**Health and Safety Induction checklist for New Headteachers in SCC Schools.**

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| School: |  |
|  |  |
| Headteacher |  |
|  |  |
| Date |  |

| **Task** | **Briefing Headings** | **Completed Y/N** | **Headteacher Signature** |
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| 1. | Explain Corporate Health and Safety Service role in providing headteachers and management teams with competent health and safety advice.  Explain where they can find health and safety information on the intranet web pages:  [SCC Schools Guidance](https://www.southampton.gov.uk/schools-learning/guidance-for-schools/health-and-safety/?utm_ID) |  |  |
| 2. | Briefly outline headteachers responsibility for managing health and safety in school in co-operation with LA. |  |  |
| 3. | Explain SCC risk assessment format.  Explain that risk assessments to cover the following areas need to be kept:   1. (Template) school assessments 2. (Template) caretaker/site manager assessment 3. (Template) moving and handling assessments 4. Display Screen Equipment assessments 5. First Aid assessment 6. Control of Substances Hazardous to Health assessments – (SYPOL COSHH Database) 7. Noise & vibration assessments 8. Moving and Handling of Pupils assessments (if applicable) |  |  |
| 4. | Explain SCC safety audit procedure.  Take a copy of the last audit report and go through the last audit report. |  |  |
| 5. | Discuss any significant past health and safety issues relating to school. |  |  |
| 6. | Explain SCC accident and violent incident reporting procedure.  SWP Accidents and Incident reporting, Health and Safety Management System (HSMS) and Pupil minor accident report form. Link to [Report an Incident](https://www.southampton.gov.uk/schools-learning/guidance-for-schools/health-and-safety/report-an-incident/) |  |  |
| 7. | Discuss the use of contractors (compliance with the Construction (Design and Management) Regulations 2015). |  |  |
| 8. | Discuss health and safety training needs. |  |  |
| 9. | Issues raised by the Headteacher: |  |  |