

Form	
Identification No:	
(For Departmental Use)	

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

DEPARTMENTAL HEALTH & SAFETY INDUCTION CHECKLIST

Version 4

Departments are required to ensure that all new staff are fully familiar with the health and safety issues 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.

This checklist contains the minimum health and safety information that must be provided to staff on their first day of employment. In practice, induction will either be undertaken by the Departmental Health and Safety Co-ordinator or other designated 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>

Name of new employee: Department:

Date of commencement of employment:

		Yes/ No	Comments
1	Fire Safety		
	Have you advised them of the time and date of the weekly fire alarm test?		
	Explained the procedure that all staff must follow in the event of discovering a fire?		
	Identified the nearest call-point (i.e. break glass) to where the person will be working?		
	Explained the procedure that all staff must follow in the event of the fire alarm sounding?		
	Physically walked all available exit routes in the event of an evacuation and shown them the operation of any exit devices?		
	Explained the circumstances under which staff should attempt to fight a fire (i.e. only trained College Fire Marshals)?		
	Informed them of the fire assembly point number and shown them the location of this safe refuge?		
	Notified them of who the fire marshals are for the building and their role during a fire evacuation?		
	Have you notified them of the name and location of the person managing fire safety in the building?		
	Notified them of any areas of high fire risk?		
	Explained their responsibilities to visitors and others in the building?		
	Explained how to avoid causing false fire alarms?		
	Explained the requirement for them to undertake periodic basic fire safety training?		
2	First Aid		
	Have you informed them of the first aid arrangements in the department/building (including out of hour first aid arrangements)?		

	Explained the procedure that all staff must follow in the event of discovering an injured or sick person who may require first aid treatment?		
	Notified them of the Health Centre and the staff/student services it provides?		
	Explained the procedure for completion of an accident/incident report form for all accidents and incidents?		
3	Emergency Telephone Number		
	Have you notified them of the College emergency telephone number (444 or 01784 443888) and the circumstances under which it is used?		
4	Reporting health and safety problems		
	Have you advised them of the procedure for reporting problems and defects and to whom these should be reported?		
	Advised them of the procedure for reporting personal health and safety concerns relating to their own work activities?		
5	Health and Safety Policies and Procedures		
	Have you explained the responsibilities of individual members of staff (as defined in the College Health and Safety Policy)?		
	Have you shown them the health and safety information on the College webpages, including all existing College Policies and Procedures at the following web address: http://www.rhul.ac.uk/health-and-safety/policies-and-procedures.html , including their relevance to them?		
6	Display Screen Equipment		
	Is the new employee a display screen equipment user (as defined in the College Policy and Procedure document)?		
	If yes, have you arranged for a workstation assessment to be carried out within the first week of their employment?		
	Have you explained their entitlement to an eye and eyesight test?		
	Explained the College financial contribution to the cost of the eye and eyesight test?		
	Explained the circumstances under which "special" corrective appliances may be prescribed?		
	Explained the College financial contribution to the cost of these "special" corrective appliances?		
7	Manual Handling		
	Have you advised them of the risks associated with manual handling activities, and the consequences of inappropriate/poor manual handling techniques?		
	Notified them of the College Policy that where an identifiable risk exists, no member of staff shall perform manual handling operations without first carrying out a risk assessment, which will also identify the need for appropriate training?		
	Where identified that manual handling operations are part of the persons work activities, and identifiable risks exist, have you arranged for the appropriate assessment and training to be carried out before such activities commence?		
8	Control of Substances Hazardous to Health (COSHH)		
	Where identified that the handling of hazardous substances is part of the persons work activities, and identifiable risks exist, have you arranged for the appropriate assessment and training to be carried out before such activities commence?		

	Have you shown them the location of the departmental file of COSHH assessment forms and other relevant documentation relating to hazardous substances within the department?		
9	Personal Protective Equipment (PPE)		
	Where identified as necessary have you provided them with appropriate PPE?		
	If yes, have you explained the reasons and arrangements for safe use and maintenance of the equipment and the reporting procedure should loss or defects occur or new equipment be required?		
10	Maternity Risk Assessments		
	Have you explained the requirements of the College Maternity Policy, including the importance and reasons for reporting pregnancy as early as possible?		
11	Other significant hazards and risk		
	Has the person identified any special needs requirements which if not addressed could place their health or safety at risk or affect their ability to evacuate in the event of a fire alarm?		
Additional information, instruction and training:			
Identify here any additional information, instruction and training which was provided during induction or any further health and safety training needs (including, where applicable, dates of when training is to be provided).			

Departmental Health and Safety Staff Induction conducted by:

Name Position

Signature Date

Employee declaration:

I acknowledge that I have received staff induction training and understand the arrangements and procedures that are identified above.

Signature Date

Matt Purcell
Version 4 (30 September 2009)