PCC/PARISH NAME

Health and Safety Policies and Procedures

New Employee Induction

**1. Introduction**

Even though The PCC/PARISH operates in a low risk environment, it is essential that new employees, work placements, etc. are given an overview of the risk to their health and safety.

This is to include an explanation of the potential risks along with the control measures in place.

It is also important from an employee wellbeing perspective, that we onboard new employees in a structured and effective way, providing the training and networking that they need to successfully pass their probation period, and be engaged and motivated in their employment with us.

**2. Procedure**

2.1 Induction delivery

It is the Administrator/ Responsible person’s responsibility to cover all aspects of HR and Health and Safety, as well as policies, procedures and introductions to other staff in the Parish Office/Church. The health and safety induction training forms part of the first day general induction which will also cover the company structure, aims, character and philosophies, site layout, smoking arrangements, HR requirements, etc.

The health and safety induction session will be conducted on the morning of the first day of employment. The Health and Safety induction sheet (attached) must be signed by the employee and the Administrator/ Responsible person and filed on the employee’s personnel file.

The Line Manager is responsible for ensuring that the employee is trained on all work-related tasks, introduced to relevant people that the person will have contact with, and has objectives set and followed up on monthly, to check for additional training needs and happiness/satisfaction levels. This should also include follow up discussions to ensure that all eLearning and other required training has been completed in the set time frames.

2.2 Induction content

The health and safety element of the induction sessions shall be:

1. Fire safety

* Location of the emergency exits.
* Routine weekly soundings of fire alarm.
* Action to take for non-routine soundings of the fire alarm.
* Action to take on discovering a fire.
* Location of fire extinguishers and manual alarm points.
* Notifying the new starter of who the Fire Marshalls are and their location
* Reporting potential Fire Risks

2. DSE (see DSE procedure)

* As part of the induction, the employee will be provided a copy of the “Working with display screen equipment” guidance, and the “Workstation checklist” so that the employment can conduct a DSE Assessment for their workstation, when they have had a few days to settle into their desk and understand how their workstation set up is working for them.
* For full time or part time home workers, the “Home working risk assessment” must also be completed and the Administrator/Responsibile person will advise on how this risk assessment will take place
* This must be returned to the Administrator/Responsibile within the first month of employment for filing on the employees personnel file.

3. Facilities

Location of

* Signing in and out boards,
* Toilets,
* Kitchen,
* Stationery,
* Franking machine
* Tea/Coffee and Toilet supplies

4. Accidents (See Accident Management procedure).

* Location of Accident Book
* Location of first aid equipment and defibrillator
* Identification and location of the Appointed First Aiders
* Accidents Reporting and Completed Accident Forms
* Reporting of potential health and safety hazards (potential slips, trips, trailing cables, unsafe storage etc)

5. General

* Location of sack truck and postal trolley to aid in handling of archive boxes. Detail on other handling risks.
* Location of cleaners chemical store and not accessing this cupboard without approval
* Location of COSH chemical data sheets and what to do in the event of a chemical spill

PCC/PARISH NAME

Health and Safety Policies and Procedures

New Employee Induction Sign Off Sheet

New employee name:

Position:

|  |  |
| --- | --- |
| Subject covered | Discussed with New Employee |
| **HR Induction:** |  |
| * All paperwork received for employment (Signed offer letter, Statement of Main terms and conditions)
 |  |
| * Right to Work Proof documents seen, and copies taken in an unalterable format
 |  |
| * Relevant qualifications and training certificates seen and photocopied
 |  |
| * HR Induction Booklet discussed including relevant policies and procedures
 |  |
| * Organisation Charts discussed
 |  |
| * Display Screen Equipment (DSE), and Working From Home Risk Assessment (if applicable)
 |  |
| * Mandatory Training/ eLearning discussed including time frames
 |  |
|  |  |
| **Health and Safety Discussions, and Tour of the Building:** |  |
| Fire safety* Location of the emergency exits.
* Routine weekly soundings of fire alarm.
* Action to take for non-routine soundings of the fire alarm.
* Action to take on discovering a fire.
* Location of fire extinguishers and manual alarm points.
* Notifying the new starter of who the Fire Marshalls are and their location
* Reporting potential Fire Risks
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 |  |

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| --- |
| **I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards HR and health and safety.** |
| **Name of Employee:** |  |
| **Job Title:** |  |
| **Employees Signature:** |  | **Date:** |
|  |  |
| **Administrator/Responsible Person Name:** |  |
| **Position:** |  |
| **Administrator/Responsible Person Signature:** |  | **Date:** |
| **Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employee’s personnel file.** |