

Alexandra Park Junior School

# Health and Safety Staff Induction Handbook

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## Statement of intent

At name of school, we are committed to ensuring the health and safety of pupils, parents, visitors and staff members. As a school, we are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Acting in compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

To achieve this, staff members must ensure that they understand, and can correctly implement, the school's Health and Safety Policy and associated procedures. This handbook highlights the key areas of the policy; informing staff of other related school policies, relevant designated individuals and appropriate procedures to follow.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. Legal framework

1.1. This handbook has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- **[Independent schools only]** Education (Independent School Standards) Regulations 2014

1.2. This handbook has due regard to national guidance including, but not limited to, the following:

- **[Updated]** DfE (2018) 'Health and safety: responsibilities and duties for schools'
- **[Updated]** DfE (2018) 'Keeping children safe in education'
- **[New]** Public Health England (2018) 'Health protection in schools and other childcare facilities'
- **[New]** DfE (2018) 'Statutory framework for the early years foundation stage'

1.3. This handbook operates in conjunction with the following school policies:

- [First Aid Policy](#)
- [Professional Appearances Policy](#)
- [Infection Control Policy](#)
- [Risk Assessment Policy](#)
- [Educational Trips and Visits Policy](#)
- [Manual Handling Policy](#)
- [Near-miss Policy](#)
- [COSHH Policy](#)
- [Display Screen Equipment Policy](#)
- [Working at Heights Policy](#)
- [Lone Worker Policy](#)
- [Family Support Worker Lone Working Policy](#)
- [Bomb Threat Policy](#)
- [Invacuation, Lockdown and Evacuation Policy](#)

- [Lockdown Procedure](#)
- [Fire Evacuation Policy](#)
- [Accident Reporting Procedure Policy](#)

## 2. Roles and responsibilities

2.1. The [headteacher](#) is responsible for:

- The day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Ensuring that the school acts in accordance with the [Health and Safety Policy](#) and has effective arrangements for managing health and safety risks at the school.
- Designating a [health and safety officer](#) to be responsible for the implementation of the [Health and Safety Policy](#).
- Ensuring that all staff members have signed the relevant statements of agreement, confirming that they have read and understood the necessary health and safety related policies and procedures.
- Maintaining effective communications with the LA (or equivalent), governors and the school workforce.
- Giving clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Ensuring that staff members have undergone the appropriate training to deal with risks in their areas of responsibility.
- Consulting and working with recognised safety consultants and representatives.
- Making sure that all staff members understand their responsibilities and now how to access support and advice to help them manage risks responsibly.
- Ensuring that class sizes are appropriate, such as children between the ages of five and seven being in a class of no more than 30 pupils.

2.2. The [governing board](#) is responsible for:

- Ensuring there is a detailed and enforceable policy regarding health and safety.
- Taking reasonable steps to ensure that the school and its employees are following the [Health and Safety Policy](#) and relevant procedures, e.g. reviewing accident or injury reports.
- Periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made.
- Creating and monitoring a management structure responsible for health and safety in the school, e.g. the health and safety officer, headteacher and site manager.

- Ensuring that staff members receive adequate training to enable them to carry out their responsibilities.
- Promoting a sensible approach to health and safety, accessing and making use of competent health and safety advice when required.
- Working in close partnership with the [headteacher](#) and [SLT](#) to support sensible health and safety management, as well as to challenge this management when necessary.
- Tackling risk aversion by providing a wider sense of perspective and helping the school to get the balance right on managing risk.
- Providing equipment, grounds and systems of work that are safe to use.
- Identifying risks relating to possible accidents and injuries and making reasonable adjustments to prevent them occurring.

2.3. The [SLT](#) are responsible for:

- Ensuring that staff and visitors are aware of the on-site procedures and necessary precautions to follow in relation to health and safety.
- Implementing, monitoring and reviewing health and safety training procedures.
- Advising contractor of site-specific risks and overseeing their activities on site.
- Ensuring that staff members follow the accident and incident reporting procedure.
- Leading the risk management arrangements in their department.

2.4. [\[New\]](#) The [health and safety officer](#) is responsible for:

- Assisting with the creation and implementation of this policy.
- Investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Being the designated contact with the [LA](#) and the HSE where necessary.
- Supporting staff with any queries or concerns regarding health and safety.
- Identifying hazards by conducting risk assessments.
- Ensuring all equipment and machinery is suitable and safe to use.

