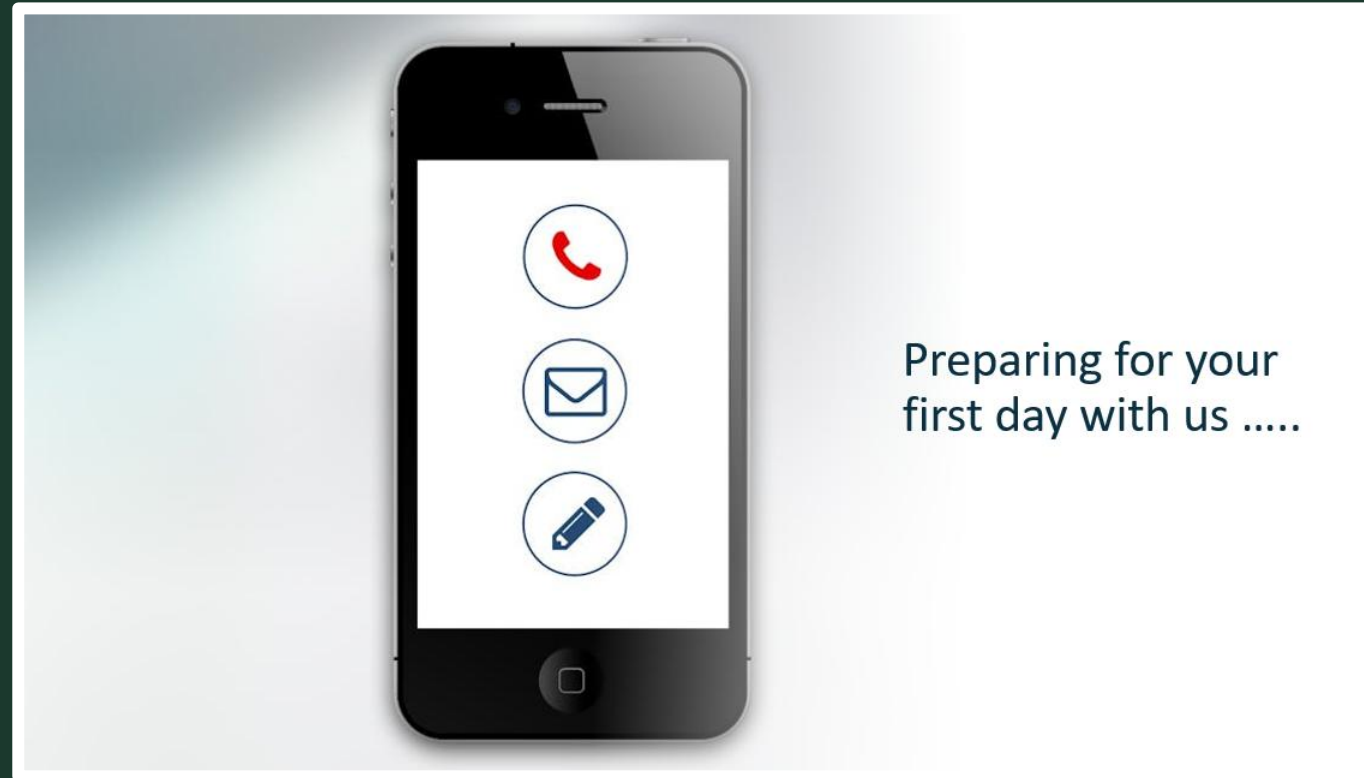




Starting a new job can be both exciting and nerve wracking.

We have a comprehensive 6-month induction plan for any new starters to ensure that your induction and probation period are supportive and informative.

Preparing for your first day



Prior to your first day, you will have communication with the HR Officer who will finalise the recruitment process, including obtaining references and a DBS check if needed.

The HR Officer will send you your contract of employment along with any documents that need to be completed, and anything that you need to bring with you on your first day, such as your ID documents and any training or qualifications certificates.

Your Line Manager will also be in contact so that you know what time to arrive for work and any plans for your first day.

Induction



Your first day – Role induction and introductions

On your first day you will meet your line manager and receive a comprehensive role induction so that you know what to expect during your probation period.

