

HEALTH AND SAFETY INDUCTION CHECKLIST FOR NEW STAFF

Lanercost C of E Primary School

NAME OF NEW EMPLOYEE/VOLUNTEER	
DATE OF COMMENCEMENT	
POSITION HELD	
Identities and Roles of Key Personnel:	
HEAD TEACHER	
DEPUTY / ASSISTANT HEAD TEACHER(s) / SENIOR TEACHER	
SCHOOL BUSINESS MANGER / OFFICE MANAGER / ADMINISTRATOR	
SITE MANAGER / CARETAKER <i>(if relevant)</i>	
HEALTH & SAFETY COORDINATOR	
EDUCATIONAL VISITS COORDINATOR	
DESIGNATED SAFEGUARDING LEAD	
DEPUTY DESIGNATED SAFEGUARDING LEAD	
GOVERNOR RESPONSIBLE FOR LIAISING WITH LA AND/OR PARTNER AGENCIES ON ISSUES OF CHILD PROTECTION	
FIRE SAFETY MANAGER(S)	
FIRE WARDENS	
WORKPLACE FIRST AIDERS	
PAEDIATRIC FIRST AIDERS <i>(if relevant)</i>	
OTHER FIRST AIDERS <i>(if relevant)</i>	
CHAIR OF GOVERNORS	
HEALTH & SAFETY GOVERNOR	
TRADE UNION OR STAFF APPOINTED H&S REPRESENTATIVE(S)	

TO BE COMPLETED <u>PRIOR</u> TO APPOINTMENT			
NAME		POST	
SUBJECT	ACTION	✓ WHEN COMPLETE	
Safeguarding / Child Protection	<ul style="list-style-type: none"> • <i>Enhanced disclosure for Regulated Activity seen and verified by a member of Senior Management (NOTE: can be verified after appointment, providing new staff member is subject to reasonable supervision and the Children's Barred List has been checked separately PRIOR to the appointment date.</i> • <i>Children's Barred List Check</i> • <i>Prohibition Check (if employed to teach unsupervised or undirected)</i> • <i>Childcare Disqualification Declaration completed (by relevant staff) OR Criminal Self-disclosure form completed during recruitment process in line with The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendments) Regulations 2018</i> • <i>Section 128 Direction (for relevant persons in management positions including those holding Senior Leadership and Governance roles) - Academies & Independent Schools ONLY</i> • <i>Section 128 Direction (for ALL Governors appointed from 01/09/14) - Maintained Schools ONLY</i> • <i>Identification verified - address/dob</i> • <i>Relevant qualifications (if relevant) verified</i> • <i>Right to work in the UK verified</i> • <i>References verified</i> • <i>Medical Clearance obtained</i> • <i>Staff member cleared to work in educational establishment</i> <p><i>NOTE: Subscribing Schools are advised to use the SCR check lists available to download from the KAHSC website in order to ensure that all necessary information has been collated for future entry to the Single Central Record</i></p>		

TO BE COMPLETED ON THE FIRST DAY OF EMPLOYMENT

NAME		POST		
SUBJECT	ACTION			✓ WHEN COMPLETE
Induction	<i>Induction process explained to new starter</i>			
Child Protection	<i>Made aware of the Designated Safeguarding Lead and the Designated Teacher for Looked after or previously Looked after Children</i>			
Identification	<i>ID Badge issued</i>			
Security	<i>Operation of any security systems explained</i>			
Parking & Movement of Vehicles	<ul style="list-style-type: none"> <i>Instructions given regarding parking on site</i> <i>Parking permit issued (if relevant)</i> <i>Arrangements for the movement of vehicles on site explained</i> 			
Facilities	<ul style="list-style-type: none"> <i>Given a tour of the building and grounds</i> <i>Shown the location of toilets, changing areas and the staff room</i> 			
Smokefree Workplace	<i>Smokefree Workplace Policy explained</i>			
Fire Alarm	<i>Sound of the fire alarm demonstrated</i>			
Fire Evacuation & Assembly	<i>Shown the location and operation of fire exits and the fire assembly point</i>			
First Aid	<i>What to do if first aid is required for themselves or a child explained</i>			
Supervision	<i>Meeting with Mentor, Performance Manager or Line Manager arranged</i>			
Variations	<i>Explanation of any variations to working practices, procedures and risk assessments (an example would be protective measures in place during other emergencies including local or large scale public health incidents).</i>			
SIGNED:		<i>Head teacher or Health & Safety Coordinator</i>		DATE:
SIGNED		<i>Employee</i>		DATE:

TO BE COMPLETED WITHIN FIRST WEEK

NAME		POST	
SUBJECT	ACTION	✓ WHEN COMPLETE	
Day One Induction	<i>Check new starter has fully understood the 1st day's induction</i>		
School Health & Safety Policy	<i>Provide a copy to read and/or show where held</i>		
Supervision	<i>Supervision/Mentoring arranged and dates for next three months Induction organised</i>		
Fire & Evacuation Procedure	<ul style="list-style-type: none"> • <i>Shown location and operation of fire alarm manual call points</i> • <i>Shown how to raise the alarm in absence of above</i> • <i>Shown location of fire extinguishers and different types/uses explained</i> • <i>School fire evacuation procedures explained in depth including new starter's own role and responsibilities</i> • <i>Shown the fire evacuation assembly point(s)</i> 		
First Aid	<ul style="list-style-type: none"> • <i>Shown locations of First Aid box(es) and told who to report missing items to</i> • <i>Safe practices and use of additional PPE if required explained</i> 		
Supporting Pupils with Medical Conditions	<i>Made aware of the School Policy for Supporting Pupils with Medical Conditions including procedures for administering general medicines, safe practices and use of additional PPE if required and procedures for making school meal providers aware of pupils with specific food related allergies</i>		
Risk Assessments	<ul style="list-style-type: none"> • <i>Shown where risk assessments are kept</i> • <i>Risk Assessment process explained</i> 		
COSHH assessments	<ul style="list-style-type: none"> • <i>Shown where COSHH assessments & Material Safety Data Sheets are held</i> • <i>COSHH assessment procedures explained</i> 		
Panic alarms	<ul style="list-style-type: none"> • <i>Provided with a panic alarm (where relevant)</i> • <i>Shown locations and procedure for use explained</i> 		
Special hazards and risks within School	<i>Explained (where relevant)</i>		
Accidents	<ul style="list-style-type: none"> • <i>Shown location of Accident Books and Accident/ Forms</i> • <i>Accident Reporting & Investigation Procedure explained</i> 		
Hazards and Faults	<ul style="list-style-type: none"> • <i>Hazard and fault reporting procedures explained</i> • <i>Shown location of Hazard/Defect Report Book (where relevant)</i> 		
Violence at Work	<ul style="list-style-type: none"> • <i>Shown location of Accident Reporting Forms</i> • <i>Violent Incident Reporting Procedure explained</i> 		
Physical Intervention	<i>Shown procedures and Incident Record sheets for completion</i>		
Vaccinations	<i>Advice given on vaccinations for Hepatitis, Tetanus etc. (where applicable)</i>		
Electrical Safety	<ul style="list-style-type: none"> • <i>Advice given on safe use and regular checking of electrical equipment</i> • <i>Correct start up and stopping procedures of equipment explained (where relevant)</i> 		
Manual Handling	<i>Shown copy and read KAHSC General Safety Series G23 – Manual Handling of Loads (or similar guidance)</i>		

TO BE COMPLETED WITHIN FIRST WEEK

NAME		POST	
SUBJECT	ACTION	✓ WHEN COMPLETE	
Working at Height	<ul style="list-style-type: none"> Shown copy and read KAHSC General Safety Series G19 – Working at Heights (or similar guidance) Shown location of step ladders and safe use of equipment explained 		
Personal Protective Equipment	<ul style="list-style-type: none"> Size required ordered or issued If issued, use, care and disposal explained 		
Display Screen Equipment	<ul style="list-style-type: none"> Assessment of own Workstation done (see KAHSC General Safety Series G13 [or similar guidance]) Assessments of Workstation explained (including provision of eye tests for 'users') 		
Safeguarding/Child Protection	<ul style="list-style-type: none"> Definitions of Safeguarding and Child Protection explained Made aware of the: <ul style="list-style-type: none"> Overarching Safeguarding Statement (if school has one) Child Protection Policy and procedures (including the role of the DSL) Code of Conduct for Staff and Other Adults; explanation of low-level concerns and how to report them Whole School Behaviour Policy Online Safety Policy Child on Child Abuse Policy (if separate to the Child Protection Policy) First Day Calling Procedures (safeguarding response to children who go missing from education) <p>(staff to sign to confirm they have read and understood the contents)</p> Provided with a copy of: <ul style="list-style-type: none"> DfE 'Keeping Children Safe in Education' – Part 1 and Annex OR for those staff who do not work directly with children, Annex A can be provided instead of Part 1 DfE 'What to do if you're worried a child is being abused' Local Safeguarding Children Partnership (SCP) Summary of Allegations Management Procedures/Flow Chart' <p>(staff to sign to confirm they have read and understood the contents)</p> Whistleblowing Procedures explained Online Safety: Acceptable Use discussed and Acceptable Use Agreement signed by user Procedures for dealing with pupils images discussed Missing Child Procedures (children going missing from school care) explained 		
Equality	<ul style="list-style-type: none"> Information provided about the Single Equality Scheme & Objectives Broad definition of 'Equality' explained Procedures for reporting incidents of racism, harassment or other forms of discrimination explained 		
SIGNED:		Head teacher or Health & Safety Coordinator	DATE:
SIGNED		Employee	DATE:

