



THE NETHERHALL SCHOOL AND OAKES COLLEGE HEALTH AND SAFETY POLICY

THIS POLICY WAS APPROVED:	JULY 2023
POLICY VERSION:	VERSION 4.0
THIS POLICY WILL BE REVIEWED:	JULY 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF OPERATIONS
THIS POLICY WAS CONSULTED WITH:	TRUST BOARD
THIS POLICY WAS DISTRIBUTED TO:	ACADEMIES LEADERSHIP GROUP

Statement of General Policy on Health, Safety and Welfare

Netherhall believes that health and safety is paramount in all areas of its activities. Netherhall is committed to providing its pupils and employees with safe places of learning and work that do not impact negatively on their health and well-being. It is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or any persons that could be impacted by its activities.

We shall ensure, so far as is reasonably practicable, the health and safety and welfare of our staff, pupils and any visitors to our premises, and will incorporate the Health and Safety Policies and Statutory Regulations, in particular the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

Netherhall aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of its aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the academy's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

Responsibility for the day-to day implementation and monitoring of this Health and Safety Policy rests with the Headteacher who will work in collaboration with staff and the recognised appointed safety representative to ensure compliance.

Employees have a duty to protect themselves and others by working safely, co-operating with Anglian Learning, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Signed ... 

Headteacher

Review Date.....July 2024.....

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the Trustees have approved the following organisational structure. Duties and responsibilities have been assigned to Staff as laid out below.

1. Headteacher

Overall responsibility for the day-to-day management of Health and Safety rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will advise the Director of Operations of any areas of health and safety concerns that may need to be addressed by the allocation of funds. The Headteacher will delegate to the Head of Operations who will implement day-to-day health and safety practices.

Matters requiring particular consideration by the Headteacher will include:

- 1.1. Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 1.2. Adequate staffing levels for safe supervision;
- 1.3. The delegated responsibility for maintenance of the premises;
- 1.4. The purchase of equipment to meet appropriate safety standards;
- 1.5. The provision of appropriate protective clothing where necessary;
- 1.6. The purchase and maintenance of first aid materials and firefighting appliances;
- 1.7. The funding of necessary safety training for staff;
- 1.8. The arrangements for securing health and safety assistance from a competent source;
- 1.9. The provision of appropriate health and safety reporting to the Director of Operations as laid out on appendix 5
- 1.10. Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 1.11. Contribution to the Trust Asset Management Plan to ensure appropriate planning and resourcing of health and safety matters requiring attention
- 1.12. All staff have read and acknowledged the Health & Safety Policy.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

The Deputy Headteacher or a member of senior leadership is responsible for these matters if the Headteacher is not on site.

2. Head of Operations

The Headteacher will delegate to the Head of Operations a number of duties that are linked with the overall responsibilities of the Headteacher. More specifically the post holder will:

- 2.1 Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed;

- 2.2 Formulate the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.3 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 2.4 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 2.5 Co-ordinate the statutory inspections and testing as required, ensuring all areas of the establishment and all activities are covered;
- 2.6 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 2.7 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 2.8 Oversee Health and Safety meetings and report back to the Director of Operations
- 2.9 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 2.10 Advise the Director of Operations of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in the local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 2.11 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 2.12 Ensure that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 2.13 Oversee statutory compliance and record keeping on the Every Compliance portal
- 2.14 Oversee day to day Health & Safety across the site
- 2.15 Support the Headteacher in compiling the termly Premises/Health & Safety report.

3. Educational Visits Coordinator

The Headteacher will delegate to the Educational Visits Coordinator the duties as set out in the Education Visits policy. More specifically the post holder will:

- 3.1 Oversee all arrangements for educational visits and school journeys. Advise and promote on training for educational visits. Develop and monitor risk assessments for educational visits.

4. Heads of Faculty

All Heads of Faculty are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the academy's policy statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed

- 4.2 Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.;
- 4.4 Ensure that all accidents are investigated and reported appropriately, with a view to preventing a recurrence;
- 4.5 Ensure that all staff within the department are aware of their specific roles in case of fire and / or emergency;
- 4.6 Remove from use and inform the Head of Operations of any equipment / appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 Ensure that adequate levels of class supervision are available at all times;
- 4.8 Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Head of Operations;
- 4.9 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate, CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 Identify specific staff health and safety training needs and inform the Head of Operations accordingly;
- 4.11 Consult with all staff on any matters that may affect their health or safety whilst at work;
- 4.12 Carry out and log departmental induction training including any specific information and training that may be necessary because of activities that are peculiar to the department;
- 4.13 Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.14 Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Head of Operations;
- 4.15 Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities, which may involve some risk;
- 4.16 Ensure that good standards of housekeeping are maintained;
- 4.17 Consult the Trust's or Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

5 Employees

All employees are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Teachers / TA's / Supply staff shall:

- 5.1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 Be aware of the academy's health and safety policy and any local rules and arrangements, which may apply specifically to the department concerned;

- 5.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 Know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/lockdown etc.;
- 5.5 Ensure that pupils follow school / departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 Ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 Report any defective equipment to the Head of Faculty;
- 5.9 Investigate all accidents (including near misses) in conjunction with Head of Faculty, which occur through activities organised/supervised by the Faculty;
- 5.10 Propose for consideration by their Head of Faculty any improvements, which they consider, would improve health or safety standards within the department;
- 5.11 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6 Manager of Sports Centre

The Manager of the sports centre has been delegated responsibility for all matters relating to the health and safety of the Sports Centre. The Manager is responsible to the Headteacher. Duties include:

- 6.1 Ensure that risks assessments are undertaken for all activities and operations taking place in the Sports Centre. Control measures are implemented and that assessments are monitored and reviewed;
- 6.2 Periodically review Sports Centre policy documents, amend as necessary and circulate any changes to appropriate staff;
- 6.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents (including near miss) on the premises;
- 6.4 Advise the Head of Operations of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 6.5 Report to the Head of Operations any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- 6.6 Ensure Sports Centre with pools have up to date Normal Operating Procedures (NOP), Emergency Operating Procedures (EOP). All staff have read and acknowledged the procedures.

