

# XXX SCHOOL

## HEALTH AND SAFETY INDUCTION CHECKLIST

**Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_

*Initial induction should to be completed within two weeks of starting. Emergency procedures should be covered in the first day. 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.*

1. Health and Safety Policy & Information	Yes	No	Comments
1.1 Has the School's Health and Safety Policy been explained to the new starter and a copy provided?	<input type="checkbox"/>	<input type="checkbox"/>	Explain responsibilities. Show where kept  Union representative and/or School Co-ordinator  In the Staff Room  In reception area
1.2 Have they been given a copy of the Staff Handbook?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Have they been told who the Health & Safety Competent Person is?	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Have they been made aware of the following Services, and how to contact them if advice is needed: • LEA - Health & Safety Services (tel. • Occupational Health Service (tel.	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Have they been told where the Health and Safety Notice Board is?	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Have they been shown the Health and Safety Poster and had the information explained?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Emergencies and Fire Arrangements	Yes	No	Comments
2.1 Has the new starter been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building?	<input type="checkbox"/>	<input type="checkbox"/>	Show where instructions sited in building     Show fire risk assessment
2.2 Have you explained where the fire assembly point is and the role of the Fire Wardens?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Do they understand their responsibilities in the event of a fire or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 Has the fire alarm tests and emergency drills been explained?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6 What to do in the event of a gas leak?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Welfare Facilities & First Aid	Yes	No	Comments
3.1 Have you pointed out the location of the toilets, washing facilities, kitchen & staff room etc (as appropriate)?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Have you pointed out the location of the nearest first aid box, first aid room and told them who the local first-aiders are (and how to contact them)?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Have they had a tour of all areas so they are familiar with the layout?	<input type="checkbox"/>	<input type="checkbox"/>	

4. Accidents and Hazard Reporting	Yes	No	Comments
4.1 Have you explained the incident / accident reporting procedure and how to report a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 Have you pointed out the location of the nearest Emergency Telephone and the emergency numbers?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Risk Assessments & Training	Yes	No	Comments
5.1 If the work of the new starter involves a significant amount of DSE use, have they been given a DSE leaflet and has their DSE workstation been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	Issue a copy of "working with VDU's" HSE or other LEA Guidance
5.2 Have you discussed the following issues with the new starter, where these are appropriate to their work:			
i. General workplace health & safety (housekeeping, safe storage, local rules etc)?	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Instructions on Manual Handling & Safe lifting techniques?	<input type="checkbox"/>	<input type="checkbox"/>	Specific risk assessment
iii. Work with hazardous substances, and the location of COSHH assessments and Safety Data Sheets, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Safe use & maintenance of machinery and equipment, including pointing out the safety features?	<input type="checkbox"/>	<input type="checkbox"/>	Ensure read manufacturers' how to use manual'
v. Electrical safety?	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Risk assessments and safe systems of work specific to the work of the new starter (if not covered above)?	<input type="checkbox"/>	<input type="checkbox"/>	Go through all risk assessments applicable to job.
vii. Has the H&S training needs of the new starter been identified? (please record in section 8 below).	<input type="checkbox"/>	<input type="checkbox"/>	
6. Work Outside Hours and Prohibitions	Yes	No	Comments
6.1 Have you explained the school policy on work outside normal working hours?	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 Where appropriate, have you explained which work activities they are not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Personal Protective Equipment	Yes	No	Comments
7.1 Have you informed them of any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?	<input type="checkbox"/>	<input type="checkbox"/>	Refer to risk assessments
7.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?	<input type="checkbox"/>	<input type="checkbox"/>	

**8. Health and Safety Training Needs**

List here any health and safety training needs identified (including timescales for attendance) and any additional H&S information required by / for the new starter:

**9. Health and Safety Statutory Qualification**

List here any Health and Safety Statutory Qualifications currently held:

_____	Date completed: _____
_____	Date completed: _____
_____	Date completed: _____
_____	Date completed: _____
_____	Date completed: _____
_____	Date completed: _____

**Declaration**

*I certify that the above health and safety induction subjects have been explained:*

Induction conducted by: \_\_\_\_\_ Date \_\_\_\_\_  
*(please include job title)*

Employee signature: \_\_\_\_\_ Date \_\_\_\_\_

*I certify that the above listed qualification(s) have been completed successfully with award of certificate:*

Qualification & Certificates \_\_\_\_\_ Date \_\_\_\_\_  
checked by:

*(please include job title)*  
Employee signature: \_\_\_\_\_ Date \_\_\_\_\_