



Division of Psychology, Sociology & Education

PGDE (Secondary) HOME ECONOMICS SCHOOL EXPERIENCE

**HEALTH & SAFETY INDUCTION CHECKLIST**

- Complete this checklist during your induction into the placement school (i.e. on your initial visit or within the first few days of the placement) and retain it in your portfolio
- The following aspects of health and safety must be included in your induction into your host school. Please check off the items below as they are dealt with.

NB: This list is not exhaustive and other health and safety arrangements or regulations and risk assessments may be covered during your induction into the host school, such as manual handling, protective clothing, electrical and other equipment, control of substances hazardous to health (COSHH regulations). You should note these in the space provided on the checklist below.

- Remember, that you should follow all the guidelines for health and safety as laid out by the host school and/or local authority. If you have any concerns about Health and Safety matters, contact your subject tutor or the school experience co-ordinator and also the student regent or supervisor in your host school immediately.

Name of student \_\_\_\_\_ Placement dates \_\_\_\_\_

Name of placement school \_\_\_\_\_

Local Authority \_\_\_\_\_

	Health and Safety Issues	Date covered
1.	Emergency procedures	
2.	First Aid arrangements	
3.	Fire procedures	
4.	Accident reporting and location of accident book	
5.	Health and Safety policy/file seen and location known	
6.	Other issues covered	

Student signature \_\_\_\_\_ Date \_\_\_\_\_