Induction Checklist

1.1 First Week Checklist

Place of Work

The INDUCTION CHECKLIST
NAME OF Employee:
Job Title/Service:
Line Manager:
Start Date:
Guidance Notes

The induction checklist should be used for all new entrants to Harrow Council to ensure that all the important things are covered and to record that systematic induction has taken place.

The checklist provides a guideline and should be tailored as appropriate for each new member of the team, **including information to be covered by whom and when?**

A copy of this checklist should be issued to the new member of staff on arrival. The Line Manager's **role is to** explain to the employee that they also have a responsibility for their own induction..

This checklist outlines the various activities and events **that** new employee can expect during their first six months at the Council. The induction experience is phased over four distinct areas**,** which are:

1. **Place of work** – ensuring their immediate workspace/work area is appropriate and they have the tools to do their job.

2. **Engagement with the Council** – introducing them to our Vision and Values, team members and useful contacts.

3. **Knowledge and understanding** – equipping them with relevant information, facts and resources to help them contribute as quickly as possible.

4   **Learning & Development (L&D)** – taking responsibility for their own L&D and **allocating** time to focus on their development and opportunities to develop their career.

Role of Mentor or buddy
A mentor or buddy can be assigned to them for the duration **to provide** induction **for support and guidance.**

March 2015 |

Item	Complete	Date
Explained the Information Governance & Security Policies (see the Hub).	☐	
Provided with 1:1 coaching on the telephone system.	☐	

Induction Checklist **Before the Start Date**	**Person Responsible**	**Date Completed**
Arrange workplace & any equipment	Line Manager	
Arrange security pass and ID card	Line Manager	
Arrange password for computer and financial system. Please note IT network pass (IT requires 5 days notice to set up new users on the network, email, internet etc. therefore it is important to request the appropriate login for new users prior to them starting). See Hub for New Starter and Modification form.	Line Manager	
Brief other team members about the newly appointed employee's arrival.	Line Manager	
Determine whether there are any special needs or any adjustments that needs to be accommodated for. Contact HAD if you need advice.	Line Manager	
Organise diary dates for 'Meet and Greet'.	Line Manager	
Organise diary times for introduction to senior management team.	Line Manager	
Send any appropriate documents to be read (senior positions only) e.g. Service Plan etc.	Line Manager	
Book on the next Corporate Induction Workshop**.** To book click here My Learning Inform them to complete the following Mandatory Elearning Modules with the first 4 weeks of their start date. • Information Governance and Security Policy • Equalities Matters • Introduction to Health & Safety Available on http://harrow.learningpool.com/ Book on Health & Safety Induction Courses – check the Health & Safety Matrix for what is required or email HealthandSafety.HealthandSafety@harrow.gov.uk	Line Manager	

Day 1 On Arrival Place of Work	Person Responsible	Date Completed
Inform reception of the arrival of the new employee	Line Manager	
Given a security card, ID Card and a car park pass (if eligible). Note: All staff are required to wear their ID at all times, you may be escorted from the building if you fail to show their ID pass when requested. Advised that under no circumstances may a member of staff use their ID badge to allow someone else access to any council owned premises. Visitors will be required to sign in at the Middlesex Floor Security Desk, who will then be collected by a member of staff.	Line Manager	
Advised of the local employee facilities (e.g. toilets, staff restaurant, tea and coffee routine, kitchen facilities).	Line Manager	
Provided with appropriate workspace material and equipment plus other accessories (e.g. uniform, software, keys, laptop, mobile etc.).	Line Manager	
Issued with their password for computer/ email/ other IT systems and financial systems.	Line Manager	
Advised on emergency procedures for fire, bombs etc and any other Health & Safety matter including First Aid, Accident Procedures including Reporting and shown assembly point/s.	Line Manager	
Given a tour of the immediate work environment.	Line Manager	
Engagement Process	Person Responsible	Date Completed

Introduced to: (where applicable) Corporate Director/Divisional Director, Head of Service etc.	Line Manager	

Introduced to: Service and Team Members including a buddy	Line Manager	
Knowledge and Understanding	**Person Responsible**	**Date Completed**
Explained the Councils top management structure. [See Hub](#)	Line Manager	
Explained Services top management structure and where they fit in.	Line Manager	
Learning and Development	**Person Responsible**	**Date Completed**
Advised of the dates booked on the Corporate Induction workshop and the Health & Safety Courses	Line Manager	