7. Site Officer

The Site Officer is responsible to the Head of Operations. Duties include:

- 7.1 Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 7.2 Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 7.3 Participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;

- 7.4 Ensuring that other site supervisory staff (cleaners, for example) are adequately supervised;
- 7.5 Identifying any particular health and safety training needs of supervisory staff in the group;
- 7.6 Ensuring that staff within the group are not involved in activities outside their limitations;
- 7.7 Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 7.8 Ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.
- 7.9 The Site Officers must ensure they have been made aware and are familiar with the school's Safety Policy and procedures and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g.-storage arrangements, materials; equipment; substances etc.)
- 7.10 Under section 6 of the Health and Safety at Work Act the Site Officers are responsible for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances, etc., is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers' Data Sheets and COSHH);
- 7.11 The Site Officer must inform the Head of Operations whenever contractors are due to enter the school to undertake maintenance, service or works contracts;
- 7.12 Overseeing the safety and security of the school site, ensuring regular monitoring of lighting.
- 7.13 Ensure statutory compliance is undertaken within required periods and the compliance software 'Every' is maintained. kept up to date and associated documents uploaded.
- 7.14 Support the Head of Operations with reviewing and maintaining risk assessments and registers.

8. All Employees

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

Employees must also co-operate with the Trust central staff and senior leadership of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 To participate in the risk assessment process and comply with findings;
- 8.2 To report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 To report all accidents according to the procedures included in Part 3 of this document;
- 8.4 Be familiar with the procedure to be followed in the event of a fire or other
- 8.5 serious emergency (see Part 3);
- 8.6 To make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.7 To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;

- 8.8 Follow all relevant codes of safe working practice and local rules;
- 8.9 Report any unsafe working practices to the Head of Faculty / Head of Operations.

9. Pupils / Students

All pupils must be encouraged to follow all safe working practices and observe all School safety rules. All pupils / students will:

- 9.1 Follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- 9.3 Inform any member of staff of any situation, which may affect their safety;
- 9.4 Movement of students through corridors between lessons is carefully monitored by staff.

10. Staff Safety Representatives

Health and Safety at work law makes provision for the appointment of trade union appointed safety representatives from amongst the employees. Where a representative is appointed, the safety representative shall have the following functions:

- 10.1 To investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 To investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- 10.3 To make representations to the Headteacher via the Head of Operations on general matters affecting the health, safety and welfare of employees;
- 10.4 To carry out workplace health, safety and welfare inspections;
- 10.5 To attend any safety committee meetings;
- 10.6 To co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

11. Health and Safety Committee (Secondary)

The established Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others that may be affected by the academy's activities. Membership of the Committee should comprise of:

Site Manager
SLT representative
Head of Operations (Chair)
Head of Physical Education
Head of Creative design
Head of Science (or nominated representative)
DT Technician
IT Manager
Sports Centre Manager
Staff Union representative
Invite cleaning and Catering Managers

N.B All high risk departments should be represented

The H&S Committee will be responsible for the following.

- 11.1 To be involved in the monitoring of health and safety training;
 - 11.2 To look at accidents statistics, ill health for the academy and to monitor and review trends, report to the Headteacher;
 - 11.3 To be involved and assist with the actions of the health and safety audit reports / fire risk assessments by ensuring the actions / recommendations of the report are implemented;
 - 11.4 To ensure there is a process in place for reviewing of Risk Assessments and audits;
 - 11.5 Suggest health and safety targets and priorities for the forthcoming year;
 - 11.6 To review safeguarding and security across the site;
 - 11.7 Review any upcoming building projects;
 - 11.8 Report any health and safety issues across the site.
 - 11.9 Review health and safety concerns raised by Pupil Council
- Appendix 2: Health and Safety Committee Agenda

Health and Safety (Primary)

Health & Safety in the primary sector will be reported by the Headteacher to the Director of Operations termly as laid out in Appendix 5. The Primary and Estate Manager will support the Headteacher with an up to date report in order to develop and implement measures to ensure the health and safety of all employees, pupils and others that may be affected by the academy's activities

12.External Competent Assistance

The competent assistance and advice is provided by:

Cambridgeshire County Council Health, Safety and Wellbeing Team

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The Health and Safety Consultants indicated above has been contracted to ensure that Anglian Learning is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.


Contact Details:

Cambridgeshire County Council Health and Safety Team
New Shire Hall
Emery Crescent Enterprise Campus
Alconbury Weald
HUNTINGDON
Cambridgeshire
PE28 4YE

Tel: 01223 714768
Fax: 01223 475932

Health and Safety Business Partner,

Cambridgeshire County Council: Stuart Wood 07789397291

 stuart.wood@cambridgeshire.gov.uk

Joanne Canham 01223 714768 / 07467330576 (currently on maternity leave until June 24)

Arrangements and Procedures for Health, Safety and Welfare

All of the below are a requirement and personalised to each school

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording and Investigation

The reporting procedure will be in accordance with the policy as laid down in the Staff Handbook. This procedure must be brought to the attention of Heads of Faculty:

Employees must report all accidents, incidents, near misses, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure. This is shown in full as Appendix 1.

