

HEALTH AND SAFETY INDUCTION CHECKLIST FOR NEW STAFF	
BRANSTY PRIMARY SCHOOL	
NAME OF NEW EMPLOYEE/VOLUNTEER	
DATE OF COMMENCEMENT	
POSITION HELD	
Identities and Roles of Key Personnel:	
HEAD TEACHER	Joanne Fearon
DEPUTY / ASSISTANT HEAD TEACHER(s) / SENIOR TEACHER	Laura Bell
SCHOOL BUSINESS MANGER / OFFICE MANAGER / ADMINISTRATOR	Catherine Johnson
SITE MANAGER / CARETAKER	Barbara Rae
HEALTH & SAFETY COORDINATOR	Catherine Johnson
EDUCATIONAL VISITS COORDINATOR	Charlotte Mullen / Claire Parr
DESIGNATED SAFEGUARDING LEAD	Joanne Fearon
DEPUTY DESIGNATED SAFEGUARDING LEAD	Laura Bell John Lee
GOVERNOR RESPONSIBLE FOR LIAISING WITH LA AND/OR PARTNER AGENCIES ON ISSUES OF CHILD PROTECTION	Stephen Jackson
FIRE SAFETY MANAGER(S)	Barbara Rae
FIRE WARDENS	Barbara Rae
WORKPLACE FIRST AIDERS	
PAEDIATRIC FIRST AIDERS (<i>if relevant</i>)	Refer to First Aider list
OTHER FIRST AIDERS (<i>if relevant</i>)	John Lee – Forest Schools
CHAIR OF GOVERNORS	Stephen Jackson
HEALTH & SAFETY GOVERNOR	Steve Walker
TRADE UNION OR STAFF APPOINTED H&S REPRESENTATIVE(S)	N/A

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 - https://www.teacherspensions.co.uk/employers/training-and-resources/references/tp-online.aspx)</i> • <i>Children's Barred List Check</i> • <i>Prohibition Check (if teaching staff)</i> • <i>Staff Suitability Declaration completed (by relevant staff) (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) – 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</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> 		
Smoke free Workplace	<i>Smoke free 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 arranged</i>		
Variations	<i>Explanation of any variations to working practices, procedures and risk assessments (an example would be protective measures in place regarding pandemics).</i>		
SIGNED:		<i>Head teacher or Health & Safety Coordinator</i>	DATE:
SIGNED		<i>Employee</i>	DATE:

TO BE COMPLETED WITHIN <u>FIRST WEEK</u>			
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> 		

TO BE COMPLETED WITHIN <u>FIRST WEEK</u>			
NAME		POST	
SUBJECT	ACTION	✓ WHEN COMPLETE	
Manual Handling	<i>Shown copy and read KAHSC General Safety Series G23 – Manual Handling of Loads (or similar guidance)</i>		
Working at Height	<ul style="list-style-type: none"> • <i>Shown copy and read KAHSC General Safety Series G19 – Working at Heights (or similar guidance)</i> • <i>Shown location of step ladders and safe use of equipment explained</i> 		
Personal Protective Equipment	<ul style="list-style-type: none"> • <i>Size required ordered or issued</i> • <i>If issued, use, care and disposal explained</i> 		
Display Screen Equipment	<ul style="list-style-type: none"> • <i>Assessment of own Workstation done (see KAHSC General Safety Series G13 [or similar guidance])</i> • <i>Assessments of Workstation explained (including provision of eye tests for ‘users’)</i> 		
Safeguarding/Child Protection	<ul style="list-style-type: none"> • <i>Definitions of Safeguarding and Child Protection explained</i> • <i>Made aware of the:</i> <ul style="list-style-type: none"> - <i>Overarching Safeguarding Statement (if school has one)</i> - <i>Child Protection Policy and procedures (including the role of the DSL)</i> - <i>Code of Conduct for Staff and Other Adults; explanation of low-level concerns and how to report them</i> - <i>Whole School Behaviour Policy</i> - <i>Online Safety Policy</i> - <i>Child on Child Abuse Policy (if separate to the Child Protection Policy)</i> - <i>First Day Calling Procedures (safeguarding response to children who go missing from education)</i> <p><i>(staff to sign to confirm they have read and understood the contents)</i></p> <ul style="list-style-type: none"> • <i>Provided with a copy of:</i> <ul style="list-style-type: none"> - <i>DfE ‘Keeping Children Safe in Education’ – Part 1 and Annex B OR for those staff who do not work directly with children, Annex A can be provided instead of Part 1</i> - <i>DfE ‘What to do if you’re worried a child is being abused’</i> - <i>Local Safeguarding Children Partnership (SCP) Summary of Allegations Management Procedures/Flow Chart’</i> <p><i>(staff to sign to confirm they have read and understood the contents)</i></p> <ul style="list-style-type: none"> • <i>Whistleblowing Procedures explained</i> • <i>Online Safety: Acceptable Use discussed and Acceptable Use Agreement signed by user</i> • <i>Procedures for dealing with pupils images discussed</i> • <i>Missing Child Procedures (children going missing from school care) explained</i> 		
Equality	<ul style="list-style-type: none"> • <i>Information provided about the Single Equality Scheme & Objectives</i> • <i>Broad definition of ‘Equality’ explained</i> • <i>Procedures for reporting incidents of racism, harassment or other forms of discrimination explained</i> 		
SIGNED:		Head teacher or Health & Safety Coordinator	DATE:
SIGNED		Employee	DATE:

TO BE COMPLETED WITHIN FIRST THREE MONTHS

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>	N/A
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	<p>Cumbrian Community and Voluntary Controlled Schools:</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 <u>and</u> the KAHSC website and the and aware of their contents</i> • <i>Fully aware that these guidance documents are available to all staff at anytime</i> 	

TO BE COMPLETED WITHIN FIRST THREE MONTHS

NAME		POST	
SUBJECT	ACTION		✓ WHEN COMPLETE
Cumbria County Council Health and Safety Policy	<i>Been shown copy of Cumbria County Council Health and Safety Policy Poster</i>		
HSE Law Poster/Leaflet	<ul style="list-style-type: none"> • <i>Shown the location of the Health and Safety Law Poster</i> • <i>Been given or shown a copy of 'Health and Safety Law – what you should know' leaflet Click here to access</i> 		
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				
Variations to working practices (<i>an example would be pandemics</i>)				
Safeguarding Training to appropriate level				
Safer Recruitment				
'Prevent' Awareness				
Manual Handling				
Educational Visits				
Managing Violence				
Team Teach/Positive Handling				
Supporting Pupils with medical conditions:				
- 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				
Food Hygiene to appropriate level				
Allergen Awareness				
Fire Safety Awareness				
Fire Warden				
Minibus Driver Assessment				
Any other identified H&S training needs				
SIGNED:		Head teacher or Health & Safety Coordinator	DATE:	
SIGNED		Employee	DATE:	