2.5. All members of staff are responsible for:

- Acting in accordance with the school's [Health and Safety Policy](#) at all times.
- Taking reasonable care of their own health and safety, as well as that of others, including pupils, parents and visitors.
- Cooperating with fellow members of staff on health and safety matters to keep the workplace safe.

- Raising health and safety concerns in line with the school's [Health and Safety Policy](#).
- Carrying out their work in accordance with training and instructions.
- Seeking assistance and advice from the [health and safety officer](#), where required.
- Informing the [headteacher](#) of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarising themselves with the [Health and Safety Policy](#) and aspects of their work related to health and safety.
- Avoiding any conduct that puts themselves or others at risk.
- Familiarising themselves with all requirements laid down by the [governing board](#).
- Ensuring all machinery and equipment is in good working order and safe to use, including adequate guards – staff will also not allow improper use of such equipment.
- Using the correct equipment and tools for the job and any protective clothing supplied.
- Ensuring that they wear appropriate work wear, with limited jewellery, to reduce the amount of potential risks.
- Dressing in accordance with the school's [Professional Appearances Policy](#).
- Ensuring any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Reporting any defects in equipment or facilities to the designated [health and safety officer](#).
- Taking an interest in health and safety matters, making suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercising good standards of housekeeping and cleanliness.
- Adhering to their common law duty to act as a prudent parent would when in charge of pupils.
- **[EYFS staff only]** Adhering to staffing ratios outlined in section three of the 'Statutory framework for the early years foundation stage'.

### 3. Accident reporting procedure

- 3.1. Accidents should be reported using the standard [Accident Report Form](#).
- 3.2. All accidents and incidents, including near-misses or dangerous occurrences, should be reported as soon as possible to [name of staff member](#), who is the school's nominated [health and safety officer](#).
- 3.3. Should an incident require reporting to the Incident Control Centre (ICC), the [health and safety officer](#), or a person appointed on their behalf, needs to

file a report as soon as is reasonably possible by using the relevant format on the [HSE website](#).

- 3.4. All accidents and injuries should be reported online using the above web address.
- 3.5. The [health and safety officer](#) is responsible for informing the [headteacher](#) of any accidents that are fatal or classed as a “major injury” as defined by the HSE.
- 3.6. Fatal and specified injuries should be reported using the telephone service on 0345 3009923 (open Monday to Friday 8:30am to 5pm).
- 3.7. More in-depth information concerning reporting accidents and near-misses can be found in the [Accident Reporting Procedure](#) and [Near-miss Policy](#).

## 4. First aid

- 4.1. First aid will only be provided by trained first aiders.
- 4.2. Within the school, the following staff members are designated first aiders:
  - [Name of staff](#)
  - [Name of staff](#)
  - [Name of staff](#)
- 4.3. All staff members are made aware of where first aid boxes and equipment are stored at the school.
- 4.4. All staff members will act in accordance with the school's [First Aid Policy](#).
- 4.5. An up-to-date record will be kept in the [nurse's office](#) regarding any first aid that has been administered to any pupils, staff or visitors.

## 5. Slips, trips and falls

- 5.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. In order to reduce the number of slips, trips and falls, staff members need to do the following:
  - Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (ensuring it is in line with the school's [Professional Appearance Policy](#))
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
  - Decide who might be harmed and how



- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
  - Record the findings
  - Review the risk assessment regularly and revise if necessary
- 5.2. Any incidents involving a slip, trip or fall needs to be recorded using the school's [Accident Reporting Form](#), following the procedure detailed in the school's [Accident Reporting Procedure](#).
- 5.3. The first aider treating an injury should contact the emergency services as necessary, or direct a staff member to do so while they tend to the injured party.
- 5.4. If there is no first aider immediately available, a common-sense judgement will need to be made by those attending the injured party regarding whether to contact the emergency services.

## **6. Working at heights**

- 6.1. Before undertaking work at heights, all members of staff need to sign a statement confirming that they have received, read and understood the school's [Working at Heights Policy](#).
- 6.2. Staff members must act in accordance with the [Working at Heights Policy](#) when undertaking tasks.

## **7. Manual handling**

- 7.1. To manage risks associated with manual handling, such as the potential to cause a musculoskeletal disorder, staff must act in accordance with the school's [Manual Handling Policy](#).
- 7.2. Staff should never use manual handling when it is not necessary or appropriate, for instance as a punishment.
- 7.3. A manual handling risk assessment should be undertaken where physical contact with a pupil is necessary.

## **8. Control of substances hazardous to health (COSHH)**

- 8.1. All staff members must adhere to the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended).
- 8.2. Staff members will act in accordance with the school's [COSHH Policy](#), ensuring that any hazardous substance is labelled and treated as such.
- 8.3. All equipment, materials and substances that could be hazardous to health will be held in appropriate containers and areas, conforming to health and safety regulations.
- 8.4. Staff members must not use any hazardous substance without receiving permission from the [headteacher](#).

- 8.5. Any concerns regarding hazardous substances need to be reported to the [headteacher](#) or [a member of the SLT](#) immediately.
- 8.6. It is important for all staff to ensure that low toxic products, such as corrective fluid and aerosol paints, are stored securely and only used under supervision in a well-ventilated area.
- 8.7. Control measures need to be checked and reviewed on a [termly](#) basis in order to ensure continued effectiveness, even when they are known to be reliable.

## 9. Cleanliness and infection control

- 9.1. Staff members will ensure that they keep their work stations and classrooms in a clean, tidy and orderly manner.
- 9.2. Special consideration should be given when cleaning hygiene areas, such as the classroom sink.
- 9.3. Special consideration will be given to the disposal of laboratory materials and clinical waste. Where in doubt, staff members should contact the [site manager](#) for further guidance.
- 9.4. The [headteacher](#) ensures that the school is at a safe temperature for staff and pupils to work in by keeping rooms at a minimum of [16°](#) and with a constant supply of fresh air.
- 9.5. Staff must immediately clean any spillages of bodily fluids with a combination of detergent and disinfectant whilst wearing appropriate personal protective equipment (PPE).
- 9.6. **[New]** A spillage kit can be found in the [site manager's office](#) – this kit will be used to clean up any bodily fluid spillages. The [site manager](#) is responsible for keeping the kit fully stocked.
- 9.7. **[Updated]** Staff members will be aware that mops are not to be used to clean up bodily fluid spillages; instead the equipment found in the spillage kit will be used, e.g. paper towels and cloths, and disposed of immediately.
- 9.8. Pupils should be discouraged from stroking any stray animals which may come onto the school premises.
- 9.9. All staff members need to be aware of any pupils displaying signs of infection, such as rashes, vomiting or diarrhoea. Any pupils or staff members with these symptoms need to be sent home and advised to see a doctor.
- 9.10. **[New]** No member of staff or pupil will be permitted to return to the school until they are no longer infectious, e.g. when they are feeling better or, in more serious cases, following advice from a doctor.
- 9.11. All staff must undergo a full occupational health check before starting employment at the school.

- 9.12. Any cuts and abrasions a staff member has should be covered with a waterproof dressing.
- 9.13. Further information regarding the school's policies and procedures addressing infection control can be found in the [Infection Control Policy](#).

## 10. Safety equipment

- 10.1. **[Updated]** Staff members should undertake an assessment of their workstation on a [termly](#) basis – e.g. visual electrical inspections.
- 10.2. PPE must be used appropriately, such as when using hazardous equipment.
- 10.3. All PPE should be stored in a secure, yet accessible, location near any relevant equipment.
- 10.4. Staff members are responsible for the condition of their own PPE and display screen equipment (DSE).
- 10.5. In the event that DSE or PPE is needed, staff members should contact the [site manager](#).
- 10.6. Staff must act in accordance with the [Display Screen Equipment Policy](#).
- 10.7. Further information regarding DSE and PPE can be found in the school's [Health and Safety Policy](#).

## 11. Educational trips and visits

- 11.1. When organising educational trips and visits, the staff member leading the trip must ensure that a thorough risk assessment is undertaken.
- 11.2. In the event that an accident occurs, or an injury is received whilst on a trip or visit, staff members should follow the same procedure they would at school, ensuring that they act in accordance with the school's [First Aid Policy](#) and [Accident Reporting Procedure](#).
- 11.3. Staff members must ensure that sufficient first aid equipment is accessible at all times whilst on the trip or visit.
- 11.4. A suitable number of first aid trained staff members must be present on the trip or visit, ensuring that the first aider ratio of 1:[10](#) is met at all times.
- 11.5. There must be sufficient staff to cope in an emergency. The school's minimum staff to pupil ratios are as follows:
- Abroad: [Ratio](#)
  - Other residential: [Ratio](#)
  - High risk: [Ratio](#)
  - Other visits: [Ratio](#)

- 11.6. Health and safety policy and procedures concerning trips and visits, including trips abroad, are outlined in the school's [Educational Trips and Visits Policy](#).

## **12.Lone working**

- 12.1. All members of staff need to sign a statement confirming that they have received, read and understood the school's [Lone Worker Policy](#) and associated procedures, prior to undertaking lone working.
- 12.2. Staff members must act in accordance with the school's [Lone Worker Policy](#).
- 12.3. Those acting as family support workers need to be aware of the procedures concerning lone working outside of the school site, which are addressed in the [Family Support Worker Lone Working Policy](#).

## **13.Risk assessments**

- 13.1. Risk assessments should be used to identify all defects and potential risks, along with the necessary solutions or control measures, regarding all aspects of school life.
- 13.2. The [headteacher](#) has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 13.3. Staff members should identify any potential hazards to the [headteacher](#) or [SLT](#).
- 13.4. All staff members need to ensure that their classroom risk assessment and any other relevant risk assessment are up-to-date.
- 13.5. Risk assessments should be carried out in accordance with the school's [Risk Assessment Policy](#).
- 13.6. The governing board is informed of any risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 13.7. A designated member of staff is responsible for ensuring that risk assessments are completed by staff leading day trips or residential stays.
- 13.8. Regular risk assessments of high-risk areas, such as laboratories, need to be undertaken and risk assessments must be conducted [annually](#) for all other areas of the school.

## **14.Fire safety**

- 14.1. Staff members should be informed of the relevant fire procedures as part of their induction training.
- 14.2. The [headteacher](#) is responsible for ensuring that the procedure for fire drills and the use of fire extinguishers are made clear and understood by all staff.

- 14.3. All staff members must ensure that they fully understand and can effectively implement the school's [Fire Evacuation Plan](#). For further information regarding the procedure, staff members should contact the [headteacher](#) or [SLT](#).
- 14.4. Fire evacuation procedures are tested on a [termly](#) basis.
- 14.5. The [site manager](#) is responsible for testing fire alarms, firefighting equipment and emergency lighting on a regular basis. Records regarding this information are held in the [school office](#).
- 14.6. All staff members are responsible for raising the fire alarm as soon as possible; however, will not be expected to fight fires. Staff members' duties are to protect the pupils of the school, i.e. evacuating them to the assembly point.

## **15. Evacuation and emergency procedures**

- 15.1. In the event of a fire, staff members need to implement the school's [Fire Evacuation Plan](#).
- 15.2. Where appropriate, staff members need to follow the procedure outlined in a pupil's [Personal Emergency Evacuation Plan](#).
- 15.3. If an evacuation is deemed necessary, the [SLT](#) need to be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff need to:
- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all personal items with them, to avoid unnecessary searching.
- 15.4. Staff members need to direct pupils and visitors to the normal fire assembly area. In the event of a bomb threat, the area should be moved if it is close to the area of a potential bomb or suspicious package.
- 15.5. Staff are positioned at all gates leading into the school, ensuring that nobody is allowed in or out except for emergency personnel.
- 15.6. Once the police have arrived, staff members need to await further instruction from the emergency services.
- 15.7. Dependent on the emergency, the [Lockdown Procedure](#) outlined in the [Invacuation, Lockdown and Evacuation Policy](#) should be followed.

## **16. Bomb threat procedure**

- 16.1. Staff members are made aware of the school's [Bomb Threat Policy](#) as part of their induction training.
- 16.2. All staff members must ensure that they fully understand, and can effectively implement, the school's [Bomb Threat Policy](#). For further information

regarding the policy and its procedures, staff members should contact the [headteacher](#) or [SLT](#).

- 16.3. In the event of an emergency, the procedures outlined in the [Bomb Threat Policy](#) and [Invacuation, Lockdown and Evacuation Policy](#) will be followed.
- 16.4. All staff members are trained in handling bomb threats as part of their induction training, which is updated on an [annual](#) basis.
- 16.5. Staff members have access to instructions of the procedure in every classroom.
- 16.6. All members of staff need to follow the appropriate evacuation procedure whether they believe the threat to be a hoax or not.
- 16.7. If a staff member receives a call regarding a bomb threat, they must contact the [headteacher](#) immediately.
- 16.8. In the event of a bomb threat, the [headteacher](#) needs to alert the police and the [LA](#).
- 16.9. It is the responsibility of the [headteacher](#) to decide whether or not to evacuate the building.
- 16.10. For more information regarding the bomb threat and lockdown procedures, staff members should refer to the school's [Bomb Threat Policy](#) and [Invacuation, Lockdown and Evacuation Policy](#).

# Health and Safety Induction Checklist

The relevant areas of the table below should be filled in once a member of staff has completed the relevant induction training, and has read and understood the associated policies.