This will include introductions to your colleagues and anyone else that you will be working with.

Throughout your probation period you will receive ongoing support, training and wellbeing checks and will meet with your line manager at regular intervals.

IT Equipment



You will then meet the IT Manager and receive any IT equipment you need, including a mobile phone, and a fob to access the building, along with an introduction to our systems.

HR and Healthy & Safety Induction



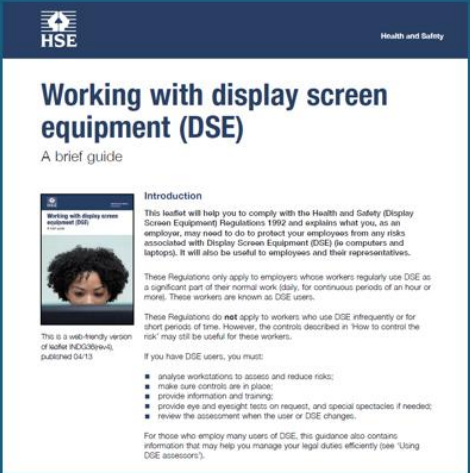
In your first week, you will meet with the HR Officer who will go through a HR and Health & Safety induction with you.

This will include introducing you to other members of staff that you have not yet met and a discussion about the organisation chart and anything else that you will need to know during your employment.

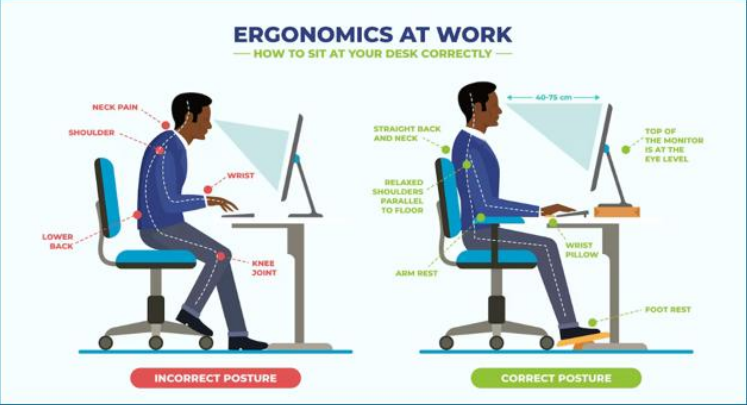
The HR Officer will work with you to create a personalised risk and needs assessment and will discuss which reasonable adjustments you would like, to support you in your role.

