

Egglescliffe C.E. Primary



STAFF & VOLUNTEER INDUCTION POLICY

Name of member of staff:

Signed:.

Date:.

CODE OF PRACTICE

To guarantee that the requirements of relevant legislation are met and to safeguard the safety and welfare of visitors to the school. The school has adopted a code of practice of a mandatory health & safety induction for all staff and volunteers coming onto the school premises – except those under escort who will be on the premises for a short period of time.

The induction should follow the format as set out in the Induction Checklist contained within appendix 1. The school recognises that it is not practicable for this document to specify all associated risks, hazards and variations in practice that could occur. The checklist should, therefore, be used as a template, and modified using professional judgement, considering local circumstances.

1.1.1 RESPONSIBILITIES

Staff as nominated by the Head Teacher, will have a delegated duty to carry out effective Health & Safety Inductions. The Head Teacher will provide support and advice on all aspects of health and safety induction as requested by staff members.

GUIDANCE

1. Induction Procedure

The responsible person, as nominated by the Head teacher, should carry out the Induction during the inductee's first week of work with the school. The administrator, nominated by the Head Teacher will check the form for completeness, log it as returned and file it.

The induction should follow the format of the Health & Safety Checklist as contained in appendix 1. Only items that are relevant to the inductee should be covered.

2. Monitoring

The Head Teacher has the duty to ensure that all new members of staff, students and volunteers receive an effective health & safety induction, and the induction forms will be subject to audit by the school's Health and Safety Advisor.

As with all health and safety policies, the normal disciplinary procedures will apply if this policy is not complied with. The effectiveness of the policy will be assessed from time to time and will be subject to review.

HEALTH & SAFETY INDUCTION CHECKLIST

1.	HEALTH & SAFETY POLICIES	Date	Initials
a	Received and understood a copy of the School Health & Safety Policy		
b	Names of individuals with safety responsibilities		

2.	FIRE SAFETY	Date	Initials
a	Action in the event of a fire including fire exits, fire evacuation route and assembly points and any alternative routes		
b	Difference between 'end of session' alarm and 'evacuation' alarm (explain)		
c	Identification of any inductee disabilities or difficulties in responding to an emergency evacuation		

3.	ACCIDENTS & ABNORMAL OCCURENCES	Date	Initials
a	Accident reporting procedure		
b	Location of accident report forms		
c	Location of the nearest first aid kit and contact details for first aider		
d	Action in case of injury to self or others		
e	Action to be taken in case of physical assault.		

4.	SMOKING	Date	Initials
a	School Smoking Policy (where can or can't)		

5.	RISK ASSESSMENT	Date	Initials
a	Show where to find all relevant risk assessments, including COSHH if relevant)		
b	Arrangement for user assessment of display screen equipment (for DSE users only)		

6.	SAFETY REPRESENTATION & TRAINING	Date	Initials
a	Explanation of Health, Safety and Welfare complaints procedure		
b	Explanation on the procedure for health & safety training requests		

7.	GENERAL HEALTH & SAFETY OF PREMISES	Date	Initials
a	Correct access and egress routes		
b	Limitations of access during icy weather		
c	Procedure for dealing with and/or reporting spillages and slippery conditions within the school.		

8.	PROTECTIVE EQUIPMENT	Date	Initials
a	Arrangement for obtaining PPE.		
b	PPE replacement procedures		

9.	ELECTRICAL EQUIPMENT	Date	Initials
a	Checks required before using electrical equipment		

b	Action if faults found		
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10.	CHEMICAL HAZARDS	Date	Initials
a	Safe handling, storage and disposal methods for COSHH items		

11.	DISPOSAL	Date	Initials
a	Waste/rubbish disposal system		

12.	1. <u>USE OF MACHINERY OR EQUIPMENT</u>	Date	Initials
a	Procedure for training in use of new equipment if required		
b	Procedure for servicing and inspection of equipment		
c	Procedure for reporting of faults with equipment		

13.	2. <u>OTHER HAZARDS</u>	Date	Initials
a	Any other matters identified as important in your particular department		
b	Explanation of site traffic and parking system (as applicable)		

14.	WORKING AT HEIGHT	Date	Initials
a	0-450mm and use of elephant stool. Location		
b	450-1000mm use of stepladders (training certificate required) location		
c	Above 1000mm (training certificate required)		

	You must not attempt any WAH tasks unless you have received appropriate training		
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15.	MANUAL HANDLING	Date	Initials
	You must not attempt any MH tasks unless you have received appropriate training		

16.	LONE WORKING	Date	Initials
a	All lone working must be agreed prior to commencing		
b	Follow lone working procedure		
c	Ensure you have read the risk assessment for lone working		

17.	COVID-19 (PANDEMIC)	Date	Initials
a	School Covid-19 Risk Assessment		
b	Follow schools protocol for possible Covid-19 symptoms		
c	Disclose any medical conditions that may classify you as Clinically Extremely Vulnerable under the new Government Guidance.		

To be completed by the new member of staff:

I agree that I have been given all relevant information covered by the above list

NAME (block capitals)

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SIGNED **DATE**

To be completed by Appointed Person delivering the Induction:

I confirm that the above named has received safety induction training as indicated on this checklist

NAME (block capitals)

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SIGNED **DATE**

To be completed by the Head Teacher:

I confirm that I have been introduced to the above member of staff

SIGNED **DATE**