

HARLOW COUNCIL

Addendum to Health and Safety Policy

Induction of New Employees

Date: **November 2021**
Version: **5**
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Introduction

Section 2 of the Health and Safety at Work Act 1974 places a duty on Harlow Council to provide, so far, as is reasonably practicable, the necessary information, instruction, training and supervision to ensure the health and safety at work of all employees. New starters are employees and as such must be provided with adequate instructions, which will enable them to work safely as soon as they commence employment.

The Management of Health and Safety at Work Regulations 1999 requires the employer to ensure that their employees are provided with adequate health and safety training when they commence employment.

Failure to comply with the requirements of this policy is a disciplinary offence, which in serious cases could lead to dismissal.

Policy Statement

As part of the process of ensuring the health and safety of all employees Harlow Council will provide appropriate health and safety related training for all new staff.

Service induction training should commence on the first day of employment in order that employees are familiar with basic procedures once they are at their place of work. Where this is not possible, induction training will take place as soon as possible after the employee has started work. The person responsible for implementing health and safety induction training will be the relevant Line Manager, advised if necessary by the Health & Safety Team.

The length and scope of the training will be dependent on the amount of information the individual requires. For some jobs the employee will need skills training courses, in which case overall induction may last for several weeks.

Corporate induction, arranged by Human Resources, is undertaken separately to Service based induction arrangements.

Induction Checklist

To ensure that induction is as comprehensive as possible a checklist has been produced which is an appendix to this policy. The new employees Line Manager should go through the induction checklist with the new employee on their first day of work. The induction checklist must be completed by the new employee's Line Manager and signed by the employee.

The following provides some guidance on what should be covered.

a] Health and safety responsibilities

An explanation, of the general health and safety responsibilities, for both the employee and the employer and will include the Council's Health and Safety Policy.

b] **Risk assessment**

The requirement within law, to undertake risk assessments, the requirement to show how this is carried out and finally where copies of the completed generic risk assessments and generic safe systems of work can be found.

For staff that use display screen equipment (DSE) explain that a self-assessment check sheet can be found on the health and safety part of Kaonet and that the employee must complete it.

c] **Accident reporting procedures/first aid**

The reporting procedure will be explained so that the employee is aware as to what will happen when an accident occurs, and what the Council's procedure is for the investigation of accidents. This section will also include details of where to go for first aid treatment and who the first aiders are.

d] **Aggression in the workplace**

The employee will be given details of how to deal with and minimise the risk of aggressive incidents occurring and the Council's procedure for reporting aggressive incidents.

e] **Fire procedures and precautions**

This section covers action to be taken when the fire alarm sounds and will include;

- What the alarm sounds like/stand by alert sound
- Who the fire marshals are
- The location of fire exits
- The assembly points
- The responsible person the employee must report to/assembly point coordinators
- The action to be taken in the event of discovering a fire

f] **Occupational health**

Details will be provided regarding any health surveillance requirements that may be necessary for the employees work activity. Example – Hand Arm Vibration (HAVs)

g] **Health and safety training**

Agree with the employee what health and safety related training, they are likely to require and a general timescale, for achieving this.

The types of courses to be considered can include: health and safety awareness, first aid, manual handling, fire safety and for some areas mobile towers, abrasive wheels etc.

An online employee training module is available, (itrent) and mandatory for all staff to complete. It covers basic H&S/Fire/DSE and relevant guidance and information.

h] **Safety Committees**

The employee will be given information regarding the make up and function of the main safety committee and any safety sub-committees that have been established in their work area.

i] **Safety procedures**

Items for discussion in this section would depend on the individuals work area, but could include:

- Personal protective equipment (PPE)
- Working at height (WAH)
- Manual handling (MH)
- Use of VDU's (DSE)
- Asbestos (ASB)
- Lone working (LW)

Written information should be provided on the subjects covered during the induction training, which will enable the employee to recap if they are unsure on any of the sections dealt with.

After a suitable period of time, induction should be followed up to assess the effectiveness of the training and to correct any deficiencies or misunderstandings. Induction should be used as a basis for identifying additional safety related training that the employee may require in the future.

Health and Safety Handbook

As part of the induction process, new employees will be directed as to where they can access the Health and Safety Handbook on the Kaonet. A hard copy can be printed as necessary.

Summary

New employees need to be made aware of basic health and safety information relevant to Harlow Council, and the Service within which they are going to work, and to understand the safety culture, which exists within the authority. Particular attention should be paid to younger employees where it is likely to be their first job. Completion of the H&S ilearn training module to be undertaken.

The following points are important for effective induction:

- Provide new employee with access to the Health and Safety Handbook
- Arrange for induction training to be provided as soon as possible after the employee commences work
- Establish what written information is required
- Ensure that all information relevant to the new employee is covered during induction.
- Ensure that the employee understands the topics covered and has the opportunity to clarify any points arising from the training.
- Sign induction checklist
- After a suitable period of time, the employee should receive a follow up visit from their Manager to deal with any additional issues or questions

- **NOTE** - All staff under the age of 18 years must have bespoke and individual risk assessments set against any task or work requirement they may undertake whilst under 18 years of age. At 18 years this requirement ends and more generic risk assessments may be used. See guidance on young workers.

INDUCTION CHECKLIST: HEALTH AND SAFETY

EMPLOYEE NAME:

SERVICE:.....

Role:

Note -1

The addendum to Harlow Council Health and Safety Policy on Induction of New Employees should be referred to when carrying out induction training.

Note - 2

This page to be shared with the Health & Safety Team if further advice required.

Note - 3

Enter the date when each item is discussed with employee.

- a. Health and safety responsibilities
- b. Risk assessment
- c. Accident reporting procedures/first aid
- d. Aggression in the workplace
- e. Fire procedures and precautions
- f. Health surveillance
- g. Health & safety training
- h. Safety committees
- i. Safety procedures
- j. Employee under 18 years

Please state here the topics covered in (safety procedures), and any additional comments you may wish to add.

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Managers Name **Signature**..... **Date**

Employees Name **Signature** **Date**.....

Revision History

Revision date	Previous revision date	Summary of Changes	Changes marked
August 2006	None	Original Draft document	
23/04/2008	July 2006	Updates from Draft. Inserted Revision History. Logo changed	No
2/9/2008	23/4/2008	Inclusion of health & safety handbook	
1/2014	9/2008	Reviewed and updated – Inclusion of -18 years RA requirement	No
April 2020		Revised and updated Removal of reference to H&S receiving checklist Replaced Infonet with Kaonet	
Nov 2021	April 2020	Inclusion of mandatory ilearn H&S training module has been added	