TO BE COMPLETED WITHIN <u>FIRST THREE MONTHS</u>			
NAME		POST	
SUBJECT	ACTION		✓ WHEN COMPLETE
Week One Induction	<i>Check new starter has fully understood the 1st week's induction</i>		
Communication and Consultation	<ul style="list-style-type: none"> • <i>Explained how system of communication/consultation of safeguarding and health and safety issues operates</i> • <i>Encouraged to raise any concerns about any issue (open door policy)</i> 		
Panic Alarms	<i>Experienced panic alarm drill (where applicable)</i>		
Wellbeing	<i>Made fully aware of the School Policy, Risk Assessments, control measures and alerting systems in place to reduce stress and promote the wellbeing of staff</i>		
Common Law	<i>"Duty of Care" explained</i>		
School Health and Safety Policy	<ul style="list-style-type: none"> • <i>Shown and read School Health and Safety Policy</i> • <i>Aware of health and safety responsibilities of Head teacher</i> • <i>Aware of health and safety responsibilities of Health and Safety Coordinator</i> • <i>Had their own, other employees and employers responsibilities explained</i> 		
School Emergency/Contingency Plan(s)	<ul style="list-style-type: none"> • <i>Aware of the school Emergency/Contingency Plans (including Plans to offer Remote Education)</i> • <i>Aware of the SEMT (School Emergency Management Team) and their roles</i> • <i>Aware of any specific roles they may be required to fulfil during emergencies</i> 		
Competent Health and Safety Service Provider/Advice <i>[delete those that do not apply]</i>	<p><i>Cumbrian VA & Foundation Schools and Academies OR Non-Cumbrian Subscribers to KAHSC:</i></p> <ul style="list-style-type: none"> • <i>Aware of the role of Kym Allan Safeguarding, Health and Safety Consultants Ltd. and how to contact them</i> • <i>Shown how to access the KAHSC website and made aware of its contents including the 'Safety Series'</i> <p><i>Cumbrian Community and Voluntary Controlled Schools:</i></p> <ul style="list-style-type: none"> • <i>Aware of the role of the Corporate H&S Team AND Kym Allan Safeguarding, Health and Safety Consultants Ltd. and how to contact them</i> • <i>Shown how to access the CCC School Portal and Evolve and the KAHSC website and made aware of their contents</i> <p><i>Non Cumbrian Schools/Settings that are NOT KAHSC Subscribers</i></p> <ul style="list-style-type: none"> • <i>Aware of the role of the school/setting's competent Health and Safety Service Provider/Adviser and how to contact them</i> 		

TO BE COMPLETED WITHIN <u>FIRST THREE MONTHS</u>				
NAME		POST		
SUBJECT	ACTION			✓ WHEN COMPLETE
Cumbria County Council Health and Safety Policy	<i>Cumbrian Community and Voluntary Controlled Schools ONLY - Been shown copy of Cumbria County Council Health and Safety Policy Poster</i>			
HSE Law Poster/Leaflet	<ul style="list-style-type: none"> • Shown the location of the Health and Safety Law Poster • Been given or shown a copy of HSE: 'Health and Safety Law - what you need to know' leaflet 			
Absence	<i>Sickness absence procedures along with Back to Work Interviews</i>			
Specific hazards relating to individual job	<i>Shown appropriate risk assessments and understood associated control measures</i>			
Safeguarding/Child Protection	<i>Suitable Safeguarding Training undertaken</i>			
Supporting Pupils with Medical Conditions	<i>Additional training needs agreed with regard supporting children with specific or complex medical conditions</i>			
Further Training required	<i>Agreed training needs with set priorities - see Agreed Training Needs overleaf</i>			
SIGNED:		<i>Head teacher or Health & Safety Coordinator</i>	DATE:	
SIGNED		<i>Employee</i>	DATE:	

AGREED TRAINING NEEDS					
NAME			POST		
SUBJECT		ACTION		✓ WHEN COMPLETE	
Risk Assessment					
Safeguarding Training to appropriate level					
Safer Recruitment					
'Prevent' Awareness					
Manual Handling					
Educational Visits					
Managing Violence					
Team Teach/Positive Handling					
Supporting Pupils with medical conditions:					
<ul style="list-style-type: none"> - General awareness of school Policy & procedures - Safe practices and use of additional PPE if required - Administration of basic medicines - Specific training from health professional 					
First Aid to appropriate level					
Infection Control Procedures					
Food Hygiene to appropriate level					
Allergen Awareness					
Fire Safety Awareness					
Fire Warden					
Asbestos Awareness					
Legionella Awareness					
Work at Height					
Minibus Driver Assessment					
Any other identified H&S training needs					
SIGNED:			Head teacher or Health & Safety Coordinator	DATE:	
SIGNED			Employee	DATE:	