

Health & Safety Induction Form

New Employees and Annual Confirmation

Employee Name:	Sponsor Name:
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Have you received a basic induction to all items listed on the school's Health & Safety Induction & Refresher Briefing?	Y/N	
Are you aware of the contact details for the school's Health and Safety Officer (HSO)?	Y/N	
Are you aware of the key laws and regulations that determine our Health & Safety duties as a school?	Y/N	
Do you understand that all incidents, accidents and near misses must be reported immediately to the HSO to comply with the school's recording and reporting procedures?	Y/N	
Has access to a school computer been arranged for you and is it working?	Y/N	
Has a school email address been arranged for you and is it working?	Y/N	
Have you visited the public policies page on the school's website and are you familiar with the contents?	Y/N	
Have you visited the password protected health and safety arrangements page on the school's website where you can find all policies, forms, advice, guidance and further information from government departments and agencies etc.? https://www.southdevonsteinerschool.org/health-and-safety.html (Password: healthandsafety2018)	Y/N	
Has an EduCare account been arranged for you and is it working?	Y/N	
If you work for more than two hours per working day on a computer on school premises: Have you completed the display screen assessment form and submitted it to Marcus Link?	Y/N	
Are you aware of and will you comply with the following school policies and any policies referred to therein? <ul style="list-style-type: none"> • Health & Safety Policy • First Aid Policy • Fire Safety Policy • Manual Handling Policy • Slips, Trips & Falls Policy • Working at Height Policy 	Y/N	
Have you completed the EduCare Health & Safety course and completed the test? https://lms.educareforeducation.com/Course/316-health-safety-in-education.aspx	Y/N	Score:
Do you understand the need to create detailed and specific risk assessments for facilities, activities and school trips and will you comply with the Risk Management Policy?		
Have you read the Lone Working Policy and have you completed a Lone Working Risk Assessment?	Y/N	
Have you completed the EduCare Equality and Diversity course and completed the test? https://lms.educareforeducation.com/Course/334-equality-diversity.aspx	Y/N	Score:
Have you completed the health & hygiene adherence form and submitted it to Marcus Link?	Y/N	

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Optional: Have you completed the EduCare Food Hygiene & Safety training?	Y/N	Score:
Optional: Have you completed the EduCare First Aid Essentials training?	Y/N	Score:
Optional: Have you completed the EduCare Fire Safety in Education training?	Y/N	Score:
Are you aware of the appropriate fire exits for all of the buildings you will regularly be working in, the location of the fire alarm call points and fire evacuation assembly points?	Y/N	
Have you familiarised yourself with the list of First Aiders which is displayed at various prominent locations in the school buildings (e.g. staff rooms)?	Y/N	
Are you aware of the school's signing-in procedures for staff and visitors?	Y/N	
Are you aware of the school's duty to know who is on site at any time during school hours?	Y/N	
Are you aware that staff can receive free, confidential counselling from the school's EAP with an external, independent organisation?	Y/N	

Health & Safety Staff & Contact Details

Health & Safety Trustee: Christopher Cooper

Health & Safety Officer (HSO): Marcus Link (Extension *204, marcus.link@steiner-south-devon.org)

Health & Safety Team: Marcus Link, Kaycee Fordham, Mark van Vliet, Christopher Cooper

To be completed by the employee

I confirm that all the above points have been made clear to me, that I understand them and will comply with all the school's health and safety procedures.

Name (Print): _____ Date: _____

Signature: _____

To be completed by school staff carrying out the induction

I confirm that I have communicated all the points in this document and I am satisfied that the above person understands them and will comply with them.

Name (Print): _____ Date: _____

Signature: _____