

ST. JOSEPH'S CATHOLIC INFANT SCHOOL



HEALTH AND SAFETY POLICY PROCEDURES

STATUTORY POLICY

THIS POLICY WAS REVIEWED/ADOPTED:

Spring 2023

This Policy will be reviewed Spring 2026

STATEMENT OF INTENT

INTRODUCTION

This statement is prepared and issued by St. Joseph's Infant School to all its employees, under section 2(3) of the Health and Safety at Work Act 1974.

It sets out procedures on Health, Safety and Welfare of employees and provides general information regarding the organisation and arrangements for implementing these procedures.

STATEMENT OF GENERAL POLICY

The governing body and Headteacher together with each and every employee is committed to ensuring that the highest standards of health and safety are maintained throughout its operations.

The objective is to maximise the protection of employees, pupils and others, who may be affected by the school operations, and minimise any risks that may arise, through adherence at all times to the procedures laid down. Every employee must co-operate with us to enable all statutory duties to be complied with.

It is a legal requirement that the Safety Procedure statement be brought to the attention of all employees. This is achieved by displaying the statement on staff notice boards and by issuing the statement together with details of the general arrangements for health and safety in a handbook to all employees.

RISK ASSESSMENT

The governing body and Headteacher fully accepts that effective risk assessment has a significant part to play in the well-being of its employees, pupils and others

UPDATING

This procedure will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary revised in the light of legislative or organisational changes.

Signed.....

Miss Teresa Welsh

Chairman of Governors

Signed.....

Ms. J. Beaumont

Headteacher

Reviewed/Adopted: Spring 2023. To be Reviewed: Spring 2026

ORGANISATION

RESPONSIBILITY

There is a shared overall responsibility for health, safety and welfare between the local authority, diocese, governing body and Headteacher.

DUTIES AND RESPONSIBILITIES OF HEADTEACHER

To promote within her establishment, an interest in and enthusiasm for safe and healthy working conditions and to implement the Education Authority's safety policy.

To assist the governing body with identifying the arrangements within the establishment for implementing this policy including appointing a competent person responsible for Health and Safety.

To receive from the Authority, information on Health and Safety related matters and ensure its dissemination to staff as is necessary.

To follow the arrangements adopted by the Authority for safety issues to the extent of matters under their control.

This is to include arrangements for:-

fire precautions

first aid

reporting of injuries and dangerous occurrences

hazardous substances

electrical testing

risk assessment

training of staff

To identify and react to Health and Safety issues at her establishment and to ensure that the necessary Safety Inspections are carried out.

To refer any Health and Safety problems which she is unable to resolve to the governing body or the Health and Safety Officer as appropriate.

To draw to the attention of any contractor working at the establishment any risk which may not be readily apparent, so that the contractor's personnel are not exposed to risk.

Where she believes that the activities of contractors or other persons are such as to put at risk anyone who is under the control of the establishment, she shall:

- i) Remove all persons under her control from the hazard area.
- ii) Draw the attention of the contractor or other person to the dangerous activity and request that the practice shall cease. The contractor or other person shall be asked to leave the establishment if necessary.
- iii) Bring the situation to the notice of the Senior Property Officer where he has commissioned the contract.

DUTIES AND RESPONSIBILITIES OF GOVERNING BODIES OF SCHOOLS MAINTAINED BY THE EDUCATION AUTHORITY

To co-operate with the Authority in monitoring the effectiveness of arrangements at their establishment and operations in respect of the functions for which they are responsible.

To ensure that they are aware of their duties and responsibilities under safety legislation and ensure that the Headteacher of their establishment is aware of and implements the Authority's Safety Policy.

To ensure that their establishment produces its own arrangements and organisation for implementing this Policy.

To ensure that all premises, plant and equipment for which they are responsible are safe and properly maintained.

To ensure, in the selection and purchase of equipment, that it is suitable for the use that will be made of it, and account is taken of the working conditions and any hazards in the workplace.

To ensure that in respect of any project that they initiate, they consider the Health and Safety of all persons at the planning stage and include any necessary measures to control risks.

To ensure that all employees of their establishment adopt safe methods of work for the activities carried out.

To consult whenever necessary with the Education Health and Safety Officer on matters relating to safety and the Authority's policies.

To receive and act upon reports from their Headteacher.

To ensure that staff in their establishment are given the necessary training on Health and Safety issues.

To receive and act upon any direction from the Authority as regards any matter regarding Health and Safety at their establishment.

