



**CHILDREN AND YOUNG  
PEOPLE'S DEPARTMENT**

**POLICY AND GUIDANCE  
DOCUMENT**

**HEALTH & SAFETY TRAINING FOR  
NEW EMPLOYEES**

**HS/ECS/026**

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**NEW DOCUMENT**

**Children and Young  
People's Department**



**2002-2003**  
Community Legal Services  
**2003-2004**  
Transforming Secondary Education  
Child and Adolescent Mental Health Services  
**2006-2007**  
Positive Youth Engagement

**POLICY AND GUIDANCE DOCUMENT – HS/ECS/026**

**HEALTH AND SAFETY TRAINING FOR NEW EMPLOYEES**

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# **Health and Safety Training For New Employees**

## **1. Introduction**

The following guidance has been produced to assist line managers in the delivery of statutory health and safety training for new employees.

Training is one of the most important tools in achieving competence and when this is coupled with experience, a person's competency is increased.

Correctly identified training which is regularly updated and assessed for its relevance will ensure that safe practices are maintained and that legal obligations are met by the employer.

It is important that:

- ◆ New employees are made aware of basic health and safety information relevant to the organisation and given an appreciation of the safety culture which exists. Particular attention should be given to younger employees where it is likely to be their first job.
- ◆ Training the experienced workers is also very important as systems of work will vary within the organisation and even between sections. An assessment of training needs will be required for the employer to satisfy him or herself that the new employee is competent, even though the employee may have evidence of formal training.
- ◆ In order to secure the health and safety of all employees, the department will provide a range of health and safety training to all new employees; where on the job training is not sufficient.
- ◆ Induction training should commence on the first day of employment so that employees become familiar with basic procedures as soon as they are at their place of work. The person responsible for this induction is the line manager.

## **2. Planning**

It can be tempting to overload new starters with health and safety information during the first few days of their employment. This is not advisable, as it may result in health and safety information being provided long before it is actually needed. Whilst it is not necessary to provide new starters with totally comprehensive information on health and safety immediately, Line Managers must carefully consider what information is essential or desirable and at what stage this should be provided. Employees should be given certain basic information on day one, whilst other information can be provided at a later date. The following gives a guide as to what information should be given.

### **First Day**

- ◆ Fire evacuation procedures including location of fire alarm call points, fire exits and assembly points.
- ◆ Names and locations of first aiders.
- ◆ Smoking policy.
- ◆ Reporting of accidents.

- ◆ Any job specific health and safety information needed by employees immediately in order to carry out their tasks without risk (as per the risk assessment).

#### Within the first week

- ◆ The fundamentals of the health and safety policy.
- ◆ Basic information on safe systems of work applicable to their job.
- ◆ Names and locations of staff with key health and safety responsibilities.

#### By the end of the first month

Employees should by now have a fuller understanding of their role within the department and should be aware of the standards expected of them. They should attend a formal induction course during this period.

#### Subsequent early months

The line manager should review the employee's progress and continue to provide guidance on areas with which the employee is still not completely familiar. Any additional immediate training needs should be identified – this might include job-specific safety training.

### **3. Guide to Health & Safety Induction Topics**

When planning health and safety induction training, it is important to control the amount of detail on health and safety topics. Only health and safety topics which are essential to the safety of the employee, should be included in the induction phase. When explaining the structure of the safety policy for example, only the organisation and arrangements immediately applicable to the employee's area of work should be dealt with.

It is also important to ascertain their level of knowledge – many new starters may already possess a level of health and safety training, which can save the trainer time and resources.

#### **3.1 Culture**

1. The Department's attitude towards the health and safety at work of all its employees.
2. Health and safety emanates from top management and permeates right down the chain of command.
3. Health and safety is a corporate matter and is an integral part of day to day management.
4. Health and safety makes a positive contribution to staff morale, efficiency and profitability.
5. It is essential to the health of the organisation.
6. The importance of good liaison with the enforcement authorities.

### 3.2 Policy

1. The fact that it is a legal requirement for all organisations with five or more employees to have a health and safety policy.
2. The three component parts of the safety policy, ie statement of intent, organisation and arrangements.
3. Where various employees of the department fit into the three component parts.
4. The practical benefits of an effective policy.

### 3.3 Specific Elements of the Policy

1. Explain the department's policy on smoking.
2. Explain the department's policy on reporting accidents and ill health.
3. Explain the arrangements for medical examination requirements/facilities.
4. Outline the department's disciplinary procedure, with particular reference to health and safety offences.

