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| Health, Safety and Environment Induction Checklist(for new staff and research students) |
| **Name:** | **Job Title:** |
| **School / Function/ Dept:** | **Start date:** |
| Initial induction should be completed within two weeks of starting work. Emergency procedures should be covered on the first day. When induction H, S & E training is completed, the relevant box(es) should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. On completion, the new starter and person providing the induction should both sign the form and keep a copy.All new staff and research students should be guided to the online H&S Induction for new starters, available on UoRLearn. This e-learning will give a good basic understanding of H&S at the University of Reading and should form part of the mandatory new start training.[UoR Health & Safety Induction E-Learning](https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/me/learningeventdetail/cours000000000078400?regId=regdw000000000147802&learnerId=emplo000000000003544&context=user&returnPage=ReturnUrl)In addition to the notes provided here, on line information for new starters is available on the University’s web site: * Human Resources ([Human Resources Welcome Page](http://www.reading.ac.uk/internal/humanresources/New_Starter_Welcome.aspx))
* New staff induction ([New Staff Induction](https://www.reading.ac.uk/human-resources/people-development/new-staff-central-induction)).
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**First day**

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| 1. **Health and Safety Policy & Information**
 | **Yes** | **No** | **Comments** |
| 1. Provide a copy of the *University’s Health and Safety Policy* and explain the expectations for safety.
 |  |  | Available on [H&S Website -Policy Page](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/univ-hs-policy-revised-oct-2021withlinks.pdf?la=en&hash=184DFCAE2FEB2FFF7DFF87D77F6EDED7)  |
| 1. Provide a copy of the University Leaflet – *H&S Information for University Staff & Students*.
 |  |  | Available on H&S Website Forms Page [H&S Information for University Staff & Students](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/b04656-staff-information-leaflet-web.pdf?la=en&hash=47AAD76009D29D3ECE746F70CB8E9238)  |
| 1. Explain the local arrangements for managing health & safety and advise who their supervisor and/or Health & Safety Co-ordinator (HSC) is.
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| * 1. Advise them of University/local arrangements for communicating H&S information.
 |  |  | Health & Safety Services website, School/Building notice boards, H&S Committee meetings etc.  |
| * 1. Explain the School/Function Health & Safety Code and provide a copy.
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| 1. Make the new starter aware of the following Services, and how to contact them:
 |  |  | Security Control Whiteknights – Tel. 7799Security Control Greenlands – Tel. 2000Greenlands Reception – Tel.2089See University web site for more info on [Security](https://www.reading.ac.uk/estates/campus-services/security-services), [Occupational Health](http://www.reading.ac.uk/internal/humanresources/WorkingatReading/humres-Occupational_Health.aspx), [Counselling](http://www.reading.ac.uk/internal/counselling/cou-home.aspx) and [Employee Assistance Programme.](https://www.reading.ac.uk/human-resources/working-at-reading/health-and-wellbeing/employee-assistance-programme-eap)  |
| * Security Services **(Emergency Number − tel. 6300)** for fire, emergency services and personal safety/security issues. Security Services available at both the Whiteknights campus and Greenlands

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| * Employee Assistance Programme
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| * Occupational Health
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| * Health & Safety Services (tel. 8888, email safety@reading.ac.uk)
 |  |  | Health & Safety services web site: [Health & Safety Services Website](http://www.reading.ac.uk/safety)  |
| 1. **Emergencies, Fire and First Aid**
 | **Yes** | **No** | **Comments** |
| 1. Explain what to do if they discover a fire or hear the fire alarm, including the need to evacuate immediately, where the nearest fire escape routes/exits are, and assembly point.
 |  |  | All new starters must view the training course, [Fire Safety Induction/Refresher E-learning](https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/me/learningeventdetail/cours000000000080421?regId=regdw000000000167074&returnurl=catalog%2Fsearch%3FsearchText%3Dfire).  |
| 1. Explain where the fire extinguishers & fire blankets are, what type of fires they are for, & how to obtain training in how to use them.
 |  |  | See H&SS web site for training information. |
| 1. Explain when and how to call the emergency services (fire/ police/ ambulance).
 |  |  | (999, followed by University Security x6300; x2000 at Greenlands) |
| 1. Point out the location of the nearest first aid box, eye wash station, first aid room &/or emergency showers (if appropriate) and how to contact local first-aiders and Security.
 |  |  | Outside normal working hours, contact Security on x6300 for first aid (including Greenlands) |
| 1. Explain any special or additional emergency procedures that apply.
 |  |  | e.g. Response to spillages of hazardous materials in labs; special alarms.  |
| 1. Explain how to obtain non-emergency medical advice.
 |  |  | Phone 111 for non-emergency medical advice from the NHS helpline. |
| 1. If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required? If Yes, please confirm one has been agreed.
 |  |  | See [Code of Practice 56](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/cop-56-peeps-ac.pdf?la=en&hash=C468F6D8002101C246A0AE95678163D8). |
| 1. **Welfare Facilities**
 | **Yes** | **No** | **Comments** |
| 1. Point out the location of the toilets, washing facilities, kitchen & rest areas, lockers etc. (as appropriate).
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**First week**

