



The Secret Garden Pre-school  
Wellington Avenue  
Princes Risborough  
Bucks HP 27 9HY  
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## HEALTH AND SAFETY INDUCTION POLICY FOR STAFF

A workplace mentor will be assigned for each member of staff. (In relation to new induction checklist)

- Within the first week this checklist should be completed.
- A job chat will take place 1 month after the staff date.
- A review will take place after 3 months to complete probationary.

Date employee started .....

1. Staff member will be given handbook to read before work. Risk assessment. Job description
2. Check all items on checklist are complete.
3. Read all policies and procedures, operational plan  
COSHH and sign, additionally ensure child protection, Confidentiality, SEN, are discussed.
4. Check Paediatric First Aid training up to date.  
Arrange training if indicated.
5. Tour of work area, including garden, entrance, site of fire exits, fire extinguishers & fire blanket
6. First Aid Box & Accident Book
7. Accident reporting procedure
8. Familiarisation with Fire Drill
9. Lifting precautions, read manual handling poster.
10. Use of protective clothing, especially gloves.
11. Supervision of children, in various areas indoors/outdoors.
12. Hygiene of toilets
13. Hygiene of kitchen

I have received and understood the instructions, training and information as indicated above and initialled and dated each aspect as it was completed.

Staff Member: ..... Date: .....

Health & Safety Officer : ..... Date .....

The pre-school adopted this policy on ...7<sup>th</sup> January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....