

Guidance Notes for Completing a Health and Safety Induction

These guidance notes are intended to enable any member of Craggy Range to induct a new employee or visitor.

Allow sufficient time for the induction (30 minutes approximately depending on the size and complexity of department). Show and explain the emergency arrangements relating to the building, specifically first aid and fire procedures including emergency escape routes and the Fire Assembly Point.

After this the Inductor and new employee should complete and sign the form.

1. Overview of Health and Safety Responsibilities and Key Documents

Health and Safety Policy

- Show where the H&S Policy is located on site. Clearly explain employer and employee responsibilities (below).
- Outline other Health and Safety documentation.

Craggy Ranges Responsibilities as an Employer

Under the Health and Safety in Employment Act 1992 employers have a range of duties to make sure people are not harmed at work.

To establish a health and safety system, employers must work with employees to:

- Identify hazards in the workplace, and then
- Ensure that those hazards are eliminated, isolated or minimised.
- Provide a safe working environment and workplace.
- Ensure that staff are properly trained and supervised.
- If a hazard in the workplace can reasonably be eliminated, then it should be. That depends on how much harm it might cause, and how difficult and expensive it would be to eliminate the risk.
- When a hazard cannot be eliminated, you have the right to know about the hazard, the level of risk, and what you need to do (or not do) in order to work safely.
- The aim is to do things better in order to achieve a safe and healthy workplace – not just because that's what the law says, but because it's better for everyone.

As An Employee

You have a responsibility for keeping yourselves and others safe and you can achieve this by:

- being involved in processes to improve health and safety
- adhering to correct procedures and using the right equipment
- wearing protective clothing and equipment
- helping new employees, trainees and visitors to the workplace understand the right safety practices and why the practices exist and communicating concerns to your employer.

You can become a hazard to others.

- If you are tired, stressed because of family or work reasons, or under the influence of alcohol or other drugs, your practices may become unsafe.
- Avoid behaviour that puts you or others at risk. Let your employer or health and safety representative know about anything that might affect your ability to perform your work safely.
- Avoid behaviour that puts you and/or others at risk.

You have a right to the information and equipment you need to be safe at work

Reporting hazards and accidents (including near misses) is everyone's responsibility.

Location of Health and Safety Documentation

Explain that a copy of the Policy and other Health and Safety documentation can be located on *The Vine* (intranet) and/or on H&S noticeboards.

2. Emergencies

- **Advice of who to contact in the event of an emergency**
 - Emergency services dial 111.
 - Provide with phone list if appropriate

Emergency Evacuation Procedure and Alarm System

Show the new starter the emergency exit(s) from the room/area which will be their principal place of work and the evacuation routes to the fire assembly point. If the fire alarm sounds in any building all personnel within must leave by the nearest available emergency exit.

Show the location of

- Fire alarm call points
- Fire information notices
- Fire extinguishers and fire blankets
- Area/department Health and Safety notice boards

In addition explain the following:

- Assembling at the fire points frees up the areas immediately around the building enabling the emergency services easy, safe access to the affect area and ensures that evacuees are a safe distance away in case of for example explosion or falling glass.
- Never re-enter the building/area until the all clear has been given.
- Never obstruct corridors, walkways or fire doors and always keep fire doors shut.
- Report any unknown alarms immediately to their Manager.
- If a fire is discovered, close the door, hit an alarm call point and evacuate the building. Inform the Fire Warden or Head Warden of where the fire is located.

Inform of Frequency and Purpose of Fire Drills/Testing Alarms

- Fire drills are never publicized and are held at least every 6 months.
- During drills Fire Wardens assist with evacuating personnel from their offices and areas of work and directing them to escape routes and evacuation areas. Cooperation is expected during these.
- The fire alarms are tested regularly. Tests are characterised by short bursts at irregular intervals.
- If you become aware that an alarm is not working, inform your Manager or Health & Safety Rep immediately.

3. Accidents, Incidents and Near-Misses

- Explain the procedure for reporting accidents, incidents and near misses and the importance of reporting such occurrences immediately to their Manager or Health & Safety Rep and the need to complete the relevant accident reporting form.
- Explain that the same form can be used for the reporting of near miss incidents and that reporting these incidents is an integral part of incident/accident prevention and is a key responsibility.

4. Managing Hazards

- Explain that a hazard is anything with the capacity to cause harm e.g. chemicals, noise, extremes of temperature/humidity, manual handling, fire, abscess/excess of light, UV etc. Explain that a significant hazard is a hazard that is an actual or potential cause of serious harm.
- Discuss the Hazard Register for your area and explain the control measures that are in place.
- Explain the need of JSA, SOP's and the responsibility of those who control the work (normally the Manager) to carry these out.

5. Rehabilitation Procedure

Discuss the procedure and show the location on either the shared drive, *The Vine* and on noticeboards.

Machinery

- No piece of machinery can be used until training, supervision, observation approval has been given.

6. Personal Protective Equipment (PPE)

- If your job requires you to wear PPE you must comply with this requirement. Failure to do so could ultimately result in you being removed from the job and possibly face disciplinary procedures.

7. Health and Safety Committee

Discuss the make up of the committee and the Terms of Reference. Explain the frequency of meetings, nomination process for employee participation, where to find copies of the minutes of previous meetings and how to raise an issue for discussion at the meeting.

8. Location Of

Show location of the Health and Safety Notice Board

Explain the key documents that are always displayed there:

- Hazard Register
- List of First Aiders
- Fire Wardens
- Emergency Evacuation Plan
- Health and Safety Committee details

Show the location of the First Aid Box

How to raise a Health and Safety Issue

Ideally in the first instance directly via Manager.

Alternate methods include:

- Departmental/team meetings
- H&S Rep
- HR Manager

Asking For Advice

Please emphasize that if a staff member ever has any doubts or concerns stop they should stop what they are doing and ask for further advice.

At the end of the induction ask the person(s) if they have any questions or queries. Make sure that they understand the information that has been explained or shown to them.

Additional H&S Training

Discuss and note any job specific H&S training that maybe required following this initial Induction e.g. Manual Handling, or user training for a specific piece of machinery. Agree what additional training is required, when this will be carried out, how the training will be implemented (internal or external course or by on-the-job training and observation), by who and timescales.

As the employee to sign the Health and Safety Induction checklist.