DUTIES AND RESPONSIBILITIES OF DEPUTY HEADTEACHER

To deputise for the Headteacher in her absence as outlined on page 3.

FUNCTIONS OF HEALTH AND SAFETY COMPETENT PERSON

The management of Health and Safety Regulations 1999 requires all Headteachers to identify a member or members of staff to assist them in the management of health and safety. Such staff may be named as Health and Safety Competent Person this does

not mean that they have extra health and safety responsibilities other than those assigned to their particular job. The responsibilities rest with the Headteacher and Governing Body. Their roles will be to provide assistance, advice and practical help to the Headteacher, Governing Body and Colleagues undertaking some or all of the following functions as agreed.

AWARENESS

To remain aware of current health and safety issues and regulations relevant to the Cleaning of Establishments.

ADVICE

To advise the Headteacher and Governing Body, so far as they can, if possible health and safety implications for the establishment, of any new legislation or of any proposed changes in use of the premises or working practices.

POLICY ASSISTANCE

To assist the Headteacher and Governing Body to implement the Local Authority's Health and Safety Policy and Guidance notes within the school and/or to formulate the school's own policy and procedures.

IDENTIFY HAZARDS ASSISTANCE

To assist the Senior Staff to identify hazards and prepare risk assessments.

IMPLEMENT PROCEDURES ASSISTANCE

To assist the Headteacher and Governing Body to implement procedures to reduce any significant risks to the minimum.

ACCIDENT INVESTIGATION

To investigate all accidents or near misses and to raise awareness of others to prevent further occurrences

RISK ASSESSMENT

1. These are a statutory requirement, and that they are undertaken by a competent person
 2. They must be retained for inspection
 3. No Risk Assessment should be discarded when a review of set task has been undertaken
 4. Reviews must take place if:
 5.
 - a) a change in legislation has occurred
 - b) a change in staff*
 - c) a change in equipment/product/task
 - d) post accident/incident
- *ask new staff to read through and sign that have read risk assessment

HAZARD REPORTING

1. Location of hazard reporting forms/electronic versions on screens.
2. local procedures for hazard reporting
3. Feed back within designated time scale to control hazard

ELECTRICAL SAFETY

1. Prior to use of any electrical equipment a visual inspection must be undertaken to identify any patent defects by employees – frayed leads, broken plugs, damaged casing etc.
2. Any defects must be reported to the Headteacher and taken out of use and signed appropriately.
3. Procedures for repair by competent, qualified persons
4. Procedures for portable electrical appliance testing by competent, trained persons
5. P.A.T. testing and completed yearly.
6. Accurate records of testing and repair must be established and maintained. Where risk assessment dictates RCD's must be used.

MANUAL HANDLING

1. Try to eliminate the need for manual handling
2. Carry out risk assessment of tasks to be undertaken
3. Record all findings
4. Inform employees of significant findings i.e. 2 persons lift, correct lifting procedures etc.
5. Employees must be informed not to lift loads which would place them at risk
6. Staff must be suitably trained

USE AND STORAGE OF CLEANING EQUIPMENT AND SUBSTANCES

The arrangement for ensuring safety and absence of risk to health in connection with the use, handling, storage of equipment and substances, is the overall responsibility of the Headteacher/Governing Body. However, the maintenance of these arrangements, i.e. ensuring all equipment and substances are stored and used correctly, is the responsibility of supervisors and employees within the structure. Staff must not use and equipment or substances unless they have received the appropriate training.

DUTIES AND RESPONSIBILITIES OF ALL EMPLOYEES

SECURITY BREACHES

1. Where able raise the alarm
2. Do not attempt to foil any attempt of theft
3. Attempt to undertake an accurate description of perpetrator
4. Designated person to call emergency services

FAILURE OF MAINS SERVICES (GAS, WATER, ELECTRICITY)

1. Report immediately to LEA Building Officer.
2. If gas leak is suspected DO NOT turn on or off any electrical appliance

3. Location of isolation switches and valves
4. Supervisor to produce written report for Manager

To take care of their own Health and Safety and the Health and Safety of any person who may be affected by their acts or omissions. This may be in addition to any specific responsibilities which may have been delegated by their head of establishment.

To make themselves familiar with and conform to these Procedures or any code of safe working practice issued by the Authority/School.

To conform to safety instructions issued by management and share their responsibility for safety, health and welfare.

