



# St John Fisher Catholic College

## Template for the Health & Safety Induction of new staff

To be completed by the line manager with the member of staff. Please tick each point as it is covered and then keep the completed form in the dept. Health & Safety Folder.

Member of staff:  Line manger:  Date:

The employee should be provided with the following documentation and given an outline of the contents of each -

- School Health & Safety Policy
- Risk Assessment Guidelines
- Adverse Weather Guidelines
- Dealing with Accidents
- Manual Handling Guidelines
- Use of VDU equipment Guidelines
- General Health & Safety Guidelines
- COSHH Guidelines
- Noise in the Work place Policy
- School Minibus Policy
- Restrictive Physical Intervention Policy
- Emergency Evacuation Procedures
- Working at Heights Guidelines

The employee should be informed that further H&S information can be obtained from the following sources:

- 'Health & Safety folder' on the Staff Information Drive
- HSE website

The employee should be informed about the Health & Safety committee and who their departmental representative is.

The employee should be informed about the procedures for reporting any concerns they have (including the 'Staff comments box' which is located in the staff work room).

The employee should be informed of the procedures for staff absence and provided with the relevant contact details

The employee should be shown the general Health & Safety video (*obtainable from the H&S Co-ordinator.*)

The employee should be provided with the following H&S contact details;

- School Health & Safety Co-ordinator; [richard.milan@sjfcc.net](mailto:richard.milan@sjfcc.net)
- Health & Safety Executive; (01782) 602300
- SCC Occupational Health Unit; (01785) 276283
- Premises Manager; [gareth.barbour@sjfcc.net](mailto:gareth.barbour@sjfcc.net)

Union Representatives;

- NUT - [amelia.carr@sjfcc.net](mailto:amelia.carr@sjfcc.net)
- NAS/UWT - [sharon.machin@sjfcc.net](mailto:sharon.machin@sjfcc.net)
- ATL - TBA

The employee should be provided with any Personal Protective Equipment (PPE) necessary to carry out their duties safely and receive any associated training necessary.

Training should be arranged for any staff who may be required to work at height. (*Until the training has been received they should be restricted from carrying out such duties.*)

Any staff who are required to carry out significant 'Manual Handling' as part of their duties should be shown the relevant training video (*available from the Health & Safety co-ordinator*).

If further 'Manual Handling' training is required this should be arranged through the CPD / H&S Co-ordinator.

The employee should be given the opportunity to ask any questions they may have relating to Health & Safety. (*If the line manager is unable to answer these they should be referred to the Health & Safety Co-ordinator.*)

The line manager should check the 'Mandatory Health & Safety Training Matrix' to identify if any further training is required for the post. If so they should make arrangements for this through the CPD / H&S Co-ordinator.

Signature of Line Manager:

Signature of new employee:

Date: