# School Induction Checklist

This checklist should be completed in conjunction with the [School Health and Safety Induction Guidance](http://www.docs.csg.ed.ac.uk/Safety/general/Induction.pdf), available by following this link.

This checklist is provided by the Health and Safety Department as a model induction pack, which schools should amend and modify as appropriate to their own needs.

Ensure new personnel are made aware of, are issued with, and understand the following:

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Policy | | Yes |
|  | The relevant parts of the University Health and Safety Policy, (available at [http://www.safety.ed.ac.uk/policy/](http://www.ed.ac.uk/schools-departments/health-safety/policy-cop/policy) ) | |  |
|  | The school Health and Safety Policy. | |  |
| B. | Procedures | |  |
|  | The local emergency procedures, relevant to the school/buildings the staff member will be frequenting | |  |
| C. | Accidents and Incidents | |  |
|  | The local system for reporting and recording accidents, incidents, near-misses and instances of occupational ill-health   * Online at <https://www.edweb.ed.ac.uk/health-safety/accident-reporting> * specify the relevant school contact. | |  |
| D. | School Health and Safety Contacts | |  |
|  | The names and details of health and safety contacts within the School   * SSA *(Specify)* * BSO *(Specify where applicable)* * RPA *(Specify where applicable)* * Fire Stewards *(Specify)* * First Aiders *(Specify).* | |  |
| E. | Risk Assessment | |  |
|  | The findings of relevant risk assessments - direct new personnel to examples of the relevant risk assessment formats e.g., COSHH, GM, Manual Handling, DSE, Fieldwork, General. | |  |
| F. | Safe Systems | |  |
|  | Details of relevant safe operating procedures (S.O.P.'s), safe systems of work, etc. | |  |
| G. | Information and Advice | |  |
|  | Where to obtain health and safety information, advice and guidance   * centrally at <http://www.ed.ac.uk/health-safety/> or [email](mailto:Health.Safety@ed) [health.safety@ed.ac.uk](mailto:health.safety@ed.ac.uk) * within the school, via SSA etc, School H & S Committee. | |  |
|  | 'Health and Safety Law - What You Should Know', a leaflet published by the Health and Safety Executive. Available by following the link below.   * [Health and Safety Law - What You Should Know, HSE](http://www.safety.ed.ac.uk/resources/pdf/law.pdf) | |  |
| H. | Reporting Procedure | |  |
|  | The appropriate mechanisms for raising any health and safety concerns within the School. | |  |
| I. | School Health and Safety Committee | |  |
|  | Details of the School Health and Safety Committee (function, membership, dates of meetings etc.), or other appropriate forum. | |  |
| J. | Additional Information as required, please detail | |  |
|  | For example outcomes of the key job hazards process and what is expected of the staff member as well as the line manager | |  |
| Name: | |  | |
| Job Title: | |  | |
| Start Date with School | |  | |
| Signature: | |  | |
| Date: | |  | |

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