To report any hazard, accident or dangerous occurrence to the Headteacher whether or not physical injury has occurred.

To co-operate with his/her employer and others to enable them to comply with their legal obligations.

Not to recklessly or wilfully interfere with anything provided in the interests of health, safety and welfare.

Not undertake any work (e.g. electrical repair) which he/she is not competent to do safely.

HEALTH AND SAFETY GOVERNOR

Appoint a member of the governing body as Health and Safety Governor who is a competent person through knowledge or other qualities.

His/her principle duties are:

To advise the governing body on health, safety and welfare aspects of its work.

To audit appropriate safety records and statistics.

To submit reports in respect of health, safety and welfare to the appropriate committee.

To liaise with the Headteacher, Deputy Headteacher and the teaching staff in respect of safety matters.

To monitor that the requirements of health, safety and welfare legislation are observed by the school.

To liaise with the Local Authority Health and Safety Officer and governing body.

To assist in the review of the Health and Safety Policy as necessary in conjunction with the Headteacher.

To attend and contribute to the regular Health and Safety meetings to share expertise and resolve issues.

GOVERNING BODY RESOURCE COMMITTEE

The committee comprises of members of the governing body.

The terms of reference of the committee are to:

Promote co-operation between the governing body, local authority, Headteacher and employees.

In meeting these terms of reference, the committee will:

Study significant accidents to agree measures to be taken to prevent a recurrence.

Review inspection and audit reports.

Review arrangements for the implementation of new legislation and standards in conjunction with the local authority.

Agree initiatives for promoting safety awareness.

Publish the names of the local authority Safety Officer and Health and Safety Governor and amend as necessary.

Prioritise resources for Health and Safety.

ARRANGEMENTS

Fire Drill

The following procedures should be adopted if the situation of a fire within the school's premises is detected;

If you discover a Fire

- ✚ Activate the fire alarm at the nearest fire call point **(BREAK GLASS)**
- ✚ Only attack the fire with available fire fighting equipment if you feel it is safe to do so.

Warning of Fire

- ✚ This is given by the continuous ringing of the school's Fire Alarm. If you hear the Fire Alarm you must do the following:

1. Leave the building immediately at the nearest exit.
2. Go to your assembly point in the in front of the blue container by the most direct route.
3. Do not stop to collect personal belongings.
4. Close doors and windows, only if you have time to do so. (Teachers and TAs to ensure that all fire doors and windows are closed if you have time to do so).
5. Do not re-enter the building.
6. The priority of staff is the safety of the pupils in their charge.

It is the responsibility of the School Clerk / Headteacher or Deputy Headteacher to call the Fire Brigade:

1. Dial **9** for an outside line, then
2. Dial **999** and state Fire Brigade
3. Always call from a safe location
4. Give out the number of the phone you are using –

School Office 01639 882579.

State the location of the Fire -

Saint Joseph's Infants, Port Talbot, Water Street, SA12 6LF

5. Phone and instruct Nursery block to evacuate.

The evacuation procedure to the assembly point(BLUE CONTAINER):

1. Leave in a Calm, Orderly Manner **(Do Not Run)**
2. Use the Safest, Most Direct Route.
3. **Do Not** stop to collect belongings.

The arrangement for Roll Call after Evacuation

- ✚ If the fire alarm should ring during morning/afternoon sessions then Teachers should evacuate the children in their care
- ✚ In the event that children are already outside the building, the Teacher should be aware of how many children are in the class and should make a head count to check if everyone present.
- ✚ Any missing children/staff should be reported immediately to the Headteacher.
- ✚ Fire Evacuation Sheets and visitor book will be distributed to Teachers for roll call.
- ✚ The School Clerk/Headteacher should evacuate the building, collecting the Fire Safety registers/ file and Visitors register as they leave.
- ✚ The Headteacher must report any missing children/staff/visitors to attending Fire Officer.

Lockdown Procedure – See Lockdown Procedure Policy




Traffic Management- See Traffic Management Policy

Breakfast Club doors open at 8:20. Doors close at 8:30. At no time should parents / carers leave children unsupervised. Teachers will be on duty at 8:45am.

Vehicle Access

The school requests that no parent should drive down the lanes to access the school. Visitors may park in the designated parking, but should use extreme caution when driving on the school grounds. In order to protect pupils and pedestrians from traffic movement, **there will be no access or exit from the Staff/ Visitor Car park between 11.45 and 12.40 on any school day.**

Lunchtime Arrangements

-  At the end of the morning session, teachers must send their class registers on the clip board to the.
-  If the Fire Alarm should sound during the lunch hour the registers will be collected from the office by the designated Dinner lady.
-  As teachers may not be on the premises, responsibility for the evacuation of children and the roll call lies with the Headteacher and the Dinner ladies.

A fire drill will be carried out once a term.

As soon as the fire alarm sounds everyone must stop what they are doing and leave the building in an orderly fashion through the nearest safe exit.

A roll call will be carried out and at the end of the drill the acting headteacher will debrief staff to identify any problems encountered and suggest remedies/improvements.

The drill date and evacuation time must then be recorded in the fire log book.

Lunchtime Fire Procedures

Where practical, all supervised classrooms/areas should be evacuated and the doors closed.

All supervisory assistants on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building.

Supervisory assistants on duty in the dining area shall evacuate all children from the building and key staff to ensure on the way out that any toilets/cloakrooms are vacated.

Where practical a roll call should be carried out. However the emphasis is placed on key staff confirming that all accessible areas are vacated.

The secretarial role/Deputy Headteacher or nearest member of staff will be identical to the standard fire procedure.

Bomb Alerts

In the event of a fire or bomb alert the Headteacher must:

- obtain as much information from the caller as practical.
- ring the fire alarm to activate the evacuation of the premises of all adults and children (See fire drill procedure).
- remain at the front of the school to meet the Fire Brigade/Police and provide them with relevant information and inform them if anyone is not accounted for.
- all children and adults must remain outside.
- only when the all clear has been given by the Fire Service/Police will the children and adults be permitted to re-enter the premises.

Fire Fighting Equipment

Technical services will maintain fire- fighting equipment on an annual basis and records kept in the Fire Log book.

Any discharged fire extinguishers must be reported to the a Headteacher immediately, who will contact the local authority for replacement/recharge.

The caretaker will ensure that all fire- fighting equipment is located in its correct position on a weekly basis.

(See Appendix B for location)

Emergency Lighting

Emergency lighting will be tested on a half yearly basis by Building Services and a record to be kept in the Fire Log book.

Caretaker tests emergency lighting once a term.

Fire Alarm

The fire alarm is maintained by Building Services on a half yearly basis. The fire alarm is tested on a weekly basis by the caretaker who activates a different break glass call point each week. This is then recorded in the Fire Log book.

Fire Awareness Training

The local authority in conjunction with the Mid and West Fire Brigade arrange fire awareness training. The Headteacher will identify key staff to meet this need.

Essential Services

The main service cut off points are located as follows:-

| | |
|-------------|--|
| Electricity | In main corridor opposite main entrance for main building. |
| | In store cupboard in multi purpose room and Nursery. |
| Gas | In store cupboard in kitchen |
| Water | Manhole situated outside school gates |
| Telephones | Lines enter school via the office. |
| | Emergency use limited to main office via school mobile phone |

Accident Reporting

Accidents must be entered in the accident book located in the 1st aid cupboard and accidents that may need Doctor or hospital attention are recorded on line using the Authority's on-line reporting system. Parents/guardians are informed if a child received an injury to the head.

Please refer to local authority guidance on Accident Investigation and Prevention.

Visitors

All visitors must report to the office to register their presence at school.

All visitors must sign in and out and display identification whilst on school campus.

Typical visitors are Governors, Voluntary helpers, Local Authority Officers, Parents, Contractors etc.

All unaccompanied visitors not wearing identification must be approached by staff to assist them and establish the reason for visit

Visitors must comply with the School Health and Safety Policy.

Visitors will be informed of any hazards which they may encounter whilst at school.

First Aid

The first aid kits are located at :

1. Main Corridor
2. Nursery Classroom
3. Dining hall

Nursery Nurse Deborah Coughlin is trained as Certificated First Aider.

A record of all First Aid administered will be kept in the Accident Log book which is located in the Main Corridor.

The Nursery Nurse is responsible for checking and stocking the contents of the first aid kit (sterile water, gauze, triangular bandages, gloves) on a monthly basis.

A sticker is placed on pupils who have minor accidents, so that parents are informed.

A small first aid kit should be taken on all out of school visits

Pupils medical records are kept in their files in each classroom.

Display Screen Equipment

The local authority guidance is adhered to and a copy of this document is available for inspection at the office.

Hazard Reporting

All staff and visitors must report hazards to the Headteacher. The appropriate forms are available in the school office.

