

Ormiston Academies Trust

Sandymoor Ormiston Academy

Health and Safety Training and Induction policy

Policy version control

| | |
|------------------------|--|
| Policy type | Mandatory |
| Author | Charlotte Dee |
| In consultation with | James Miller |
| Approved by | April 2019 |
| Release date | May 2019 |
| Next release date | May 2022 |
| Description of changes | <p>Title. Changed to “Health and Safety Training and Induction Policy”</p> <p>4.4.1. Added “ensure that”.</p> <p>5.5.1. Added a paragraph to reference the H&S Training Matrix.</p> <p>5.5.2. Added a paragraph to reference the H&S Induction Checklist.</p> <p>7. Removed reference to this policy being reviewed every 3 years by the Headteacher in conjunction with the governing body. Replaced this with OAT Head Office.</p> |

Contents

| | |
|---------------------------------------|-------------------------------------|
| 1. Introduction and Context..... | Error! Bookmark not defined. |
| 2. Scope..... | 3 |
| 3. Definitions | Error! Bookmark not defined. |
| 4. Responsibilities | Error! Bookmark not defined. |
| 4.1. Principal | Error! Bookmark not defined. |
| 4.2. Senior Staff | Error! Bookmark not defined. |
| 4.3. All Staff..... | Error! Bookmark not defined. |
| 5. Procedure | 4 |
| 5.1. Identifying Training Needs | 4 |
| 5.2. Induction | 4 |
| 6. Related Documents | 4 |
| 7. Monitoring and Review..... | 5 |

1. Introduction and Context

Ormiston Academies Trust (OAT) is committed to the learning and development of its entire staff. It actively supports and promotes all relevant learning and development, recognising that the organization can only function effectively if adequate development support is made available to both teaching and non-teaching staff at all levels.

The purpose of continuing and ongoing training is to:

- Improve the quality of teaching and learning
- Enable staff to meet their individual objectives as set out in their performance management review
- Provide a systematic approach to development for all staff
- Provide support and advice for staff
- Ensure all teaching staff are able to meet the teachers' standards
- Maintain a learning environment which is safe and secure.

2. Scope

This policy applies to all schools and academies within OAT.

3. Definitions

The Health and Safety Executive (HSE) describes training as: helping people to learn how to do something, telling people what they should or should not do, or simply giving them information.

4. Responsibilities

4.1. Principal

The Principal is responsible for the day-to-day implementation and management of the Training and Induction Policy and to ensure that all staff undertake induction regarding key health and safety policies and procedures, for example; fire safety and emergency evacuation, first aid, etc.

4.2. Senior Staff

Line managers are responsible for identifying training needs among their staff members via performance management and observations.

Heads of department are responsible for identifying training needs across their departments via departmental meetings.

4.3. All Staff

All staff should be briefed by their manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to curriculum departmental policies, resources and procedures that relate to their team.

5. Procedure

5.1. Identifying Training Needs

Training needs should be identified as part of the performance management process, and by the individual member of staff in response to their own practice. When the individual's work objectives have been agreed they should, with their line manager, then consider their own development needs to enable them to meet those work objectives. At the same time, individuals should consider their longer-term career aspirations and identify the development needs arising from these.

The school will support accreditation of the professional development of staff.

The school will participate in initiatives and projects which can be shown to have a positive impact on staff development, represent good value for money and can be accommodated within the constraints of the school.

The OAT Health and Safety Training Matrix should be used when identifying the training needs of employees, to ensure that all mandatory health and safety training courses are completed within the necessary timescales.

5.2. Induction

OAT believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently, all teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.

An effective induction programme would include:

- Procedures to follow in the event of fire or other emergency
- Names of first-aiders and location of first-aid boxes
- Incident reporting procedure
- How to report health and safety hazards and action to take
- Risk assessment process and where assessments can be located
- Names of health and safety leads within the school/academy
- Key health and safety policies and procedures

The OAT Health and Safety Induction Checklist should be used alongside the OAT Health and Safety Training Matrix to ensure that new starters have received sufficient health and safety training and information relating to their role.

6. Related Documents

- OAT Health and Safety Policy
- Incident Reporting Policy
- Risk assessments

7. Monitoring and Review

This policy is reviewed every three years by OAT Head Office; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