- 1.1. All accidents, dangerous occurrences, and near misses must be reported to the Local Authority [portal](https://www.reportincident.co.uk/Cambridgeshire/1) <https://www.reportincident.co.uk/Cambridgeshire/1> (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form;
- 1.2. "Near Misses" must also be recorded on the Every system. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later, outcomes should be clearly recorded;
- 1.3. The person responsible for First Aid reporting must ensure that they have seen each IRF(96) before they are sent to CCC. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil / child. NB Faulty systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible;
- 1.4. The person responsible for First Aid must fully investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect;
- 1.5. All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123;
- 1.6. The IRF96 must be completed online and sent to the Health and Safety Team for absences through accident for periods of 7 days or more (including W/E's and holidays) , when a non-employee attends hospital following an accident whilst at work, or when a pupil or member of staff has suffered an specified injury such as fractures, broken bones, serious burns . Please refer to the IRF96 guidance for full details of reportable incidents..

2. Asbestos

The Site Officer will be responsible for Asbestos, location of asbestos survey, updating of the Frontline Asbestos Portal, arrangements to ensure contractors and others such as site supervisors etc. have sight of asbestos report prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager / checking manual, how staff should report damage to

asbestos materials. A copy of the current Asbestos report is to be kept with the contractors signing in book.

- 2.1. Any asbestos that is likely to be disturbed or removed is to be done using approved Licensed Contractors in accordance with the Asbestos at Work Regulations;
- 2.2. The Site Officer will also be responsible for setting out safe systems of maintaining the fabric of the buildings and making the Director of Operations aware of any specific problems, through the Headteacher.

3. Building Services

To ensure some systems of work (such as working at height or working in confined spaces) are carried out safely, systems of work will be prepared by the person undertaking the activity detailing how the work should be carried out. These will be used with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

The Site Officer shall be responsible for making arrangements of the induction of contractors to exchange Health and Safety information and agree safe working arrangements, safeguarding procedures, risk assessments, signing in on 5Cs system. Contractors working on the school premises are required to identify and control risks arising from their activities and to share this information with the school in advance of work starting. Contractors will inform the Site officer of all potential risks to staff, pupils and visitors. Contractors will be required to provide in advance the documentation and evidence as listed in the Contractors Handbook.

4. Curriculum Safety

Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health and safety is written into the lesson scheme of work, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"].

5. Drugs and Medications

Please refer to the relevant Trust and academy policies.

6. Electrical Equipment

Fixed Electrical Inspection takes place every five years or over a rolling programme of 20% per year.

The procedure to be adopted is as a means of satisfying the Electricity at Work Regulations and the IET Code of practice

Portable Equipment – will be tested as per Risk Assessment. Failed equipment must be taken out of operation.

Electrical equipment should not be brought in from home without prior consent. Any items agreed must be PAT tested

Electrical items such as toasters and fan heaters are not permitted on site

7. Extended School / Adult Learning

Please refer to any relevant policies.

8. Fire Precautions and Procedures

The Head of Operations and Site Officer are responsible for undertaking and reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc., assembly points, maintenance of fire exits / escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

Location of emergency procedure documents

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located with:

- Each member of the School / School Leadership Team
- Head of Operations
- Site Officer
- Headteacher's PA

9. First Aid

Please refer to staff handbook and Managing Medical needs and First Aid Policy

The Headteacher or Head of Operations should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

10. Glass and Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard as per Regulation 14.

11. Hazardous Substances

The Trust recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations.

It is a requirement under the Management of Health and Safety at Work Regulations to carry out risk assessments with other chemicals and all operations involving mechanical and electrical hazards. Heads of Departments (or appointed "assessor(s)") will be required to make provision for this in their departmental safety policy.

Working in conjunction with the school chemical register and the COSHH package, Heads of Department will ensure assessments have been carried out and that further monitoring is in place as required.

Review of practice and procedure must take place periodically in the department.

There will be occasions to refer to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dusts, vapours, gases, etc., (e.g. fume cupboards, woodwork. extraction, heat treatment, soldering, etc.).

Provision will be made to ensure this takes place every 14 months. A register of all such tests will be logged on the Every system by the Head of Operations.

12. Health and Safety Advice

Health and Safety Business Partner,

Cambridgeshire County Council: Stuart Wood 07789397291

 stuart.wood@cambridgeshire.gov.uk

Joanne Canham 01223 714768 / 07467330576 (currently on maternity leave until June 24)

13. Housekeeping, Cleaning and Waste Disposal

- 13.1. Cleaning Manager is responsible for day to day cleaning as per specification for each area. Specialist areas to be deep cleaned at regular intervals as specified;
- 13.2. Heads of Faculty should make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

14. Handling and Lifting

Comply with 'The Manual Handling Operations Regulations 1992, amended in 2002 ('the Regulations').

Consider the risks from manual handling to the health and safety of your employees. Risk assessments and training to be in place for all handling and lifting.

15. Jewellery

Please refer to school policy.

16. Legionella / Water Hygiene

- 16.1. Ensure the academy meets the requirements of Legionella Management in line with current HSE L8 guidance;
- 16.2. To carry out and manage Legionella Risk Assessments and monitoring using competent external contractors to manage water hygiene monitoring including bi annual Legionella risk assessment;
- 16.3. Ensure records are kept and remedial work and examinations have been effective.

17. Lettings/Shared use of Premises

As per Lettings policy, Terms and Conditions.

18. Lone Working

- 18.1. Duty holders to decide what they need to do to comply with their legal duties towards lone workers under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 18.2. Involve staff or their representatives when undertaking the required risk assessment process;

- 18.3. Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
- 18.4. Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice. When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up; and where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

19. Maintenance / Inspection of Equipment

Details and records of all Inspections and Testing are recorded on the Every system by the Head of Operations and Assistant Head of Operations. All inspections and testing to take place within statutory guidelines.

20. Medication Policy

Please refer to school Medication Policy.

21. Monitoring and Evidencing the Policy

The Director of Operations will require, once a year, in the Headteacher's report, a commitment by the Headteacher that departmental self-inspections have been carried out and evidenced the monitoring to substantiate this has been undertaken by suitably qualified and experienced persons. Curriculum Health & Safety Audits of high risk subjects will be undertaken on annual rotation

The Director of Operations with the Headteacher, will identify from the report strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters. Termly Health & Safety audits will be undertaken by the Headteacher or delegated to Premises & Operations Manager

22. New and Expectant Mothers

Under the Management of Health and Safety at Work Act there is a duty to consider risks to new and expectant mothers.

Provide a risk assessment taking into account specific risks relating to their working environment. Ensure employees are aware they are required to inform HR of their condition before a workplace assessment can take place.

23. Personal Protective Equipment

PPE to be provided free of charge where risk assessment determines to be necessary.

24. Plant and Machinery

- 24.1. The Academy recognise that initially it may be required to seek specialist advice in determining the safety requirements for:

- Adequate and correct guarding of machinery
- General inspection of plant, equipment and machinery
- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials.

24.2. The Head of Faculty /Facility will be responsible for carrying out periodical checks within- his/her department, using the text, checklists and information as provided in the Health and Safety Manual.

It is also recognised that certain items of machinery / equipment require be checking and certificating.

24.3. Heads of Faculties will be responsible for defining safe systems of work for cleaning and maintaining plant machinery / equipment. They will also be required to select and provide suitable protective clothing/equipment and of the correct type.

25.Reporting Defects

Defects should be reported through the Every System, the Site Officer and team will arrange any remedial works.

26.Risk Assessments and Guidance Notes

Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Risk assessments relating to general site activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Curriculum risk assessments are the responsibility of the Heads of Faculty. Copies of these assessments are held by the relevant departments. Appropriate risk assessment training will be provided to key members of staff who undertake completing risk assessment

The following staff will complete risk assessments for the areas highlighted below:

Premises	Site Manager/Site Team
Curriculum	Heads of Faculties /Teaching staff/Support staff where appropriate eg Teaching Assistant for a pupil
Off-site Visits	Visit Leader
Individual/specific	Line Manager

Areas of work or activities that are deemed to be more hazardous will have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in school or by accessing on the Web. All new and existing staff should be aware of the contents relevant to them. Risk assessment proformas are available for staff to access on the intranet and staff drives.

The School has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

27. Signage

Ensure that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing / equipment, registers, logbooks etc.

28.School Trips / Off-Site Activities

Procedures for field trips and extra-curricular activities are as outlined in the Staff Handbook and Schools Trips Policy. Where applicable, reference should also be made to the "Educational Visits and Journeys Manual". Activities which fall outside the scope of this document will be organised in-house with written instructions and arrangements conveyed to all interested parties.

29 School Transport

Arranged through Local Authority and they maintain the responsibility for Health and Safety related to this.

30.Smoking

The entire site of each academy is a No Smoking Area

31. Staff Consultation

The Headteacher will be responsible for ensuring that any regulations, information, guidance notes, etc. received are passed immediately to staff who have a direct interest.

As this will normally relate to a department's activities, the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

32. Staff Health and Safety Training and Development

This will apply to all new employees and to existing employees where there is a change in their Job Description. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements. This will form part of employee induction.

Training for will be undertaken by staff who are required to undertake risk assessments as part of their responsibilities.

33. Staff Well-being / Stress

Please refer to Well Being Charter

34. Swimming Pool Operating Procedures (N/A)

Refer to Normal Operating procedure and Emergency Action Plan, Pool Specific Operating Plan

35. Use of VDU's / Display Screens

To comply with The Health and Safety (Display Screen Equipment) Regulations 1992, staff to minimise risk and analyse workstations should complete a Display Screen Equipment risk assessment. A DSE user is identified as someone who uses a computer for a significant period of time i.e. 1 hour a day.

36. Vehicles on Site

Vehicles are only permitted to park in designated parking bays.

Bus Bays are solely for use of school buses during the hours of 8.30 am - 9.30 am and 2.30 pm- 3.30 pm.

37. Violence to Staff / School Security

37.1 All visitors and contractors are to report and sign in on arrival;

37.2 All staff are required to wear school identity badges on site;

37.3 As part of staff induction, they are required to undertake child protection training and how to deal with intervention of physical violence.

38. Working at Height

38.1 Staff needing to work at height are required to undertake appropriate

recognised qualifications (ladders, PASM. High Access, Working at Height);

38.2 Ladders to be checked and recorded on a monthly basis by the Site Officer **(Amend title and responsibilities as per job description)**
Ladders not in use, are to be secured as current regulations state;

38.3 Risk assessments to be completed. Pupils are not allowed to use ladders on site under any circumstances;

38.4 Contractors are required to provide their own ladders unless arranged in advance with the Site Officer and sufficient evidence of competency has been provided.