Workstation assessment

DSE Assessment



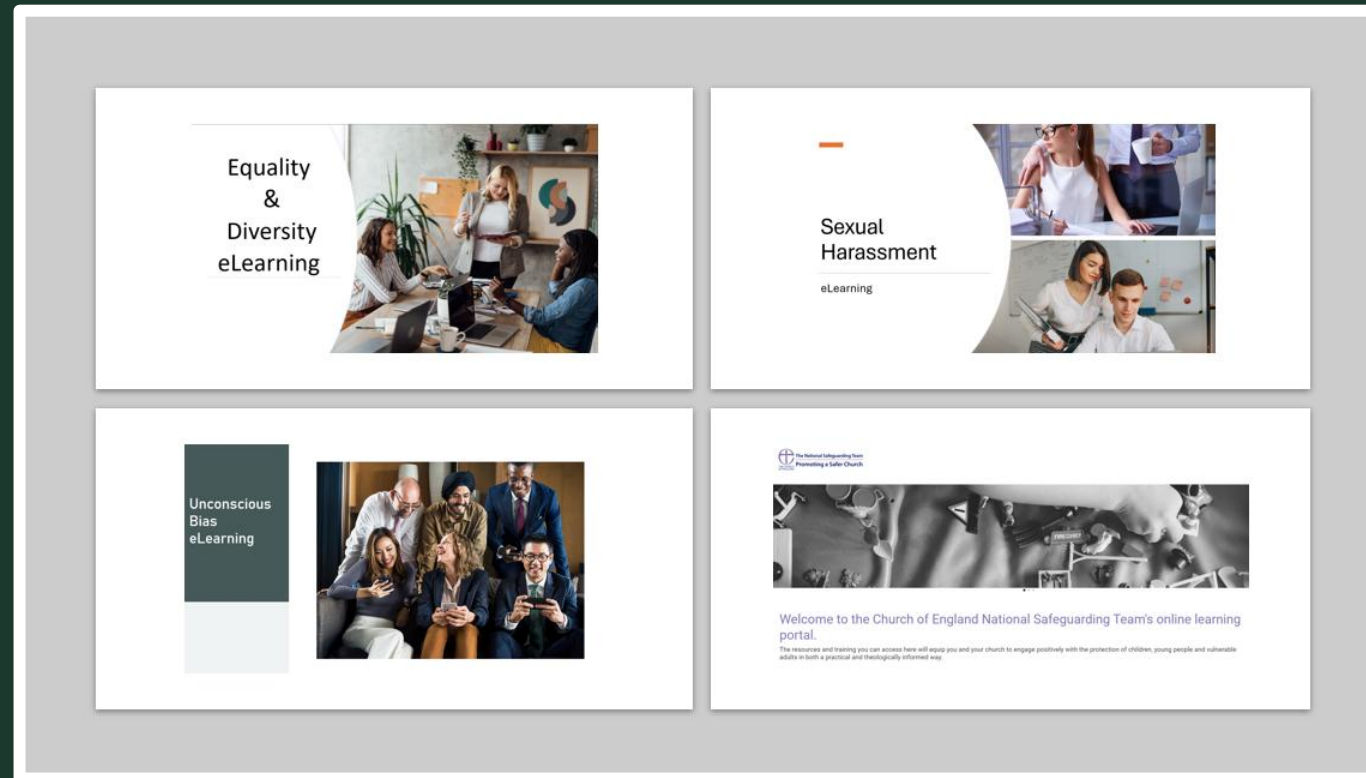
The image shows the front cover of a booklet titled 'Working with display screen equipment (DSE): A brief guide'. The cover is white with a blue header containing the HSE logo and the text 'Health and Safety'. The title is in a large, bold, black font, and the subtitle 'A brief guide' is in a smaller font below it. There is a small photograph of a person's face on the left side. The text on the cover describes the booklet's purpose: to help employers comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and explain the risks associated with DSE. It also mentions that the Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work. A list of requirements for employers is provided, including analyzing workstations, providing information and training, and reviewing the assessment when the user or DSE changes. The cover also notes that the Regulations do not apply to workers who use DSE infrequently or for short periods of time.



The diagram is titled 'ERGONOMICS AT WORK' and 'HOW TO SIT AT YOUR DESK CORRECTLY'. It shows two side-by-side illustrations of a person sitting at a desk. The left illustration is labeled 'INCORRECT POSTURE' and shows a person slumped forward with their head tilted down, labeled 'NECK PAIN'. Their shoulders are rounded, labeled 'SHOULDER', and their lower back is curved, labeled 'LOWER BACK'. Their wrist is bent, labeled 'WRIST', and their knee joint is bent, labeled 'KNEE JOINT'. The right illustration is labeled 'CORRECT POSTURE' and shows a person sitting upright with their head, neck, and shoulders in a straight line, labeled 'STRAIGHT BACK AND NECK'. Their shoulders are relaxed and parallel to the floor, labeled 'RELAXED SHOULDERS PARALLEL TO FLOOR'. Their arm rests on the desk, labeled 'ARM REST', and their wrist is straight, labeled 'WRIST FOLLOW'. Their feet are flat on the floor, labeled 'FOOT REST'. The top of the monitor is at eye level, labeled 'TOP OF THE MONITOR IS AT THE EYE LEVEL'. The distance from the eyes to the top of the monitor is labeled '40-75 cm'.

You will then complete a Display Screen Equipment Assessment (known as DSE or VDU) to ensure that your workspace is set up correctly and meets your needs.

Training



There will be some mandatory eLearning for you to complete. These take around 30-45 minutes each and will be timetabled into your induction plan.

These are about important topics such as Equality & Diversity, Unconscious Bias, Sexual Harassment, Cyber Security, GDPR, and Safeguarding (if applicable).

There will be some in-person courses for you to attend at a later date which the HR Officer will organise with you.