b> school procedures for lone working Work involving significant risks (e.g. work at height) not to be undertaken whilst working alone.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Medicines</b>			
<b>Explain:</b> <ul style="list-style-type: none"> <li>School policy</li> <li><b>No</b> member of staff should administer any medicines unless a request form has been completed by the parent / guardian.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Include any other special staff training requirements, such as staff who are trained in the use of Epi-pens, storage arrangements etc.</i>
<b>Mobile Phone Use</b>			
<ul style="list-style-type: none"> <li>Using a hand-held mobile phone whilst driving is against council policy and will be breaking the Law.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	You are not required to use any type of mobile phone whilst driving on council business
<b>Offsite visits</b>			
<b>Explain:</b> School procedures and EVC's role. Use of Evolve for notification of visits to SBC	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal Protective Equipment</b>			
<b>Arrange</b> for necessary clothing/equipment to be ordered <b>Explain:</b> <ul style="list-style-type: none"> <li>Why clothing/equipment needed</li> <li>How to request replacement equipment/clothing</li> <li>How to wear properly (if necessary)</li> <li>How to store properly</li> <li>How to check for and report defects</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Risk Assessments</b>			
<b>Explain and/or show as appropriate:</b> <ul style="list-style-type: none"> <li>Principles and location of school risk assessments</li> <li>Site/premises hazards</li> <li>Procedures for safe systems of work</li> <li>Lone working – reporting/buddy systems</li> <li>New &amp; expectant mothers risk assessment (if applicable)</li> <li>Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others</li> </ul> <p>If so, record a 'special' risk assessment detailing how these needs will be catered for on a daily basis and also in an emergency evacuation situation</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Specific Hazards</b>			
Local Manager to <b>explain</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Wellbeing</b>			
<b>Explain</b> systems in place within school for responding to individual concerns	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Work at Height</b>			

<b>Detail</b> 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, contractors etc.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Workplace Facilities</b>			
<b>Show:</b> <ul style="list-style-type: none"> <li>Tour of workplace, including all common areas if workplace is shared with other occupiers</li> <li>Toilets</li> <li>Kitchen</li> <li>Tea/Coffee/Drinking Facilities</li> <li>Staff/rest room</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>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.</b>	
<b>Name of Employee:</b>	
<b>Job Title:</b>	
<b>Employees Signature:</b>	
<b>Managers Name:</b>	
<b>Position:</b>	
<b>Managers Signature:</b>	
<b>Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed in the employee's personnel file.</b>	