### 3.4 Resources

Provide employees with copies of the Department's safety policy (or relevant extracts).

### 3.5 Health and Safety Responsibilities

Outline the following responsibilities (relevant to your department/area)

1. The identity of the personnel with specific health and safety responsibilities.
2. Safety Representatives or Representatives of Employee Safety and Safety Committees.
3. The role and function of the safety representatives.
4. The identity of the department's safety representatives.
5. The safety committee structure and operation.
6. The location of the minutes of such committee proceedings.
7. How employees can bring matters concerning health and safety to the attention of safety representatives.

### 3.6 Occupational Health Department

1. The role of the Occupational Health department.
2. Key personnel.

### 3.7 Managers

1. Delegation of safety duties to managers, supervisors and team leaders.
2. Ensuring safe systems of work are followed at all times.
3. Ensuring regular maintenance and examination, etc are carried out on all items of equipment and plant as required.
4. Ensuring staff are familiar with, understand and comply with safety standards.
5. Ensuring contractors and temporary workers liaise and co-operate in all health and safety matters.
6. Regular reporting of health and safety matters to the person responsible.

### 3.8 Employees

1. The legal obligation to do everything possible to prevent accidents and personal injury to themselves, fellow workers, contractors, visitors, pupils and/or members of the public.
2. Support of all health and safety initiatives.
3. Reporting of health and safety problems to their line manager.

### 3.9 Specific Responsibilities

1. Fire Wardens' responsibility for ensuring the rapid and effective evacuation of the premises in the event of the fire alarm being sounded.
2. First Aiders.
3. Identify where this information is displayed.

### 3.10 Emergency Procedures

Outline the following:

1. Location of fire exits.
2. Fire evacuation procedures.
3. Location of assembly point.
4. Identity of fire wardens, fire marshals.
5. Arrangements for testing of fire alarms.
6. The department's emergency plan.
7. The need to keep fire doors closed and free from obstructions.
8. The need to keep fire alarm call points visible and free from obstruction.
9. Emergency telephone numbers.

### 3.11 Accidents

1. The need to keep a record of all accidents which occur in the department.
2. Reporting "near misses".
3. What to do in the event of an accident.
4. Whom to report accidents and "near misses".
5. The location of accident report forms.
6. The need to report certain more serious accidents to the enforcing authority.
7. The arrangements for reporting such accidents.
8. The need to investigate accidents and the arrangements for doing so.

### 3.12 First Aid

1. The location of first-aid boxes.
2. The content of first-aid boxes.
3. Arrangements for the maintenance of first aid boxes.
4. The identity of first aiders.
5. The location of the first aid room (if applicable).

## 4. Safe Systems of Work

### General

- ◆ Systems of work have been devised to be as safe as is reasonably practicable.
- ◆ Risk assessments of work activities and audits are regularly carried out in order to ensure that systems of work remain safe.
- ◆ Provide copies of risk assessments for all work tasks (or identify location of file).
- ◆ The need for employees to follow the systems and procedures laid down by the organisation/department.
- ◆ The legal obligations both on the organisation and employees to ensure that, so far as is reasonably practicable, systems of work are safe and without risks to health.
- ◆ Hazards of jobs under discussion.
- ◆ The need to report “near misses”, occupational health hazards and accidents and the procedures for doing so.
- ◆ The importance of good housekeeping.

### 4.1. Use of Work Equipment

**The types of equipment to discuss in such a session will depend on the nature of the department’s activities, but reference should at least be made to the general points listed below. The trainer may wish to discuss specific items of work equipment such as machinery and display screen equipment. Remember that job specific health and safety information should wait until the employee needs it as mentioned above.**

### General

1. The need to use work equipment in accordance with the manufacturer’s instructions, and training, where appropriate.
2. The need for employees to have received training on and authorisation to use work equipment, and the responsibility for arranging this.
3. Arrangements for maintenance and testing of work equipment.
4. The need to report defects immediately and the procedure for doing so.
5. The arrangements for making any necessary repairs to equipment, emphasising the importance of employees not attempting repairs to defective equipment unless they have been trained to do so.
6. The importance of storing equipment safely.

### 4.2. Electrical Appliances/Equipment

1. The need to only use authorised department’s equipment.
2. The need to regularly test equipment and identify date of test.
3. The importance of visual inspection of leads, plugs, etc before use.
4. The importance of switching off all equipment after use.
5. The need to avoid using water near electrical equipment, and to avoid touching live equipment.

