



If you can dream it...  
Ysgol Bae Baglan

# Ysgol Bae Baglan Health and Safety Policy

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.

Date passed by Governing Body: Nov 15<sup>th</sup> 2017

Chairman.....*E.V. Llanam*

## STATEMENT OF INTENT

### INTRODUCTION

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

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

### 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 Policy 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 policy 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.

#### ORGANISATION

#### RESPONSIBILITY

There is a shared overall responsibility for health, safety and welfare between the LEA, governing body and headteacher.

## DUTIES AND RESPONSIBILITIES OF HEADTEACHER

To promote within their establishment, an interest in and enthusiasm for safe and healthy working conditions and to implement the Corporate safety policy.

To assist their governing body with identifying the arrangements within their 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 their establishment and to ensure that the necessary Safety Inspections are carried out.

To refer any Health and Safety problem which they are unable to resolve to their

Governing body or the Health and Safety Officer as appropriate.

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

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

- i) Remove all persons under their 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 on.

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 headteachers.

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 AND SENIOR MANAGEMENT

To deputise for the headteacher in his absence as outlined on page 3.

## DUTIES AND RESPONSIBILITIES OF ALL EMPLOYEES

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 this Policy 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 their immediate supervisor, whether or not physical injury has occurred.

To use any safety appliance or personal protective equipment provided for their protection at all necessary times, and to ensure that such equipment is maintained in safe working condition. Any defect shall be reported for attention.

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 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, senior management team 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 LEA 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 FINANCE 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, LEA, 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 LEA.

Agree initiatives for promoting safety awareness.

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

Prioritise resources for Health and Safety.

## ARRANGEMENTS

# Fire Safety

On discovery of a fire, the alarm must be sounded by breaking the glass call point.

Appointed Fire Wardens will assist in the evacuation of the buildings

Everyone on the school campus must then evacuate the building using the nearest safe exit and report to their appropriate assembly point.

Headteacher and/or secretarial staff will telephone the Fire Brigade 999 and give them the appropriate details.

Secretarial staff will collect and distribute registers at assembly points at the assembly point on the school yard.

Class teachers will carry out a roll call and inform Senior Management Team at the assembly point anyone is unaccounted for.

This information will be conveyed to the headteacher who will be adjacent to the main entrance.

The headteacher will then liaise with the Senior Fire Officer on his arrival to inform him of the location of the fire, location of services and any missing persons.

Staff and pupils will only re-enter the building when instructed to by the Senior Fire Officer.

## Fire Drill

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.

Appointed Fire Wardens will assist in evacuating the building.

A roll call will be carried out and at the end of the drill the 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 locked.

All staff members 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.

Staff members 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 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

Fire Safety Direct 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 headteacher immediately, who will contact the LEA for replacement/recharge.

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

(See Appendix F for location)

## Emergency Lighting

Emergency lighting will be tested on a monthly basis by the lighting control software and a record kept.

## Fire Alarm

In the first year, Protectocoms will maintain the fire alarms. After that, a decision will be made as to who takes on the maintenance. The fire alarm is tested on a regular 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 LEA 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

See Site Plan Appendix F.

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

Electricity	LV Switch Room next to main kitchen
Gas	Boiler Plant Room opposite Maths Pod One
Water	Water Plant Room opposite Maths Pod One.
Telephones	Lines enter school via IT Technicien's Room

#### Failure of mains services (gas, water, electricity)

1. Report immediately to your supervisor
2. If gas leak is suspected **DO NOT** turn on or off any electrical appliance including light switches
3. Location of isolation switches and valves
4. *Designated S.M.T. to produce written report for Headteacher*

## Accident Reporting

All accidents must be entered in the accident book located in the both Reception Areas.

A record is also kept online by Jonathan Watkins. Please refer to LEA guidance on Accident Investigation and Prevention.

## Visitors

All visitors must report to the office to register their presence at school. All visits must sign in and out and display identification whilst on school campus. Typical visitors are Governors, Voluntary helpers, LEA Officers, Parents, Contractors etc.

All unaccompanied visitors not wearing identification are 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 kit is located at :

1. Reception Areas.
2. Administration Office upstairs.
3. Science Rooms.
4. D.T. office

The emergency First Aiders are :

1. Gemma Jones
2. Karen O'Brien

A record of all First Aid administered will be kept in the First Aid Log book, which is located in Reception.

