

Induction Guidance for Employers

Note - The checklist overleaf identifies common points for induction, but may need modifying to suit individual learners and types of work. An induction is best given on the students' first day or on a pre-placement visit.

General

Line Manager – explain who will supervise them in the workplace and ensure Line Managers are aware of their responsibilities under Health & Safety legislation. Safety Policy – explain the policy and point out any aspects that apply to the student, in particular emphasise the student's personal responsibility. Safety Literature – distribute/explain any relevant safety literature, taking into account the student's age, length of the placement and likely exposure to hazards. Key Safety People – introduce them to the student or ensure that they are aware of their name(s), location(s) and responsibilities. Prohibited Areas/Machinery – point out any areas, tasks or machinery that are prohibited to the student and tell them why this is the case.

Workplace Hazards

Machinery – explain to students that they must never operate any machinery without the prior permission of a supervisor and unless trained to do so. Stress that they must not attempt to repair any machine and all faults must be reported to the supervisor. Dangerous Substances – explain the importance of complying with the rules on handling chemicals. Stress that the student must ask the supervisor if they are unsure of any precautions to be taken. Lifting and carrying – such work should have been assessed under the Manual Handling Operations and Regulations. Where appropriate, arrange for the student to be shown the correct way to lift objects and explain why it is important. Housekeeping – explain importance of good housekeeping, e.g. keeping drawers and cupboard shut, safe positioning of cables, safe storage of materials, keeping work areas clean and tidy. Safe Systems of Work – describe hazards associated with work the student will do or observe and explain importance of safe working practices. Make sure students receive any necessary briefing before they move onto new tasks. Protective clothing – where applicable, describe what is available, when and why it must be used and how to make any necessary adjustments. Safety equipment – explain when and why it must be used, where it is kept and how to use it. Hygiene – inform students where the toilets and washing facilities are.

Emergency Procedures

First aid – explain first aid facilities. Accident Procedures – explain that all accidents and incidents must be reported and that all injuries, no matter how small, should be entered into the accident record. Explain to the student where the accident forms are kept and to whom they should report in the event of an accident. Fire Alarm – explain what students should do if they discover a fire. Describe how they will know if the alarm has been raised. Emergency Evacuation – explain the procedures for emergency evacuation, including the route to be taken, use emergency exits, assembly points and reporting procedures.

Check the student understands the importance of following Health and Safety procedures and the possible consequences of disobeying them.

This checklist is provided for help and guidance only. Employers are advised to ensure it meets their requirements and Lewisham Southwark College accepts no responsibility for any errors or omissions.

Guidance Checklist for Employers

Student: _____

Planning: Things to consider before a work experience student arrives	Tick
Has the student, where applicable, attended a pre-placement interview or induction?	
Has a student specific risk assessment been undertaken? E.g. consideration given for medical / health conditions, disabilities and learning difficulties?	
Are staff aware a student is coming?	
Is adequate and appropriate supervision arranged?	
Has a schedule of purposeful activities been identified for the student?	
Is personal protective equipment available (if applicable) in suitable sizes?	
General Information: to be covered at the start of the work experience placement	Tick
Introduce the learner to the company.	
Introduce the students to key staff – Health and Safety person, first aider, fire marshalls, supervisor etc.	
Provide a tour of the premises, including emergency evacuation route, assembly points, welfare facilities e.g. toilets, refreshment area.	
Confirm the start, finish and break times to the student.	
Point out where the notice boards are and their content, if applicable.	
Health & Safety Information: Complete, hand out or give details on the following:	Tick
Introduction to the organisations health and safety policy and procedures.	
Explanation of risk assessments – organisation and student specific.	
Safety literature.	
Prohibited areas, tasks or equipment.	
Safe working systems and procedures.	