#### 4.3. Chemicals/Substances

1. The need to check labels on containers before using contents.
2. The importance of checking safety precautions with supervisor before handling any unfamiliar materials.
3. The hazards of mixing chemicals.
4. Identify location of COSHH Assessments.
5. Detail personal protective equipment required.
6. What to do in event of fire/spillage/first aid.

#### 4.4. Personal Protective Equipment

1. The need to use personal protective equipment (PPE) to guard against hazards (mention the specific hazards in the organisation/department that PPE is used to control), chemicals, dusts, extremes of temperature, sharps, infection, etc.
2. Details of PPE used by the employee.
3. The arrangements for providing PPE.
4. The need to ensure a good fit.
5. The need to use PPE properly, maintain it in good working order and store it after use.
6. Reporting defective PPE.
7. How to obtain replacements.

#### 4.5. Lone Working/Out of Hours Working

1. Organisation/Department's policy on Lone Working.
2. Informing key personnel of lone working or out of hours working.
3. The need to avoid using the lifts outside working hours.
4. The need to avoid hazardous activities when working alone – eg: electrical maintenance, working at height, etc.
5. Means of communication for lone workers.
6. Security procedures for entering and leaving the building when working alone or out of hours.
7. First aid arrangements and emergency telephone numbers for lone workers.

#### 4.6. Manual Handling

1. Definition of Manual Handling.
2. Types and sites of injury due to manual handling.
3. Guidelines for lifting and lowering loads.
4. The need to carry out a risk assessment.
5. How to control the risks – the task, the load, the environment, the individual capability.
6. Practical demonstration of lifting techniques.
7. The need to report health problems.

#### 4.7. Display Screen Equipment

1. Definition of Display Screen Equipment (DSE).
2. The importance of adopting comfortable posture and the need for regular change.
3. How and why to adjust workstation furniture and equipment.

4. Benefits of arranging a suitable layout and positioning of work station equipment.
5. Importance of arranging work schedule to incorporate off screen activities.
6. The need to report health problems or equipment defects promptly.
7. Provision of sight tests.

#### 4.8. Additional Health & Safety Training

1. Organisation/Department's training policy.
2. Arrangements for health and safety training, with special reference to job safety training.
3. Training for staff, other than the safety advisor, to carry out specific safety techniques, such as risk assessments.
4. Training for those with special responsibilities, eg safety representatives, first aiders, etc.

#### 4.9. Information Sources

1. The various sources of health and safety information within the organisation/department.
2. The use of notice boards to disseminate information on health, safety and welfare.
3. The display of posters featuring health and safety information.
4. Availability and location of relevant manufacturers' or suppliers' instructions for any machinery, equipment, substance or plant used in the workplace.

### 5. **Management of Health & Safety Training**

It is the responsibility of the Manager to ensure that the checklist is completed for all new, temporary or redeployed staff. Upon completion, managers should send this form to Staffing Section and provide a copy to the employee. Records of additional training should be kept, together with details of session content and date of instruction as a matter of policy.

How these records are held will depend upon in-house arrangements but details should be easy to access, clearly defined and regularly reviewed.

Records should contain the following:

1. Name, location and job title of employee.
2. Date and duration of course.
3. Course details and results (if applicable).
4. Name of trainer.

Training needs of all personnel must be reviewed:

1. Regularly (at least annually).
2. If there is any evidence which shows that the training is inadequate, eg following an accident.
3. If there has been a significant change in the equipment, materials and process.
4. Changes/introduction of statutory requirements.

## INDUCTION RECORD NEW STARTERS/WORK PLACEMENT/REDEPLOYED STAFF

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Date of Start: \_\_\_\_\_

TOPIC	DATE OF COMPLETION
Safety – Health & Safety at Work Act, Authority’s Safety Policy  a) Employers’ Responsibilities b) Employees’ Responsibilities c) Location of Health & Safety Information d) Identification of personnel with key health and safety responsibilities e) Smoking policy f) Welfare facilities (toilets, staff room, etc) g) First-aid facilities (names and location) h) Reporting accidents i) Reporting hazards j) Reporting defective equipment k) Fire hazards l) Fire Alarm System (include smoke/heat detection system, Community Patrol Smoke Detection System) m) Fire Exits – location n) Fire Assembly Point o) Procedure to follow on discovering a fire p) Use of fire fighting equipment q) Housekeeping r) Use of Display Screen Equipment s) Manual Handling t) Security – Entrance to Works premises, Car Parking, Loneworking u) Reporting sickness/absence	
Other information – give details	

I have received the above Induction Training

Signature of Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

I have given the above Induction Training

Signature of Trainer: \_\_\_\_\_ Date: \_\_\_\_\_