Portable Electrical Appliances

All electrical equipment is tested on an 12 month basis . The records are kept in the school office.

Please note all staff have a duty to visually inspect plugs and cables for any defects prior to use. Any damage is to be reported to Headteacher.

If a plug is warm double check (Health and Safety Link Officer will check).

Smoking

The school has a no smoking and E-Cigarette Policy

Contractors on Site

- All building work should be organised via the local authority or Surveyor or Diocese prior to any work, authorisation must be sought.
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact the Headteacher.
- All contractors must report to the general office. The a Headteacher will then be informed of their arrival.
- Contractors will work under close supervision of the Headteacher so as not to endanger the health and safety of children or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas.

- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.
 - Contractors will be informed of any hazards present at school.
- All work will be monitored by the Headteacher and any concerns reported to the contractor concerned and the appropriate department at the local authority.

N.B. See sheet below to be given to contractors.

Guidance for Contractors on Site

We have been recommended by the Health and Safety Officer (local authority) to ask you to refrain from:

- smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Headteacher or Caretaker.

LIFTING, MOVING, CARRYING AND TRANSPORTING OF MATERIALS

So far as is reasonably practicable, the arrangements for the lifting, moving and carrying of material and products shall minimise the risk of injury to employees. Wherever there is a risk to employees due to the nature of the load, consideration will be given to the use of mechanical equipment via risk assessment.

The Headteacher will assess the manual handling training needs of all staff and arrange to meet these needs with the local authority Health and Safety Officer.

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children need to be shown how to lift and carry safely. Children must always be supervised when moving any equipment or item of furniture, awkward to handle.

PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example P.E. mats – one child at each end.

Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the teaching staff will supervise.

Staging blocks to be moved by adults and put them down so that their fingers or feet are not trapped.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items Children Must Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught.
- Paper cutters – sharp blade.

SAFETY MONITORING SYSTEMS

ACTIVE MONITORING will include :

Safety inspections

Safety audits

SAFETY INSPECTIONS

This is the scheduled inspections of workplaces by the Teaching Staff, Caretaker and Health and Safety Governor. It will be generally broad in its application, covering the school campus. The outcomes of the inspections will be a written report to the governing body and Headteacher with recommendations for action, the reports will also be discussed at the relevant committee meetings.

SAFETY AUDIT

A Safety Audit will submit each area of the organisation's health and safety activities to a systematic critical examination, with the principal objective of minimising loss. A formal report will be prepared, incorporating short term/medium term and long-term recommendations for action.

HEADTEACHER

It is the responsibility of the Headteacher to perform the above functions in the absence of the Caretaker.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors must report to the School Office on arrival and departure.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk around the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open door policy of the school.

SECURITY OF THE PREMISES

The Caretaker, and Headteacher are the designated key holders and are responsible for the security of the building.

Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Caretaker

It is the responsibility of the caretaker to check that :

- All locks are in working order daily.

- The emergency lighting is working daily.
- The fire alarm has no faults
- The security system is working properly when setting.

Before leaving the premises at the end of the day, to check :

- All the windows are closed.
- The doors are locked and secure.
- All gates are locked and to report all defects to Headteacher.

PERSONAL PROTECTIVE EQUIPMENT

High visibility bibs are used when taking pupils to and from buses.

TRAINING

New and existing employees will be given appropriate training to provide them with the skills and knowledge necessary to undertake their duties with minimum risk to themselves and others. The a Headteacher will assess training needs.

INFORMATION

So far as is reasonably practicable, employees will either be provided with, or have access to, all information necessary for them to undertake their duties with proper regard to the safety and health of others.

SCHOOL JOURNEYS The local authority guidance is adhered to and a copy is available from the office.

APPENDIX

A ANNUAL CONSENT FORM

B SITE PLAN

C ASBESTOS BULLETIN

D INDUCTION PROGRAMME

E REQUEST FOR WORKS

APPENDIX A

Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child:

| | |
|--------------|-------------------------|
| Child's Name | Year /Class Teacher |
| | Y2 / Y1 / Reception / N |

- a) To take part in school trips and other activities that take place off school premises; and
b) To be given first aid or urgent medical treatment during any school trip or activity,
Please note the following important information before signing this form: The trips and activities covered by this consent include local educational visits and walks including visits to; the library? the church, post boxes and walks around our locality.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school — for example, year-group visits to local amenities as these activities are part of the school's curriculum and usually take place during the normal school day. Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above, Medical information