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| 1. **Accidents and Hazard Reporting**
 | **Yes** | **No** | **Comments** |
| 1. Explain the incident / accident reporting procedure (accidents/incidents/near misses).
 |  |  | Use the H&S on-line form, available on the H&SS web site. [Online Incident Report Form](https://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/IncidentNotification/) |
| 1. Explain how to report building faults/roads/paths/lighting etc.
 |  |  | Report building/campus hazards to the Estates Helpdesk, Extn 7000. |
| 1. **Workplace health and safety**
 | **Yes** | **No** | **Comments** |
| * 1. Advise that work that could disturb the fabric of the building must not be undertaken, unless authorised by Estates, due to the potential risk of disturbing asbestos and/or building services.
 |  |  |  An ‘Authorisation to Work’ form must be submitted to the Estates Help Desk.  |
| * 1. Discuss the following issues with the new starter, where these are appropriate to their work:
 |  |  | Refer to Local H&S Code and any Local Rules. |
| * General workplace, workshop or laboratory health & safety (housekeeping, safe storage, local rules; lone working etc).
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| * Electrical safety, including pre-use checks of portable appliances, use of electrical heaters etc.
 |  |  | If necessary, portable oil filled heaters are available on loan from Estates. Other types e.g. convector, fan or radiant bar are NOT permitted.  |
| * Travel on University business, including driving safety & the need to have insurance for driving on business.
 |  |  | See University Driving for work policy on H&SS web site. |
| Safe use of campus roads and foothpaths by pedestrians, cyclists and drivers. |  |  | See the [Campus Code of Behaviour](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/code-of-behaviour-for-use-of-campus-grounds-may-2013.pdf?la=en&hash=D06E701D1337A7DA0B199AA75362E17A). Be aware of others, watch your speed, be considerate & share the space).  |
| * 1. Explain the local / University arrangements for working outside normal working hours. [CoP 7: Outside Normal Working Hours](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/sg07pdf.pdf?la=en&hash=39DA486403F550483963B6CD2B91CE0D)
 |  |  | It is good practice to inform Security if you are working late at night or at weekends, so that they know the building is occupied in the event of a fire alarm. Sleeping overnight in academic buildings is NOT permitted.  |
| *Include: work activities they are not permitted to undertake; equipment they are/are not authorised to use; substances they must not handle; any restricted locations; any signing-in/out system.* |  |  |
| 1. **Environmental impacts**
 | **Yes** | **No** | **Comments** |
| * 1. Explain the University’s Energy and Environmental Policy and provide a copy. Reference the University drive to be a leader in environmental sustainability as set out in the [University’s Strategic Plan.](https://www.reading.ac.uk/about/strategy.aspx)
 |  |  | Available on the Sustainability Services web site. [www.reading.ac.uk/sustainability/policies-and-strategies/](http://www.reading.ac.uk/sustainability/policies-and-strategies/) |
| * 1. Explain the waste disposal and recycling routes for the types of waste generated. (Contact Technical Services for local hazardous waste disposal procedures for labs).
 |  |  | Information about waste and recycling can be found here – [www.reading.ac.uk/sustainability/recycling/](http://www.reading.ac.uk/sustainability/recycling/) Ensure that waste disposal routes for hazardous substances are clear. Also see [Safety Code of Practice 48: Hazardous Waste](http://www.reading.ac.uk/nmsruntime/saveasdialog.aspx?lID=80941&sID=143475)  |
| * 1. Discuss your School/Department’s five top impacts on the environment (both positive and negative, e.g. waste, travel, use of electrical equipment, research, teaching, biodiversity).
 |  |  | Switch off appliances, monitors, lights when not in use; avoid printing unless necessary, use double-sided printing if possible; recycle. |
| * 1. Discuss your offices/labs shutdown routine – switching off lights, PCs etc at the end of the day or before holidays.
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| * 1. Advise to check travel section of Sustainability Services website for:
 |  |  | See ‘Travel Offers for Staff’ on the Sustainability Services website: https://sites.reading.ac.uk/sustainability/travel/offers/staff/ |
| * Discounted bus travel with Reading Buses and season ticket loans.
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| * Cycle to Work scheme plus free cycle maintenance and cycle training
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| * University car club
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| * 1. Complete the mandatory on-line [Sustainability E-learning course](https://marshallacm.upsidelms.com/marshall/login/reading.jsp).
 |  |  | Accessible from [UoR Learn](https://uorlearn.sabacloud.com/)  |
| * 1. Check the ‘Join In’ section of the Sustainability Services Website for more opportunities to contribute to Sustainability at Reading.
 |  |  | See the ‘Join in’ section of the Sustainability Services website: https://sites.reading.ac.uk/sustainability/get-involved/ |
| * 1. Report any issues that may impact our environmental objectives e.g. lights left on, fly tipping, pollution etc
 |  |  | Report issues to sustainability@reading.ac.uk or the Estates helpdesk Ext 7000. |