Named staff are responsible for checking and stocking the contents of the first aid kit on a monthly basis.

First Aid signage is displayed at strategic points around the school.

## Display Screen Equipment

The LEA 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. Feed back from the headteacher within designated time scale to control hazard.

### *Electrical safety*

Prior to use of any electrical equipment all staff have a duty to undertake a visual inspection must to identify any patent defects – frayed leads, broken plugs damaged casing etc.

Any defects must be reported to Headteacher and the equipment taken out of use and signed appropriately

Competent, qualified persons must undertake all repairs

There are procedures for portable electrical appliance testing by competent, trained persons. All electrical equipment is tested by outside contractors. The records are kept in the school office.

A programme for P.A.T whereby the frequency of testing is determined by risk assessment is in operation. Accurate records of testing and repair have been established and maintained.

Where risk assessment dictates RCD's must be used

Minibus Co-ordinator - who is Louise Davies

1. Will arrange for annual MOT testing and regular servicing with an approved specialist.
2. Will provide training for any new driver via the LEA Safety Office who utilises the MIDAS Scheme.
3. Arrange for **two** drivers if journey time exceeds two hours or fifty miles.

## Drivers Responsibility

The following guidelines are to assist you :-

1. Drivers **must** be 25 years of age (minimum) and hold a current driving licence (conviction free for 3 years) and will need to produce their licence and a copy retained by the Co-ordinator.
2. All new drivers **must** have received training.
3. Before driving every driver **must** check vehicle for tyres, mirrors and doors and any visible defects, e.g. bulbs, fuel before leaving school. To inform the minibus co-ordinator of any defects noted in usage. These to be entered into the logbook. If the minibus has any defect it should not be driven.
4. Ensure that the minibus is not overloaded and all pupils have their seatbelts fastened in the proper manner and wheelchairs clamped.
5. Note position of fire extinguisher, first aid kit and spare wheel.

6. In the event of a breakdown ensure that pupils are escorted well away from any danger. (Use mobile phone to notify headteacher).
7. **All** journeys must be logged.
8. The minibus **must** be booked in advance online with the minibus co-ordinator. Destination and times of departure and return must be entered into the school minibus book, which is located in the Lower School Reception. All entries must be signed by the **driver** before leaving the site.
9. You must be medically fit before driving the minibus. If you feel unwell during the journey STOP and contact the school.  
  
Drivers must not smoke, drink or eat whilst driving.  
  
Drivers must not consume alcohol.

## Contractors on Site

- All building work should be organised via the LEA or Surveyor. Prior to any work, **authorisation to work** 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 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 LEA.

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.

### *Manual handling*

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, Try to eliminate the need for manual handling; consideration will be given to the use of mechanical equipment via risk assessment. Carry out risk assessments of tasks to be undertaken

Record all findings Inform employees of significant findings i.e. 2 persons lift, correct lifting procedures etc Employees must be informed not to lift loads which would place them at risk Staff must be suitably trained

The Headteacher will assess the manual handling training needs of all staff and arrange to meet these needs with the LEA 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 netball posts – 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 Caretaker and teaching staff will supervise.

Tables need one child at each end; a child must not attempt to lift a table on his or her own.

Staging blocks are heavy and need at least two children per block, as they are awkward to handle. Children need to be shown how to pick them up 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. The children can move these freely.

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.
- Piano – although on wheels, it can tip, and feet or fingers become trapped.
- Paper cutters – sharp blade.

Safety monitoring systems

Active monitoring will include:

Safety inspections

Safety audits

Safety inspections

This is the scheduled inspection 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.

Security of the premises

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.

Staff are encouraged to approach unaccompanied visitors and offer assistance or escort them to the office.

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

Caretakers 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.

## *Caretakers*

It is the responsibility of the caretakers 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, to check:

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

### *Security breaches*

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

## Personal protective equipment

Where it is not possible to eliminate hazards to the individual by any other reasonably practicable means, then individuals will be issued with personal protective equipment and clothing. Where this has been issued it shall be properly used whenever the employee is at risk from the hazard(s) for which it has been provided.

All necessary staff will be assessed for personal protective equipment.

