

Induction

Main Document - BSS/HRM/030

Version: Issue 001

Prejoining Activities

1 Welcoming letter. In addition to the formal letter of appointment and joining instructions, Line Managers may wish to write to welcome the new recruit to ND, an initial pre-joining 'handshake'. This could cover the following:

- Outline of proposed work.
- Confirmation of where to report, who to, reception arrangements.
- An idea of the first week's activity (especially if a familiarization visit has been arranged).
- Details of transport arrangements to and from Bootle and location of offices.
- Confirmation of start time and date.
- ND contact details.
- Normal working hours and flexibilities.

2 Administrative matters. Line Managers should ensure that the following are initiated before arrival:

- Security vetting, appropriate to the nature of the intended work.
- Provision of HSE pass (NB there will be a need for special access requirements for MoD work areas).
- Provision of welcome letter from Chief Inspector (Division 4 to arrange).
- Accommodation (Divisional administration support).
- IT equipment, log on, email account, telephone, (Divisional administration support).
- Order HSE warrant if applicable (Divisional administration support) and Green Cross Pass for prohibited places access.
- Provision of details to Director's office for distribution lists.
- Joining discussion with Head of Division.
- Order PPE (if size details available)

3 Preliminary training provisions. Line Managers should arrange the following:

- Site familiarisation visit. These are carried out on a group basis whenever possible. TSGI will advise.
- Agreement of mentor with other Unit Heads, and briefing of mentor (different mentors may be appropriate for different interests, for example Nuclear Safety Inspectors may need both discipline and regulatory mentors).
- DSE assessment.
- Safe driver training course (to be completed within 3 months of joining if possible).
- Book place on NSD induction course.
- Attendance at 'Personal Safety' course as soon as possible.

4 Initial technical work package (Inspectors). Although it is not possible to be prescriptive in this procedure, it will be useful to have developed a 'starter'

package of technical work for the new recruit before arrival. It should be possible to tailor this to induction training needs. Doing so should reduce the possibility that the new recruit may drift into inappropriate areas of work or working practices.

Induction for staff

5 [Table 1](#) – Induction for ND staff sets out activities that should be carried out to complete the induction of staff. They are grouped into notional ‘weeks worths’ of topics. Some are applicable only to Inspectors, some may not be necessary for staff joining from other parts of HSE. Line Managers should determine which elements are most applicable. The primary intention of this programme is to enable staff to work safely and with due regard to the need to minimise HSE business risk. The aim should be to complete an induction programme based on these headings within three months of joining ND.

Table 1 – Induction for ND staff

NB: I = Inspector A = administrative staff

SUBJECT	WHO	LEAD RESPONSIBILITY	NOTES
WEEK1			
Provide welcome letter.	A/I	Line Manager	
Building tour and building safety brief – day 1.	A/I	Fire brief by Line Manager, remainder arranged by Line Manager.	To cover secure area, toilets, showers, gym, eating areas, drum, first aid rooms, nursing mothers' room, tea points, vending machines, refit service centre, RCIS, knowledge centre, registry. Safety brief to cover emergencies, evacuation, fire exits, warden system (see Intranet).
Briefing on HSE role.	A/I	Line Manager	
Briefing on ND role.	A/I	Line Manager	
Introduction to initial work package and personal role.	I	Line Manager	
Introduction to HSE Intranet and ND BMS.	A/I	As arranged by Line Manager	
Introduction to HSE Welcome Site (Intranet).	A/I	Line Manager	Line Managers should draw attention in the welcome site to the coverage of the performance management system, core values, first-year reporting. This provides links to various sources of useful induction information.
Introduction to ND induction material.	A/I	Line Manager	
Meet Unit/team.	A/I	Line Manager	
Meeting with Head of Division.	A/I	Line Manager	
Information on locality.	A/I	As arranged by Line Manager	ND induction type information is compiled onto an induction folder in TRIM, to which the Chief Inspector's welcome letter draws attention.
Develop and circulate pen picture.	A/I	Joiner	
Introduce mentor(s)	A/I	Line Manager	Different mentors may be needed for different interest, for example Nuclear Safety Inspectors may benefit from both discipline and regulatory mentors.

SUBJECT	WHO	LEAD RESPONSIBILITY	NOTES
WEEK 2			
Provide health and safety brief.	A/I	Line Manager	To cover most significant office and site risks, control arrangements, arrangements for reporting events and details of HSE Intranet site.
Arrange DSE assessment.	A/I	Admin support	Help may be needed with the electronic self-assessment process.
Order PPE if not already ordered.	I	Joiner	Admin Manager will advise.
Obtain details of Employee Assistance Service – Counselling Support Services, Civil Service Benevolent Fund, Benenden Health Care.	A/I	Joiner	
Confirm arrangements for safe driver training.	I	Line Manager	
Confirm arrangements for attendance at Personal Safety Course.	A/I	Line Manager	If this course is likely to be delayed, a tutorial can be arranged instead.
WEEK 3			
Outline ND working practices and culture.	A/I	Line Manager	Hours of work/coverage, flexibilities, TOIL, working at home, granting of leave/special leave.
Outline sickness absence management arrangements.	A/I	Line Manager	
Introduce HSE IT systems: COIN, eHR, EDRM.	A/I	As arranged by Line Manager	For COIN training Line Managers should contact the DIS team in OPSD.
Assess general IT skills and arrange training where necessary.	A/I	Line Manager	
Ensure personal details entered on eHR	A/I	Line Manager	
Security brief.	A/I	Arranged by Line Manager.	To cover handling of classified information, clear desk policy, building access, visitors, security of equipment, electronic communications policy, document handling. Division 3 can help provide relevant information.

SUBJECT	WHO	LEAD RESPONSIBILITY	NOTES
WEEK 4			
Set up initial performance agreement.	A/I	Line Manager	
Arrange plant/site familiarisation visit if appropriate.	I	Line Manager	
Administrative arrangements and practices: - Helpline detail (Refit for IT, 4367; Personnel, 3300; Redgrave accommodation issues, 4400 - Travel arrangements (transport, hotel bookings, ACs 34, T&S rules). - Cost and organisation codes. - Telephone usage and monitoring practice. - Freedom of Information requirements. - Order business cards (Inspectors).	A/I	Arranged by Line Manager	
Arrange attendance at ND Induction Course.	A/I	Line Manager	An informal induction brief may be arranged as an alternative, pending availability of the induction course.
Carry out training needs analysis against BSS/HRM/030 and set up preliminary development action plan.	A/I	Line Manager	
Identify training needs in Scottish law if appropriate.	I	Line Manager	
WEEK 5			
Introduction to Divisional requirements and differences:			
Division 1			

SUBJECT	WHO	LEAD RESPONSIBILITY	NOTES
Division 2			
Division 3: MoD induction presentation. Details of MoD site activity (need to know basis). Security brief.	A/I	Relevant SI. Unit Head. Administration Manager.	
Division 4			
Division 5			
Division 6			