39.Work Experience

The Head of Year 10, Work Experience Co-ordinator and Careers Co-ordinator are directed to the Health and Safety handbook and will follow the guidance as provided on placement and inspection procedures.

40.

Violence and aggression behaviour

Please refer to Prevention and Management of Abuse towards staff policy.

Appendix 1 Guidance from County Council for reporting incidents

Injuries and ill health to people at work

All RIDDOR reportable incidents must be reported to the CCC online reporting system in the first instance. The CCC H&S team will report any RIDDOR on the school's behalf after completing an initial investigation. [Incident \(reportincident.co.uk\)](http://reportincident.co.uk) **Any incident must be reported on the system as soon as possible and within seven days, with as much detail as can be provided.**

Under RIDDOR, the appointed person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a specified injury must be reported without delay; e.g. fractures, broken bones, injury causing loss of sight.
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days).

For further information, please see the following link
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Physical violence to members of staff

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity;
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil fatality or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- The condition of the premises or equipment was poor, e.g. badly maintained play equipment;
- The school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

How do you decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.)
- The condition of the premises (e.g. poorly maintained or slippery floors).

For example, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition

(E.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity. This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.

Appendix 2 Health and Safety Committee Agenda

Date

Time

Agenda

Attendance:	
Apologies:	
Minutes of previous meeting:	
Action and matters arising:	
Standing Items:	
<ul style="list-style-type: none"> • Safeguarding Fire Safety/Safeguarding Wellbeing • Accident/Incident statistics and investigations/outcomes update Report of data from Every incidents and near misses Reportable IRF 96 (report provided by CCC Health & Safety) Reportable HSE (report provided by CCC Health & Safety) • H&S Management and Training Headteacher Site Walk and report/action plan Faculty reports Outstanding H&S training. Audits and Action Plan • Statuary Inspections and Testing (report from Every) Update on risk assessment progress for individual depts. COSHH General site update Upcoming projects • Policies 	
AOB	
<ul style="list-style-type: none"> • Items to be taken forward to Headteacher 	
Items to be raised to the Director of Operations	
Date of next meeting:	

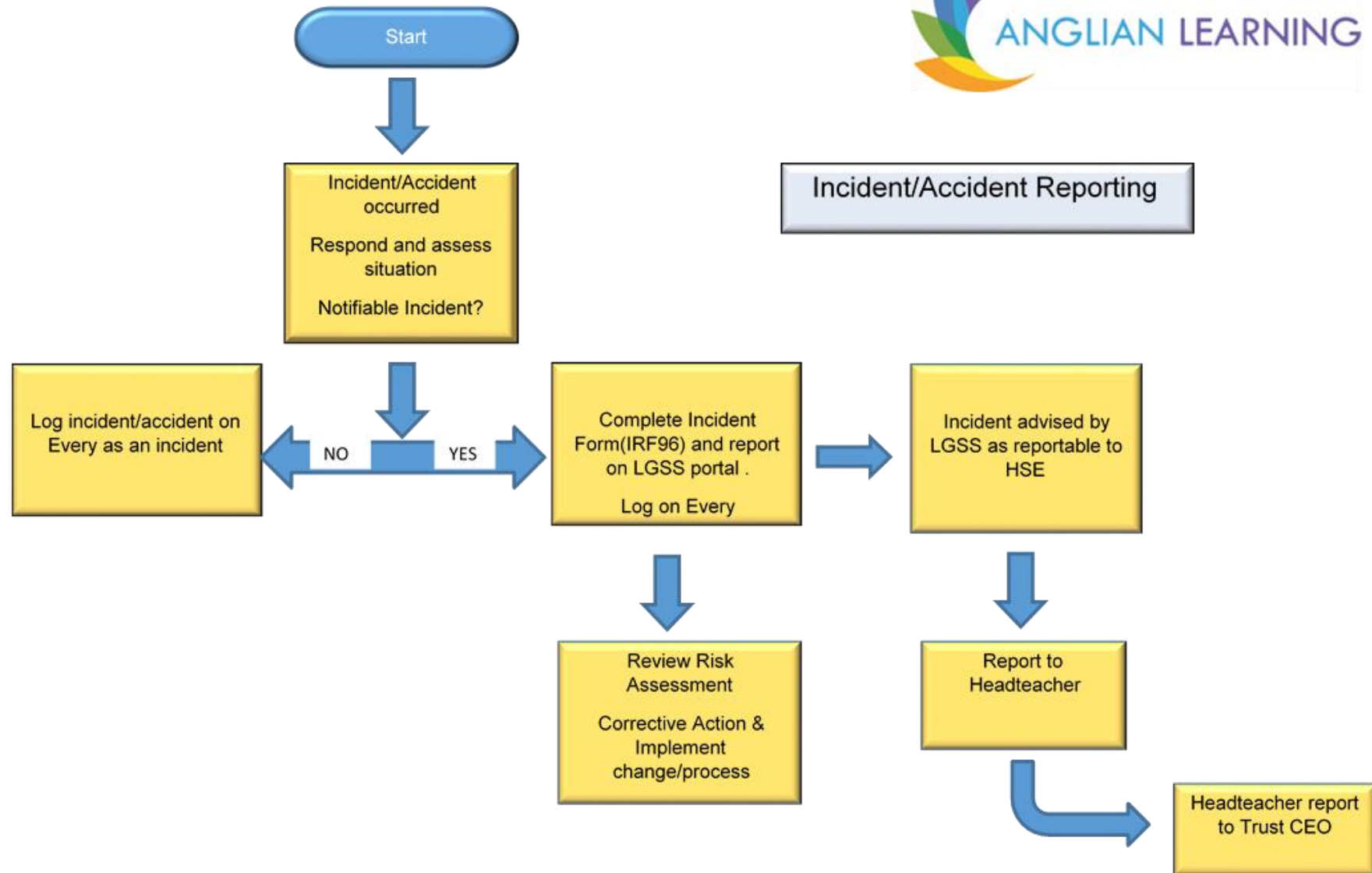
Appendix 3 Premise Report for Headteacher