Typical examples of personal protective equipment are goggles, gloves etc.

## 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 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.

## Technology

Mrs Lewis is the Head of Department and a copy of the risk assessments can be obtained from her.

## Science

Mrs. George is the Head of Department and a copy of the risk assessments can be obtained from her.

## **P.E.**

Mrs. Hamer is the Head of Department and a copy of the risk assessments can be obtained from her.

## **Lower School**

Mrs Kath Palmer produces risk assessments for school trips, climbing apparatus etc.

### **1a. School journeys**

The lea guidance is adhered to and a copy is available from the office.

### **2b Insurance for school journeys**

All school journeys **must** be insured for the appropriate activity.

Insurance can be obtained from the blanket Policy that is held with Authorities Insurance Company (Neath Port Talbot County Borough Council).

Details of the cover, the cost and an application form are included in Appendix E.

Alternative sources or insurance can be used providing that the cover is at least equal to that of the policy of the LEA.

## ***Insurance for travel to sporting fixtures***

Separate insurance is **not** required for this type of travel as it is covered by the Standard Policy that the Neath Port Talbot County Borough Council have with their insurers.

#### Risk assessments

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:
  - a) a change in legislation has occurred
  - b) a change in staff
  - c) a change in equipment/product/task
  - d) post accident/incident

For definition of competent person please. Refer to Appendix B

## Use and storage of hazardous substances

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

## 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, is the overall responsibility of the Headteacher. However, the

maintenance of these arrangements, i.e. ensuring all equipment stored and used correctly, is the responsibility of supervisors and employees within the structure. Staff must not use any equipment unless they have received the appropriate training.

## Slips, trips and falls

All staff must be vigilant and report any defects which may increase the risk of slips trips and falls. High risk areas such as toilets, wet play areas, kitchens, stairways, stairway landings etc. must be inspected on a regular basis and formally recorded. Arrangements to rectify any defect or hazard must be developed e.g. procedures for cleaning up water spillages in toilets and wet play areas.

## **APPENDIX B**

### **Definition of Competent Person**

A competent person must have adequate knowledge experience and understanding of the work, systems and hazards involved with the area of concern. They must also have the ability in recognised dangers understand the precautions required and determine the degree of supervision.

## 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.

1. **AWARENESS**

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

2. **ADVICE**

To advise the Headteacher and Governing Body, so far as they can, of 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.

3. **POLICY ASSISTANCE**

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

4. **IDENTIFY HAZARDS ASSISTANCE**

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

5. **IMPLEMENT PROCEDURES ASSISTANCE**

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

6. **ACCIDENT INVESTIGATION**

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

## 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 Line Manager should be identified to support the new employee throughout the induction process.

Line Mangers 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 Line Manager 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 Line Manager 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 F

NEATH PORT TALBOT COUNTY BOROUGH  
COUNCIL

## HEALTH AND SAFETY

### ENTRY INTO CONFINED SPACES

#### *Confined Spaces – Definition*

With regard to this instruction, a confined space is defined, as any space which by design has:-

1. Limited openings for entry or exit
2. No (or very limited) natural ventilation
3. Is not intended for continuous or occasional occupancy, and
4. Which could contain air which is contaminated or dangerous for humans to breath

Some examples of confined spaces are: storage tanks, pits, silos, vats boilers, pressure vessels, ventilation and exhaust ducts, sewers, tunnels, pipelines, underground chambers.

**This list is not exhaustive and is meant for guidance only.**

#### *Instruction*

**NO EMPLOYEE SHALL, UNDER ANY CIRCUMSTANCES ENTER A CONFINED SPACE AS DEFINED ABOVE**

#### **Notes 1**

1. If in doubt **do not enter**. Ring the safety officer for clarification.
2. Where entry to a "confined space" is required for maintenance purposes contact the **Helpline**.
3. This notice must be brought to the attention of every employee. The Headteacher must ensure that it is fully understood and compliance is absolute.

#### **Notes 2**

If any Headteacher is aware of any “Confined Space” being present at premises or workplaces under their control, which need to be assessed for any reason by any employee of Neath Port Talbot County Borough Council then they should notify the safety officer detailing in the notice the position and description of the confined space and the circumstances and reason for entry by our employees.