1.2 First Week Checklist

First Week Checklist Place of Work	Person Responsible	Date Completed
Explain layout of sites (s) and provide guided tour of site and facilities including local facilities	Line Manager	
Informed about; The Internal mail systems; Computer drives and document storage. Provided with 1:1 coaching on the telephone system.	Line Manager	
Informed about the process of undertaking a workstation assessment. (DSE). **Manager:** I confirm I have brought the employee's attention to the Council's policy on Smoking. **Employee**: I confirm I have read the Council's policy on Smoking.	Line Manager/employee	
Engagement Process	**Person Responsible**	**Date Completed**
Advised of the Council's Vision, Priorities and Create values.	Line Manager	
Explained the priorities and structure of their team	Line Manager	
Introduced to other team members, their responsibilities and the projects they are involved in.	Line Manager	
Informed of the Local team meeting arrangements and 1 to1 meetings with Managers	Line Manager	
Invited to 8, 16, 24 week Probation Review Meetings; Advised of the date of their initial Individual Performance Appraisal (IPAD) meeting.	Line Manager	
Knowledge and Understanding	Person Responsible	Date Completed
Explained Employment information: • Salary and how to access payslips • Explain annual leave and special leave arrangements • Sickness leave, who and when to contact • Explain flexi time including recording if appropriate • Pension • Probationary Period and Procedures • Trade Union Memberships • Staff Benefits See HUB	Line Manager	
Advised of the Council's Customer Standards See Hub		
Learning and Development	**Person Responsible**	**Date Completed**
Advised of the following ELearning Mandatory training to be completed: • Information Governance & Security 2014 • Introduction to Health & Safety • Equalities Matters (within 8 weeks of starting with the council)	Line Manager	

• To book on the above click here [ELearning](#) portal Also briefed how to register and book click here [My Learning](#) portal for the Learning & Development		

1.3 First Month Checklist

First Month Checklist Place of Work	Person Responsible	Date Completed
Given a tour of their local area and other Council buildings/locations as appropriate to their job.	Line Manager	
Engagement Process	**Person Responsible**	**Date Completed**
Introduced to key contacts/stakeholders/partners across and beyond the Council as appropriate.	Line Manager	
If the employee is a Manager on MG grade, contact Communications to add their name to the Managers list to ensure that you are invited to the Managers' Forum and receive regular updates.	Line Manager	
Knowledge and Understanding	**Person Responsible**	Date Completed
Explained employment Information and Standards of Conduct . See Hub Aware of **Code of Conduct,** Whistle-blowing Policy, Corporate Governance, Financial Regulations and Standards, **Health & Safety Policies** and Equality of Opportunity Policy	Line Manager and employee	
Learning and Development	Person Responsible	Date Completed
Check that the following ELearning Mandatory training has been completed: • Information Governance & Security Policy 2014 • Equality Matters (within 8 weeks of starting with the council) • Introduction to Health & Safety	Line Manager and employee	
Check the attendance at the Health & Safety – check the H&S Matrix.	Line Manager and employee	

First Two to Six Months Checklist Place of Work	Person Responsible	Date Completed
Clear about the priorities and structure of the different directorates within the Council.	Line Manager and employee	
Engagement Process	**Person Responsible**	**Date Completed**
Aware of the range of HR Operations Employment Policies & Procedures including; HR Policies and Procedures	Employee	
Invited to a probation review meeting at 8, 16, 24 weeks.	Line Manager	
Knowledge and Understanding	**Person Responsible**	**Date Completed**
Aware of the key Programme/projects taking place across the council	Line Manager and employee	
Learning & Development	**Person Responsible**	**Date Completed**
All Mandatory training should have been completed; Employee should be invited to attend other required Learning & Development opportunities.	Employee	

Managers Sign Off: ....

Employee Sign Off …………………………………………

1.4 First Two to Six Months Checklist

Place of Work

Item	Complete	Date
Clear about the priorities and structure of the different departments within the Council.	☐	

Engagement Process

Item	Complete	Date
Aware of the range of HR Operations Employment Policies & Procedures including; Sickness Procedure; Grievance Policy; and Performance management Policy and Procedure.	☐	
Informed of the key Programme/projects taking place across the council	☐	
Transformation Programme	☐	

Managers Sign Off: ....

Training Matrix for Health & Safety

Learning Requirement	Health and Safety Induction	Health and Safety Induction for Managers	COSHH	DSE Assessors Course	DSE Users Course	Fire risk Assessment	Fire Warden	First Aid at Work Cert	First Aid Re-qualification	Lone Working	Managing Safely IOSH- 4 days	Manual Handling Basic	Office Safety	Personal Safety (V&A)	Premises Managers Health and safety	Risk Assessment	Senior Executive Health and Safety	Stress Risk Assessment	Workplace Inspection
Staff Categories																			
All staff	M																		
HSPB members.																	M		
CE, Exec Directors and Directors.		M															M		
Group/Service Managers		M									R		R			M		R	R
Staff undertaking health and safety risk assessments				M		M							M			M		M	
Project leaders/Hosts		M																	
First Aiders								M	M										
Fire Wardens						M	M												
Staff who use computers for more than 2 hours per day					M														
Staff who will be following up workstation risk assessments				M															
Staff who minimal manual handle												M							
Staff who work with chemicals			M																
Front line staff														M					
Staff that work alone/carry out visits/inspections										R									
Staff who manage premises/Site Managers															M				
Staff who work in partnerships	M																		

Staff who work with chemicals			M																	
Front line staff														M						
Staff that work alone/carry out visits/inspections										R										
Staff who manage premises/Site Managers															M					
Staff who work in partnerships	M																			

In all cases the appropriate training must be established using the Health and Safety risk assessment process.

R- Recommended - Determined by Risk
M- Mandatory - Required by Health and Safety Legislation

Other Mandatory training

ELearning:

1. Information and Security 2014

2. Equality Matters (must be completed within 8 weeks of start date)

Please note 1 and 2 above are reported as Key Performance Indicators. Also all staff are required to complete Equality Matters.