

# BANNOCKBURN HOUSE

## SAFETY INDUCTION & TRAINING PROCEDURE

<b>Document History:</b>
<b>Version 1</b>
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<b>Approved by Ian Young</b>
<b>Revision</b>

### Safety induction and training

1. All employees/volunteers will be given induction training detailing responsibilities and safety requirements of the job. This will be done prior to commencing work.
2. This applies to the entire workforce ie. staff and volunteers
3. General induction will be carried out by the person in charge and as part of the induction.
4. In addition to the general safety requirements the Manager/Team Leader in charge will carry out any health and safety induction for the specific job function eg. Gardening
5. Documents will be kept as evidence that induction has taken place which are Induction Checklist & Induction Register
6. All persons must adhere to the safety rules that are set out and explained during induction.
7. This general induction covers the main Bannockburn House and also equipment and site related conditions. Further information will be given for site specific conditions.
8. Records of all training will be kept as part of the Health and Safety records.
9. The following forms are used as part of this procedure.

## INDUCTION CHECKLIST

Safety policy	1
First Aid	2
Accident Reporting	3
Housekeeping and waste disposal	4
Storage	5
Asbestos	6
Welfare facilities	7
Emergency exits	8
Access and egress	9
Employees duties and legal requirements	10
Safety restrictions & RAMS	11
Manual handling	12
PPE	13
Electricity	14
Power tools	15
Fire safety	16
Ladders and Stepladders	17
COSHH	18
Signs and notices	19
Drugs and alcohol	20
Young persons requirements	21
Members of the public	22
Slips trips & falls. Footpaths & walkways	23
Dealing with aggression& harrasment	24

I have been instructed on safety requirements as identified by the above

Signed \_\_\_\_\_

Dated \_\_\_\_\_

The manager carrying out the induction should use the above list to highlight any specific hazards and brief the applicable policies and procedures. The Induction Register should also be signed by each person inducted.

