

## Health and Safety Induction Checklist - Schools

<b>Employee name</b>		<b>Starting Date</b>	
<b>Role</b>		<b>Manager name</b>	
<b>School Name</b>			

**Managers are required to undertake this induction within appropriate timescales dependent on the role of the employee. This completed form should then be put on the employee's personal file or uploaded onto YourHR, if you have access.**

		YES	NO	N/A
<b>1</b>	I have undertaken the Corporate, Health and Safety e-learning (Learning Hub ref HSW IN001) (or have read paper copy version)			
<b>2</b>	I know who to report health and safety issues to			
<b>3</b>	I've been shown/made aware of the following for my normal base location and any other relevant work locations: <ul style="list-style-type: none"> <li>• The welfare facilities</li> <li>• "Health and Safety Law: what you should know" poster</li> <li>• Smoke free workplace policy</li> <li>• Fire evacuation arrangements/assembly point</li> <li>• First aid arrangements</li> <li>• Accident reporting procedure/arrangements</li> <li>• Security</li> </ul>			
<b>4</b>	I've completed the fire safety awareness training (Learning Hub ref HSW FI006) (or have read paper copy version)			
<b>5</b>	I've discussed any personal emergency evacuation requirements (if relevant)			
<b>6</b>	Personal protective equipment relevant to my role has been provided/ordered			
<b>7</b>	I've been made aware of equipment that I'm either prohibited to use or can't use until I've received training/instruction			
<b>8</b>	I'm aware of WCC Wellbeing provision, e.g. the Employee Assistance Programme (EAP) ( <b>only if Schools have bought into this EAP provision</b> ) the Individual Wellness Plan, and any other wellbeing provision the school offers. <a href="#">Information available on the school document site</a>			
<b>9</b>	I'm aware of and understand my employee responsibilities and any other role specific responsibilities within the WCC Health and Safety Policy.			
<b>10</b>	I'm aware of where to find any relevant topic based WCC Health and Safety policies, Standards for Schools, guidance and information. <a href="#">Information available on the school document site</a>			
<b>11</b>	I've read, understood and know where to access risk assessments, safe systems of work, safe working procedures and any other documents relevant to my role			
<b>12</b>	I have undertaken the display screen equipment training and quiz and I have completed a DSE self-assessment (Learning Hub ref HSW DS004) (or paper version). (This should only be completed by employees whose managers have confirmed that they are DSE "defined users" - see DSE guidance for definition)			
<b>13</b>	I've completed the Driving at Work training (Learning Hub ref HSW DR001) (or have read paper version)			

14	The training and competency requirements for my role have been discussed and agreed			
15	I have been informed about any relevant support services that are available			
<b>Employee signature</b>		<b>Manager signature</b>		
<b>Date</b>				

**If you manage employees, activities and/or have responsibility for projects/control of a premise/s/site/s, there are specific health and safety management responsibilities that you will need to discuss with your Manager at induction. These are in addition to those above and will include:**

		YES	NO	N/A
1	Be aware of how and where to access health and safety policies, Standards for schools, guidance and information: <a href="#">Information available on the school document site</a>			
2	Be aware of and understand the management responsibilities within the WCC Health and Safety Policy and any other relevant WCC policies, guidance and information			
3	Arrange to attend The Management of Health and Safety training course (mandatory training for managers) (Book via Learning Hub MT005)			
4	Arrange to attend a Risk Assessment Workshop Training Course (if responsible for teams activities/risk assessments) (Book via Learning Hub RA002)			
5	I have completed the annual fire safety briefing for all of my staff: <a href="#">Information available on the school document site</a>			
6	Be aware of the wellbeing support available to both you and the team that you manage. This includes but is not limited to: <ul style="list-style-type: none"> <li>- Employee Assistance Programme (either the WCC service if the school has subscribed, or another provision if the school offers it) and how to access it</li> <li>- Occupational Health provision: create an account and awareness of the process to refer an employee</li> <li>- Individual and Team Wellness Plans: it is advised and encouraged that you either complete these plans with your team and each member of staff; or you review existing plans</li> </ul> <a href="#">Information available on the school document site</a>			
7	Your role may include other specific responsibilities that you will need to be aware of, (for example but not an exhaustive list) <ul style="list-style-type: none"> <li>• Implement requirements from WCC policies and guidance</li> <li>• Identify and plan staff health and safety training needs</li> <li>• Ensure risk assessments are undertaken and reviewed</li> <li>• Ensure accidents/incidents are reported and investigated</li> <li>• Ensure workplace H&amp;S inspections are undertaken</li> <li>• Ensure a list of hazardous substances is maintained, material safety data sheets and risk assessments are in place</li> <li>• Planning and managing H&amp;S within projects/works such as contractors/construction/events</li> <li>• Ensuring equipment/machinery is checked pre-use, serviced, maintained, tested and inspected</li> </ul>			

<b>Employee signature</b>		<b>Manager signature</b>		
<b>Date</b>				