

# **ROYAL HOLLOWAY, UNIVERSITY OF LONDON**

## **DEPARTMENTAL HEALTH AND SAFETY STAFF INDUCTION**

### **POLICY AND PROCEDURE**

**(Version 1)**

This Policy and Procedure reflects the College's commitment to ensuring that all new staff are made aware of the health and safety issues (including fire safety) applicable to their work and working environment in order that their own health and safety, and that of their colleagues, is not placed at risk. It identifies the duty of each Head of Department/School/Director (hereafter referred to as 'Managers') to ensure that health and safety induction is conducted for all new staff.

Where any doubt exists as to the action to be taken or advice or assistance being required, contact should be made with the College Health & Safety Adviser or Deputy Health & Safety Adviser.

#### **Section 1 – Departmental Health and Safety Induction**

To achieve compliance with the requirements of this Policy and Procedure, managers will ensure that departmental health and safety staff induction is:

- 1) Conducted using the College's Departmental Health and Safety Induction checklist.
- 2) Provided, as far as reasonably practicable, on the first day of employment.
- 3) Undertaken by either the Departmental Health and Safety Co-ordinator or other member of departmental staff following the guidance provided on the College Health and Safety Office website at:  
<http://www.rhul.ac.uk/Restricted/Health-and-Safety/induction-guidance.html>

#### **Section 2 – College's Departmental Health and Safety Induction checklist**

This checklist contains the minimum health and safety information that must be provided to staff. Where managers identify the need to provide additional health and safety information, they must ensure that this is included in the induction process and recorded, either through modification of the existing checklist or the provision of additional information and instruction by other suitable means.

Copies of the Checklist are available from the College Health and Safety Office website.

#### **Section 3 – Records of Health and Safety Induction**

Copies of the completed health and safety induction checklist for each new member of staff shall be securely retained in the Department for a minimum of 6 years.

Copies should be available for inspection by Health and Safety Office staff. Each department's compliance with the requirements of this Policy and Procedure will be reviewed by members of the Health and Safety Office during the health and safety audit process.

Matt Purcell  
Deputy Health & Safety Adviser  
20<sup>th</sup> July 2009

'In accordance with the College's commitment to equality and diversity, this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues. Comments on the content of this document should be directed to Mrs Leanie Du Toit in the College Health and Safety Office.'