Date

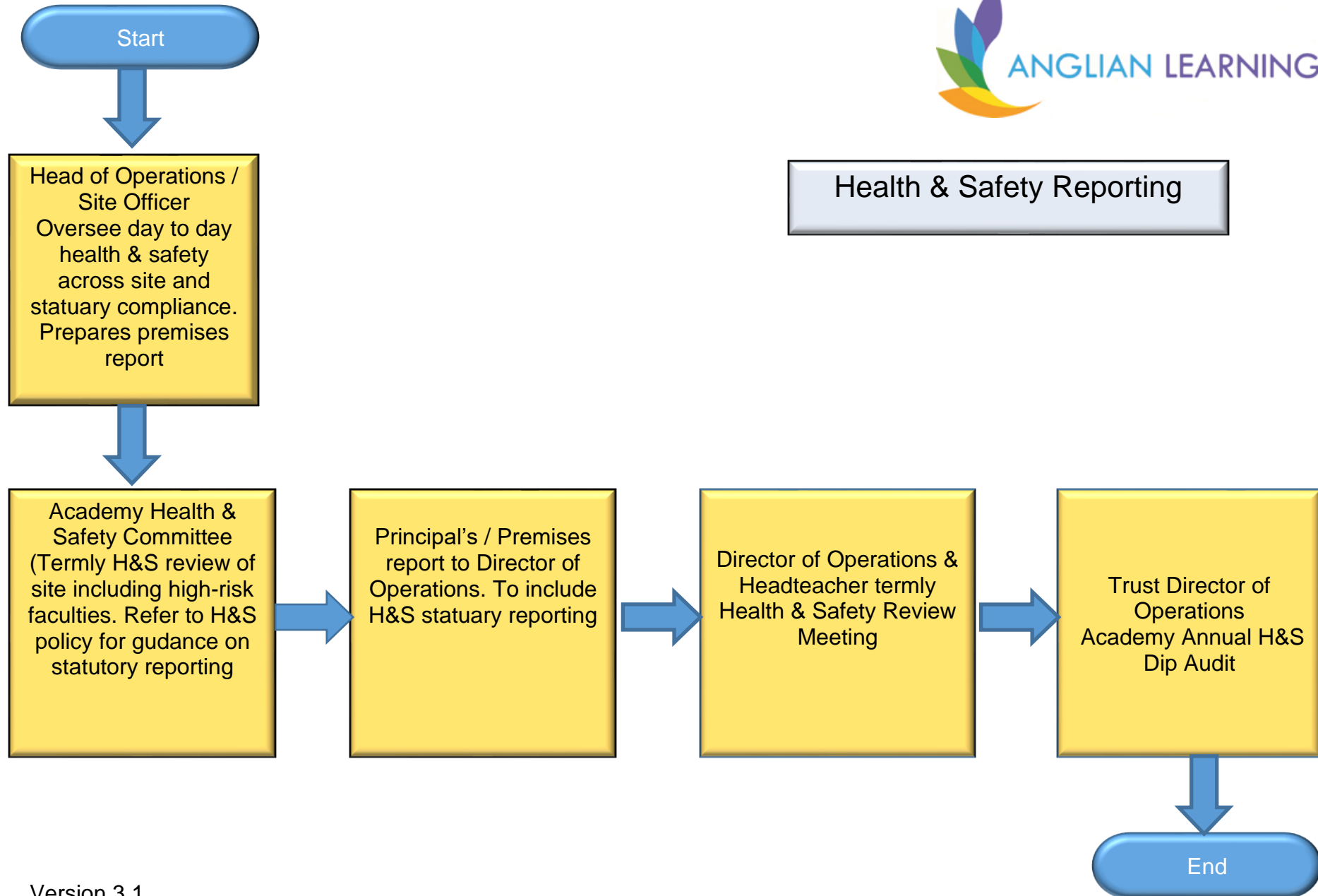
Time

Action and matters arising from previous report <ul style="list-style-type: none">•
Standing Items
<ul style="list-style-type: none">• Safety /Safeguarding Fire Legionella• Accident statistics and investigations/outcomes update Every report Reportable to LGSS Reportable HSE Analysis of areas or incident types• Health and Safety Key points from H&S committee (report attached) Headteacher Site Walk Health & Safety Audits – outcomes and action points Curriculum Health & Safety Audit – outcome and action points• Statuary Inspections and Testing Every report• General Building Works/Capital Projects Contracts for renewal Policies for review and approval Site Team• Departmental Curriculum Audits and Action plans Sports Centre update Adult Learning update

