Health and Safety Induction – Key Elements

It is important for a learner to receive in-company health and safety induction. Vital matters should be covered immediately – before the learner is at risk. LSC statistics show that most accidents to learners happen in the first two weeks of their training programme. Other issues should be tackled within the first few weeks. Some items will need to be dealt with again when a learner moves to a new location.

In any working environment induction should include the following:
- a tour of the premises and introduction to key staff;
- the company’s legal responsibilities and duty of care;
- the learner’s legal responsibilities to themselves and others;
- the company’s health and safety policy, organisation and arrangements;
- supervision arrangements;
- significant risks and the control measures;
- prohibitions and health and safety rules;
- emergency and fire arrangements;
- first aid arrangements;
- accident, ill health and other incident reporting and investigating;

You should also cover any of the following which are applicable to your operation:
- provision and use of personal protective equipment and clothing;
- safe use of equipment and machinery;
- protection from noise, dust, fumes and hazardous substances;
- manual handling hazards and protective measures.

The boss is approachable. He’s always there for us and always makes time if we need him. He goes through our work with us and gets us to ask questions to make sure we completely understand what we’re doing and why. I’m looking forward to being a full-time employee when I finish my apprenticeship.

Further Reading
The leaflet is based on research carried out on behalf of the DfES in 2000.

Additional information is available from:
www.hse.gov.uk
www.safelearner.info
www.lsc.gov.uk/National/Partners/PolicyandDevelopment/HealthandSafety/Default.htm

Other useful publications are:
HSG65 'Successful health and safety management'
HSG165 ‘Young people at work: a guide for employers’
HSG199 ‘Managing health and safety on work experience’
These are available from HSE Books
www.hsebooks.co.uk/homepage.html

For help with any aspect of learner supervision contact your college or provider:

Health and Safety

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This publication is available in an electronic form on the Learning Skills Council web site: www.lsc.gov.uk and www.safelearner.info

If you require this publication in an alternative format or language please contact the LSC Help Desk: 0870 900 6500
Publication reference LSC-MISC/0613/03

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Guidance for Employers

Use this leaflet to check whether you’ve considered all the key elements of getting your learner supervision right. Discuss any concerns with the provider or college. They’ll be able to help you with any problem areas.

Supervising the safe learner.
Success is no accident so get it right!
Effective Supervision

Mutual respect between supervisor and learner is essential for effective supervision.

- Do you supervise your learners' legal responsibilities for the health and safety of learners?
- Do you have mentoring skills and health and safety knowledge? If not, do you train them?
- Do you make sure they have the time to carry out these duties?

1. The Right Learner:...

2. The Right Job:...

3. Individual Learning Plans:...

4. Induction and behaviour...

5. Risk Assessment...

6. Training and Teamwork:...

7. Working Environment:...

8. Accident Control:...

For Information

Supporting the safe learner. Success is no accident so get it right!