**Before starting specific work activities**

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| 1. **Risk assessments and Safe Systems of Work**
 | **Yes** | **No** | **Comments** |
| * 1. If the work of the new starter involves a significant amount of Display Screen Equipment (DSE) use, provide a DSE leaflet , notify the local DSE assessor of the new starter and check that the new starter completes the Cardinus on-line training module and assessment.

*DSE assessor to follow up on any issues reported via Cardinus.*  |  |  | [DSE leaflet available from Health & Safety Services](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/b04657-dse-leaflet-web.pdf?la=en&hash=C9E0AE15489959DE2910619CE7FE3A80) |
| * 1. Explain the need for risk assessments, safe systems of work or Standard Operating Procedures, including those specific to the work of the new starter.

*It is important that the new starter understands what they need to do to work safely. This may require specific instruction and training at a later date – if so, please complete Section 9 below.* |  |  | e.g. Biological agents; hazardous substances (COSHH); radiation; noise; cryogenics; work at height; lasers. [Risk Assessment E-Learning](https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/me/learningeventdetail/cours000000000076000?regId=regdw000000000121174) is available for all staff via UoRLearn |
| * 1. Safe lifting techniques
 |  |  | Refer to H&SS leaflet [Good manual handling practice](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/b04658-manual-handling-leaflet-web.pdf?la=en&hash=CD5324CB00F4666A41B3059E06A681B6).  |
| * 1. Safe use & maintenance of machinery and equipment, including safety features and how to use them.
 |  |  | See relevant Safety Codes of Practice on H&SS web site for e.g. fume cupboards, workshop machinery.  |
| * 1. Health surveillance (where required e.g. for potential exposure to hazardous substances, noise, hand arm vibration etc.) or health clearance.
 |  |  | See OH website for more guidance. |
| 1. **Personal Protective Equipment**
 | **Yes** | **No** | **Comments** |
| * 1. Explain if personal protective equipment (PPE) or other safety equipment is required and why it must be used.
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| * 1. Issue any necessary PPE, explain its proper use, storage, maintenance & how to report defects/ obtain replacements.
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| * 1. Ensure that sufficient training is provided for specific PPE such as face fit testing.
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| 1. **Training**
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| 9.1 List here any health, safety or environmental training needs identified (including timescales for attendance) or use the [Training Needs/Matrix](http://www.reading.ac.uk/internal/health-and-safety/resources/hs-resources-forms.aspx#other) template: *NB Details of H&S training courses are on the* [*Training Page*](https://www.reading.ac.uk/health-safety-services/training) *of the H&SS website.* | Date completed: |
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| 1. **Identify here any other information requirements, or any other comments.**
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| **Declaration** |
| *I certify that the above health, safety & environmental induction subjects have been explained:* |
| **Induction conducted by:*****(please include job title)*** |  | **Date:** |  |
| **Employee / student signature:** |  | **Date:** |  |