Appendix 4 Incident / Accident Reporting



Appendix 5 Health and Safety Reporting



23-24 Health & Safety Reporting

	September	October	November		December
	AUTUMN TERM (half term 23-27 Oct)				
Health & Safety Policy updated (Read by all staff, copies in central staff area and posted to website)	Approved policy adapted to be site/role specific. Published on school website and available to all staff. H&S policy read to all staff				
Health & Safety site walk and audit (undertaken by Headteacher and Lead Site Person)		Site walk Headteacher and lead Site Person to be undertaken prior to H&S committee meeting (Secondary)			
Health & Safety Committee Meeting. Termly dates set for academic year	Termly dates set for academic year	Termly H&S meetings to be calenderised for the Academic year. Agenda published in H&S policy			
Health & Safety Premises report to include statutory reporting. See template in H&S Policy	Deadline dates calendarised for October/February /April Premises, Health & Safety Reports to be submitted.		H&S/Premises report to be submitted to Director of Operations. To include details all statutory reporting as listed in Health & Safety Policy.		
Health & Safety Review meeting to include actiions from last meeting - Director of Operations / Headteacher	Review dates to be agreed and calendarised with Headteacher			Termly meeting to be calenderised	Report of actions to Headteacher/ Every updated with actions (Issues) by Director of Operations

	January	February	March		Easter break 29 Mar-12 Apr
	SPRING TERM (half term 19-23 Feb)				
Health & Safety site walk and audit (undertaken by Headteacher and Lead Site Person)	Site walk Headteacher and lead Site Person to be undertaken prior to H&S committee meeting (Secondary)				
Health & Safety Committee Meeting. Termly dates set for academic year	Termly H&S meetings to be calenderised for the Academic year. Agenda and committee attendees listed in H&S Policy				
Health & Safety Premises report to include statutory reporting. See template in H&S Policy		H&S / Premises report to be submitted to Director of Operations. To include details all statutory reporting as listed in Health & Safety Policy.			
Health & Safety Review meeting to include actions from last meeting - Director of Operations / Headteacher			Termly meeting to be calenderised	Report of actions to Headteacher/ Every updated with actions (Issues) by Director of Operations	

	April	May	June	July	Summer Break
	SUMMER TERM (half term 27-31 May)				
Health & Safety site walk and audit (undertaken by Headteacher and Lead Site Person)	Site walk Headteacher and lead Site Person to be undertaken prior to H&S committee meeting (Secondary)				
Health & Safety Committee Meeting. Termly dates set for academic year	Termly H&S meetings to be calenderised for the Academic year. Agenda and committee attendees listed in H&S Policy				
Health & Safety Premises report to include statutory reporting. See template in H&S Policy		H&S / Premises report to be submitted to Director of Operations. To include details all statutory reporting as listed in Health & Safety Policy.			
Health & Safety Review meeting to include actions from last meeting - Director of Operations / Headteacher			Termly meeting to be calenderised	Report of actions to Headteacher/ Every updated with actions (Issues) by Director of Operations	

Appendix 6 Statutory Inspections

Statutory Servicing, Testing and Inspection

In order to meet legislation, Health and Safety regulations, the following items, where applicable, should be serviced, tested or inspected and records logged on the Every system.

Indicative Service Intervals for Schools' Equipment	Item Service Interval
Fire Alarm Systems	Every 3 months
Emergency Lighting	Every 6 months
Fire Extinguishers	Every 12 months
Fire Hydrants	Every 12 months
Fire Sprinklers	Every 3 months
Boilers – Gas	Every 12 months
Boilers – Oil	Every 6 months
Heating Controls	Every 12 months
Pressure Sets (used with heating systems)	Every 12 months
Pressure relief valves on heating systems	Every 12 months
Oil tanks (condition and calibration of gauges)	Every 12 months
Steel Chimneys (soundness)	Every 12 months
Water Hygiene	Monthly Water Hygiene
Legionella Risk Assessment	Every 2 years
Stage Lighting	Every 12 months
Gas equipment (inc. heaters, lab taps and systems, CDT equipment and systems)	Every 12 months
Passenger Lifts and Hoists (including special-needs)	Every 3 months (subject to usage)
Hoists and tracks etc.)	
Hoist Servicing (goods)	Every 12 months
Fixed Electrical Installations	Every 5 years or 20% per year
Fixed Electrical Installations – Swimming Pools	Every 12 months
Portable Electrical Appliances	By risk assessment up to 24 months
Sewage Pumps	Every 6 months
Lightning Conductors	Every 12 months
Swimming Pools including microbiological water testing	At commissioning and every month thereafter
Hot Water Blending Valves	Every 8 months
Catering Equipment	Every 12 months
Local Exhaust Ventilation (e.g. Fume cupboards, fume and wood dust extraction systems)	Every 14 months
Automatic Opening Doors	Every 12 months

The Netherhall School and Oakes College

Health and Safety Induction Checklist

When induction health and safety training is completed, the relevant box (es) should be ticked. For items not covered, comments should be recorded giving reasons and date for completion.