<b>Name:</b>			
<b>Job role:</b>			
<b>Start date:</b>			
<b>First aid and accidents</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace, has been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>• Appropriate reporting form has been identified.</li> </ul>			
<ul style="list-style-type: none"> <li>• Location of first aid equipment has been identified.</li> </ul>			
<ul style="list-style-type: none"> <li>• First aiders have been identified.</li> </ul>			
<ul style="list-style-type: none"> <li>• A copy of the school's <a href="#">First Aid Policy</a> has been read.</li> </ul>			
<ul style="list-style-type: none"> <li>• A copy of the school's <a href="#">Accident Reporting Procedure</a> has been read.</li> </ul>			
<ul style="list-style-type: none"> <li>• A copy of the school's <a href="#">Working at Heights Policy</a> has been read, and a statement of agreement signed.</li> </ul>			
<b>Fire and emergency procedures</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Made aware of the frequency of fire drills.</li> </ul>			
<ul style="list-style-type: none"> <li>• How to raise the alarm in the event of an emergency has been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>• Evacuation procedures have been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>• Emergency exit route, alarm call points and the assembly point are identified.</li> <li>• Location of fire extinguishers has been highlighted.</li> </ul>			

<ul style="list-style-type: none"> <li>Where necessary, a <b>Personal Emergency Evacuation Plan</b> has been arranged.</li> </ul>			
<ul style="list-style-type: none"> <li>The school's <b>Bomb Threat Policy</b> and <b>Invacuation, Lockdown and Evacuation Policy</b> have been read.</li> </ul>			
<b>DSE</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>A workstation assessment has been undertaken.</li> </ul>			
<ul style="list-style-type: none"> <li>Suitable equipment/furniture has been provided.</li> </ul>			
<ul style="list-style-type: none"> <li>Eyesight test provision entitlement has been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>A copy of the school's <b>Display Screen Equipment Policy</b> has been read.</li> </ul>			
<b>COSHH</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>Nominated person responsible for risk assessment has been identified.</li> </ul>			
<ul style="list-style-type: none"> <li>The importance and use of personal protective equipment has been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>Aware of procedures relating to handling and storing items and substance.</li> </ul>			
<ul style="list-style-type: none"> <li>A copy of the school's <b>COSHH Policy</b> has been read.</li> </ul>			
<b>Health and safety responsibilities</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>The responsibilities of the following people have been explained: <ul style="list-style-type: none"> <li>Governing body</li> <li>Headteacher</li> <li>Staff members</li> <li>SLT</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>The school's <b>Health and Safety Policy</b> has been read.</li> </ul>			



<b>Infection control</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>Principles of good hygiene have been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>Any specific risks of infection due to nature of work and provision of immunisation has been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>The school's <b>Infection Control Policy</b> has been read.</li> </ul>			
<b>Educational trips and visits</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>Use and importance of risk assessments has been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>The procedure to follow in the event of an accident has been identified.</li> </ul>			
<ul style="list-style-type: none"> <li>The school's <b>Educational Trips and Visits Policy</b> has been read.</li> </ul>			
<b>PPE</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>Necessary clothing/equipment has been ordered.</li> </ul>			
<ul style="list-style-type: none"> <li>Staff members have been shown how to use/wear PPE appropriately.</li> </ul>			
<ul style="list-style-type: none"> <li>Where to store PPE has been identified.</li> </ul>			
<b>Risk Assessments</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>Staff have been made aware of the importance of undertaking risk assessments.</li> </ul>			
<ul style="list-style-type: none"> <li>The correct risk assessment format has been identified.</li> </ul>			
<ul style="list-style-type: none"> <li>How to undertake a risk assessment has been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>Staff have been made aware of procedures for safe systems of work.</li> </ul>			

<ul style="list-style-type: none"> <li>It has been determined whether there are any health, medical or mobility issues that could affect an employee's safety at work or safety of others. If so, a 'special' risk assessment detailing how these needs will be catered for has been undertaken.</li> </ul>			
<ul style="list-style-type: none"> <li>The school's <a href="#">Risk Assessment Policy</a> has been read.</li> </ul>			
Lone working	Yes	No	Comments
<ul style="list-style-type: none"> <li>The procedure for lone working has been explained.</li> </ul>			
<ul style="list-style-type: none"> <li>The importance of risk assessments has been made clear.</li> </ul>			
<ul style="list-style-type: none"> <li>The school's <a href="#">Lone Worker Policy</a> has been read and a statement of agreement signed.</li> </ul>			



# Accident Reporting Form

[illegible]