

Review date April 2017

Health and Safety

Induction Guidance



Coventry City Council

www.coventry.gov.uk

Introduction

This guidance aims to clarify the responsibilities of all parties in ensuring that health and safety induction is delivered and completed effectively. This guidance covers induction for new or transferring staff, including those on temporary contracts, agency staff, work-placements and where staff move due to the physical relocation of their workplace. Consideration should also be given to staff returning to work following long term absence as they may need to be reminded of processes and procedures at both an organisational and local level.

Management responsibilities

- Ensure that health and safety induction is part of the management process and is included in personal development review meetings
- Ensure that all employees attend the mandatory induction training (as part of their induction)
- Ensure that all items on the induction checklist are completed/actioned within the time scale indicated
- Take any appropriate action identified during induction

Employee responsibilities

- Co-operate fully in completing their induction programme with their manager, complete and sign-off their induction checklist
- Carry out tasks and duties in the manner outlined by their manager at induction
- Immediately notify their manager of any concerns during the induction process

Induction process

Health and safety induction will be delivered in two stages:

Mandatory induction training

The workforce development team facilitate the induction training; the core content remains the same for all employees. The sessions give an overarching picture of the Authority and signpost to key service areas. Attendance at induction training is mandatory for all employees. Induction dates can be found on beacon and are booked via resourcelink.

On-boarding local induction

On-boarding local induction should commence from the member of staff's first day of employment or re-location, and should be delivered at the employee's place of work. The content and duration of the induction will vary and take into account of any specific site needs and the requirements of the employee and their job role. A structured site and job specific induction program should be developed, the induction should be signed off by both the manager and member of staff and records demonstrating the induction process should be maintained.

The site and job role induction should include:

- Organisational, directorate and service area structures and health and safety monitoring arrangements, including channels of communication
- Identifying clear health and safety roles and responsibilities
- Sign posting to the corporate health and safety policy and associated guidance located upon beacon
- Training requirements both mandatory and task specific
- The location and content of relevant risk assessments
- Carrying out task specific assessments
- The identification and provision of any personal protective equipment
- Local arrangements and protocols i.e. lone working
- Emergency procedures including raising the alarm, exiting the building assembly points and any additional assistance required
- How to raise any health and safety concerns and how to report defects
- Welfare and first aid arrangements
- Accident, incident and assault reporting procedures
- Driving documentation checks (if required)
- DSE assessments

Legislation

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Health and Safety (Training for Employment) Regulations 1990

Further Information and Guidance

Induction training is accessed through

[Click here](#) or contact TrainingBookingsandInfo@coventry.gov.uk

Health and safety site and jobrole checklist [Click here](#)

HSE guidance [Click here](#)

Contacts

Occupational Health, Safety and Wellbeing

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Human Resources

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024 7683 1303 or e-mail trainingbookingsandinfo@coventry.gov.uk

If you need this information in another language or format please contact Occupational Health on 024 7683 3255