

Dawlish Town Council

Health & Safety Training including Induction

1. Statement of Policy

The Council recognises the importance of training in equipping employees to undertake their duties in a safe and healthy manner.

Induction training is desirable in order to help new staff integrate easily and quickly into the life of the Council. Health and safety is an important part of the induction. Young people on work experience placement are regarded as employees for the purposes of health and safety (Health and Safety (Training for Employment) Regulations 1990) and should also receive appropriate induction training.

There are certain things that everyone who is new to the Council will need to know and these are covered in the appendix to this policy. New staff and young people on work experience placement in a location or department where there are particular risks will have particular training needs. These needs should be identified by a risk assessment of the work involved and a consideration of the knowledge, experience and qualifications of the individual.

There is a general requirement to provide information, instruction, *training* and supervision in Section 2 (2) (c) of the Health and Safety at Work Act 1974. Health and safety induction training for staff is required by regulation 13 of the Management of Health and Safety at Work Regulations 1999.

2. Organisation and Arrangements

2.1 Town Clerk

- will ensure that new staff or young people on work experience placement for which they are responsible receive health and safety induction training as listed in appendix 2. Health and Safety induction should be given as soon as practicable after the new employee starts work;
- will ensure that where more specialised health and safety training is needed to combat specific risks of the job, that this is arranged;
- will ensure that new staff for which they are responsible receive an induction checklist, complete it and return it to the Personnel and Management Services Department.

2.2 Administration Officer

- will issue an induction checklist to all new staff;
- will keep and inspect returned checklists, advising the Health Safety and Welfare Officer of any problems which come to light in respect of health and safety induction;
- will arrange induction days for new staff which will include health and safety.

2.3 Health Safety and Welfare Officer

- will develop and present a health and safety induction training module for inclusion in the induction days
- will developeprocure health and safety training modules (as appropriate) for inclusion in the corporate training programme;
- will liase with outside Training Officers to ensure that where more specialised health and safety training is required it is provided. The need for such training may be identified by a risk assessment.

2.4 The Outside Training Officer

- will liaise with line managers to provide help and advice on training including health and safety;
- will liaise with others including the Health Safety and Welfare Officer on the health and safety content of the corporate training programme;
- will assist line managers and the Health Safety and Welfare Officer with the identification and provision of more specialised health and safety training;
- will maintain a training database with details of courses provided, including health and safety courses, and participants.

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APPENDIX 1

Important topics in staff health and safety induction

A. Fire safety

- what to do if the fire alarm goes off;
- how to get out of the building (including alternative exits) and where to assemble;
- what to do if the staff member discovers a fire;
- location of fire action notices, alarm call points, fire extinguishers;
- importance of not using fire extinguishers unless trained to do so.

B. First-aid and accident reporting

- how to get first-aid in the event of an accident;
- the importance of reporting accidents and how to report them;
- names of the first-aiders in the building where staff member is based;
- location of first-aid equipment and room.

C. Organisation for health and safety

- line managers' responsibility for health and safety;
- the role of the Health Safety and Welfare Officer;
- specialist occupational health advice and how to get it;
- role of the maintenance staff in ensuring safety. How to report items needing maintenance;
- extent of individual responsibility for health and safety.

D. Communication and consultation

- The existence of the Council health and safety policy. Opportunity should be given for the new staff member to inspect the corporate policy and any departmental policies;
- existence of the Health Safety and Welfare Forum;
- union health and safety representatives;
- health and safety notice boards and the poster "*Health and Safety Law : what you should know*".

E. Council rules

- the no-smoking policy and its importance in fire prevention;
- any local rules or procedures that the new member of staff will be expected to follow.

F. Work specific health and safety topics

Staff may have particular training needs in order for them to perform their work safely. These needs should be identified by a risk assessment of the work involved and a consideration of the knowledge, experience and qualifications of the individual.