

3. Induction Training & Other Training					
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Policy

The Board of Directors and the Chief Executive of the Society recognise their responsibility for protecting the health & safety of all their colleagues whilst at work. Colleagues are most at risk when they are new starters – when they first commence employment with the business – or, as existing colleagues, being transferred to a new area or process. In order to fulfil its legal obligations towards protecting the health & safety of new starters, the business has adopted the procedures described below.

Procedures

All new starters will receive the Corporate ‘Welcome to Midcounties’ induction which includes health & safety awareness standards and general health & safety information. This will be followed by more site specific induction training on the following topics as appropriate.

Emergency Procedures

All new starters will be made aware of the actions to be taken in the event of an emergency, i.e. fire or accident. They will be informed of the location of the first aid box and the first aid providers. Annual refresher training on fire safety procedures will be given to colleagues by their line manager via the iLearn platform

Hazards

The new starter will be informed of all general hazards which he / she may encounter during the course of their duties, and the measures in place to reduce any risks.

Personal Protective Equipment (PPE)

The new starter will be instructed as to the purpose and correct use of PPE and as to arrangements in place to replace it, as and when necessary.

Health & Safety Advice

The induction training will include details of who to seek advice from on safety issues, and what procedures must be followed should the colleague identify any significant risks towards health & safety.

Competent Persons - Existing Colleagues

Only those colleagues who are able to demonstrate to their supervisor or line manager that they have the necessary skills, experience, and / or training to ensure their own health & safety and that of others who may be affected by their work activities will be allowed to work without direct supervision.

In order to ensure that health and safety standards are being maintained, the Health & Safety Team or one of the Society nominated Health & Safety Representatives may carry out inspections of work in progress at any time without prior notice and record the findings.

Where standards are below those required, the Health & Safety Team will recommend (after discussions with the line manager) such actions as are required to improve performance and will, if considered necessary, restrict the person’s work activities, until they are satisfied that the required improvement has been achieved.

Competent Persons - New Colleagues

All new colleagues receive both induction and ongoing health & safety training, as appropriate to the individual's job content. The induction training will include (but not be restricted to) emergency procedures, correct use of PPE issued, and the measures to be taken to reduce the risk from known hazards contained in the workplace.

Any new colleague, or trainee, will work under the direct supervision of a competent person, until such time as that person has achieved the required level of experience and competence.

Colleague training records

Colleague training is recorded via the Society's iLearn platform

Young Persons Induction Training

A 'young person' is defined as a person who has not reached the age of 18.

See Section 9 – Young Persons at Work for full guidance and the responsibilities you have for young persons in the workplace.