Details of any medical condition that my child _____ suffers from and any medication my child should take during off-site visits,

| | |
|---------------------|------|
| Medication Required | Dose |
| | |

*Please note conditions could include allergies, asthma (please supply a pump for school if asthma has been diagnosed), heart condition, epilepsy, diabetes etc,

Note: should any medical changes occur it is vital that you inform the School

| | | |
|----------------------------|--------|------|
| Emergency telephone Number | Signed | Date |
| | | |

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Appendix C

Asbestos Bulletin

HEALTH AND SAFETY ASBESTOS

What to do if you suspect asbestos

- **Do not** disturb the suspected material even if this means stopping work.
- Warn other persons not to enter the suspected area.
- Contact your Line Manager by the quickest possible means
- Report your suspicions on the Hazard Report Form to your Line Manager
- If appropriate, report your suspicion to the Head or User of the Establishment/Property the reason why you are not proceeding with the work.
- The Line Manager will arrange to have a sample taken via the Property and Procurement Help Desk Telephone number 0800 214245 by appropriately trained and approved personnel for subsequent analysis.
- Pending result and written confirmation of the analysis any works connected with the suspected material should be suspended.
- The Line Manager will be informed of the results of the analysis and any resultant actions required.

APPENDIX D

Induction Programme

Induction is helping a new employee to settle down into a new post as soon as possible by becoming familiar with: -

The People

The Surroundings

The Post

The Organisation

It is the process by which staff has the opportunity to assimilate sufficient background information to enable them more readily to undertake their work.

The induction period is a “settling in” and at this stages a “mentor other than the Headteacher should be identified to support the new employee throughout the induction process.

Headteacher will normally include within the induction programme the following elements:

1. Structure, Management and Policy of the Unit
2. Administrative Procedures and working environment
3. Introductory Meetings with colleagues
4. Time spent shadowing a colleague in a similar post

(A checklist of items to be included in the induction programme is attached. New recruits should be encouraged to keep a personal log to assist with future work and to form the start of their Staff Development Profile).

The induction process will involve a gradual assumption of the day-to-day responsibilities. At the end of the induction period the new member of staff and Headteacher will discuss the job description with specific attention being paid to identifying training needs. The induction period will be recognised as a learning process for the new staff member, the Headteacher and colleagues.

INDUCTION CHECKLIST

Employee's Name:

Post and Establishment:

Start Date:

FACILITIES:

Toilets

Car Parking

Private Telephone

Tour of Building (if necessary)

Introduction to work area and duties

Instruction given by:

Date:

Received and understood by:

(Employee)

HEALTH AND WELFARE

Sickness procedure

Accident reporting

First Aid arrangements

Security/Emergency procedure

Health and Safety Policy and arrangements

Instruction given by:

Date:

Received and understood by:
(Employee)

HOURS OF DUTY

Hours of work

Overtime working

Instruction given by:

Date:

Received and understood by:
(employee)

SALARY

Payment date

Where to make enquiries

Have details of bank account been notified

Instruction given by:

Date:

Received and understood by:
(Employee)

LEAVE

Entitlement

Who to authorise

Instruction given by:

Date:

Received and understood by:

(Employee)

INFORMATION & POLICY

General policies

Staff Development

Instruction given by:

Date:

Received and understood by:

(Employee)

GENERAL ROUTINE

Use and location

Resources and equipment

Issue and guidance of P.P.E

Instruction given by:

Date:

Received and understood by:

(Employee)

DEPARTMENT/UNIT STRUCTURE

Discussion on:

- Individual Programme (Staff Development Profile)
- Staff Development and Reviews
- Job Description – duties and responsibilities
- Who is the supervisor
- To whom to refer problems
- Self management – use of time, motivation, personal needs, personal discipline

Instruction given by:

Date:

Received and understood by:

(Employee)

APPENDIX E

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CYNGOR BWRDEISTREF SIROL CASTELL NEDD PORT TALBOT

EDUCATION AUTHORITY

Authorisation Request for works to be carried out

Name of Premises

Telephone Number

Contact Person

Location of work to be undertaken (Please give as much information as possible)

Block

Room Number

Layout plan attaches Yes/No

Description of Work

Name and Address of Contractor or copy of quotation (if applicable)

Authorisation requested by

Designation

Signature

Date

Please return to Access Managed Services

Room 247, Civic Centre

Port Talbot SA13 1PJ

