**Appendix 1**

**Bognor Regis Nursery School**

**Health and Safety Induction Checklist**

Below is a list of H&S arrangements that should be communicated to staff at induction. The topics covered and the depth of information given will depend on each individual member of staff and their circumstances/job role.

* Complete e-learning ‘Your Own and Other’s’ *– West Sussex Learning and Development Gateway-homepage/online learning/your own and others Health and Safety/take this course*
* Signing in and out *(registers on front reception desk)*
* Health and Safety Policy *(Policy files in staff room)*
* Accessing H&S information on WSSfS and alternative means i.e.

noticeboard, memo’s, updates etc.

* Identify H&S training needs
* Share relevant risk assessments (e.g. work at height, issues relating to the environment or particular children)
* Complete Display Screen Equipment assessment (if an identified user)
* Accident reporting procedures *(Accident books and when to notify School Business Manager to go on the on-line system)*
* First Aid procedures *{First Aid Policy in Staff Room)*
* Administration of medicines (*Administration of medicines Policy in Staff Room)*
* Fire arrangements *(Fire Safety Policy in Staff Room)*
* Emergency arrangements (*Emergency Plan in Staff Room including lockdown)*
* Business continuity arrangements (*Emergency Plan in Staff Room)*
* Procedures in the event of an accident whilst off site (*Emergency Plan in Staff Room)*
* Health Assured and stress management/pastoral care arrangements *(Information in staffroom and need to discuss early with line manager: Complete stress risk assessment together)*
* Systems of work i.e. lone working/dealing with challenging

behaviour/security etc *(Lone Working Policy in Staff Room)*

* Asbestos location and procedures if asbestos is found to be disturbed
* Electrical safety (making visual checks prior to use) *(making sure hands are dry when using chargers)*
* Reporting procedures for defects in building and equipment *(health and Safety Policy in Staff Room and H&S Cause for Concern Forms)*
* Infection control *(Sick Child Policy in Staff Room)*
* Contractor arrangements (if applicable) *(Health and Safety Policy in Staff Room)*
* Dealing with clinical waste (if applicable) *(Yellow Bins and SHARPS disposal).*
* COSHH *(only using products agreed by Premises Manager)*
* Manual Handling *(e-learning ‘Your Own and Other’s’ and Lead Practitioner).*
* Food hygiene(if applicable)  *(Lead Practitioner)*

Signed ………………………………..

Date…………………………………

Print name……………………………