The new starter and person providing the induction should both sign the form and keep a copy

Name:		Job Title:	
Department:			
Start Date:			
Accident and Hazard Reporting	Yes	No	Comments
Explain: - <ul style="list-style-type: none"> Procedure for the reporting of an accident/incident, including incidents occurring off-site/away from usual workplace Location of First Aid room and First Aid staff Use of Every system and (IRF (96)) 	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos Log			
Explain:- <ul style="list-style-type: none"> Location and use of site Asbestos Log, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised. Location of any known asbestos 	<input type="checkbox"/>	<input type="checkbox"/>	
COSHH			
Identify nominated person responsible for risk assessment Explain the importance and use of personal protective equipment and ensure safe means of handling and storing items and substance	<input type="checkbox"/>	<input type="checkbox"/>	
Communication & Consultation on Health & Safety			
Explain:- Formal channels of communication within the school, e.g. meetings, H&S safety Committees or other forum where Management meet with employee reps (union or otherwise) Identify Union / non union appointed Safety Representative explain who they are and how they can be contacted How staff log maintenance and H&S concerns on Every, 'How to Guide'	<input type="checkbox"/>	<input type="checkbox"/>	
Display Screen Equipment (DSE)			
If a new starter is to use DSE as a significant and essential part of daily work (> 1hr continuously) perform a workstation assessment and provide suitable equipment/furniture as appropriate Explain Anglian Learning eyesight test provision	<input type="checkbox"/>	<input type="checkbox"/>	

entitlement			
Fire & Emergency Procedures			
<p>Explain:-</p> <ul style="list-style-type: none"> Frequency of fire drills (termly) How to raise the alarm in the event of an emergency Evacuation procedure <p>Show:-</p> <ul style="list-style-type: none"> Emergency exit routes, alarm call points Location of extinguishers Assembly point <p>If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Provision			
<p>Explain:-</p> <ul style="list-style-type: none"> Names and locations of First Aiders (4 day 1st aid at work, paediatric first aid, emergency first aid) <p>Show:-</p> <ul style="list-style-type: none"> Where to go for first aid assistance Location of first aid boxes/equipment Issue of 'Travelling First Aid Kits' Location of defibrillator 	<input type="checkbox"/>	<input type="checkbox"/>	
Health and Safety Policy Statement			
<p>Provide new starter with copy of local H&S policy and summarise its contents, particularly:-</p> <ul style="list-style-type: none"> Responsibility of governing body, headteacher, managers Employers & Employees Duties under health & safety legislation Participation of employees Local arrangements section Employee has read the Health & Safety Policy 	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping Arrangements & Defect Reporting			
<p>Explain:-</p> <p>Principles of good housekeeping, particularly</p> <p>Fire safety</p> <ul style="list-style-type: none"> Storage of combustibles Signing in & out system Keeping corridors & exit routes clear of obstructions <p>Electrical safety</p> <ul style="list-style-type: none"> Regularly checking for obvious faults such as loose wires Not using obviously defective equipment and procedures for taking out of service How to identify an appliance that has been PAT tested and the frequency of testing. Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager <p>General workplace safety</p>	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes Keeping workplace clean & tidy as far as possible Procedure for reporting any building /maintenance defects and concerns relating to health & safety. Every system 			
Infection Control			
<p>Explain:-</p> <ul style="list-style-type: none"> Principles of good hygiene. Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B 	<input type="checkbox"/>	<input type="checkbox"/>	
Job Specific Training Needs			
<p>Discuss specific training needs with new starter to identify additional training or instruction they may need e.g.:-</p> <ul style="list-style-type: none"> Manual handling Use of specific machinery Specialised work activities Risk assessments <p>Familiarise new starter with equipment and machinery that s/he will commonly use</p> <p>Determine whether any specialised training or instruction is necessary and arrange as necessary e.g. curriculum specific such as trampolining, DATA for staff in DT etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Lone Working/Personal Safety			Lone working means work carried out unaccompanied or without immediate access to assistance.
<p>Explain school procedures for lone working</p> <p>Work involving significant risks (e.g.work at height) not to be undertaken whilst working alone.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Medicines			
<p>Explain:-</p> <ul style="list-style-type: none"> School policy and DCSF requirements in 'Managing Medicines in Schools and Early Years Settings' <p>No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Include any other special staff training requirements, such as staff who are trained in the use of Epi-pens, storage arrangements etc</i>
Offsite visits			
<p>Explain: -</p> <p>School procedures and EVC's role.</p> <p>All Offsite Visit activities must be risk assessed using Anglian Learning template, these assessments are monitored and reviewed by the Headteacher.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment			
<ul style="list-style-type: none"> Arrange for necessary clothing/equipment to be ordered Explain:- <ul style="list-style-type: none"> Why clothing/equipment needed How to request replacement equipment/clothing How to wear properly (if necessary) 	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> ◇ How to store properly ◇ How to check for and report defects 			
Risk Assessments			
Explain and/or show as appropriate: <ul style="list-style-type: none"> Principles and location of school risk assessments Site/premises hazards Procedures for safe systems of work Lone working – reporting/buddy systems New & expectant mothers risk assessment (if applicable) <ul style="list-style-type: none"> Determine whether new starter has any health, medical or mobility issues that could affect his/her safety at work or safety of others If so, record a 'special' risk assessment detailing how these needs will be catered for on a daily basis and also in an emergency evacuation situation	<input type="checkbox"/>	<input type="checkbox"/>	
Training Needs Dependent on role	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Hazards			
Site Manager to explain (See site Hazard Register)	<input type="checkbox"/>	<input type="checkbox"/>	
Wellbeing			
Explain systems in place within school for responding to individual concerns (e.g. performance management, Anglian Learning Wellbeing programme etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Work at Height			
Detail restrictions on staff using steps and ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace Facilities			
Show: - <ul style="list-style-type: none"> Tour of workplace, including all common areas if workplace is shared with other occupiers Toilets Kitchen Tea/Coffee/Drinking Facilities Staff/rest room 	<input type="checkbox"/>	<input type="checkbox"/>	

I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.	
Name of Employee:	
Job Title:	
Employees Signature:	
Managers Name:	
Position:	

Managers Signature:	
<p>Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.</p>	