

**College of Life and Environmental Sciences**

**Health & Safety – Induction Checklist**

An important part of your induction is to ensure you have a full understanding and knowledge of key aspects of health & safety at work. This section of your induction is intended to ensure that you conduct yourself within the University in a way that is both healthy and safe for you and your colleagues.

The section below provides you with a basic checklist for this purpose.

Action	Yes/No	Comments
<b>HEALTH &amp; SAFETY COORDINATOR</b>		
Your School H&S Coordinator and School Fire Safety Officer have been identified/introduced to you		
You have been provided with emergency contact numbers		
You have been made aware of information on the School/College H&S web pages		
You have familiarised yourself with the University H&S website		
<b>FIRE</b>		
You have been made aware of the emergency evacuation procedures		
You have been made aware of the location of fire exits and the building fire assembly point		
You have been made aware of the University policy regarding Personal Emergency Evacuation Plans _____ _____ _____	_____ _____ _____	
Would you have difficulty leaving the building in an Emergency Evacuation	<b>(Y / N)</b>	
You have been made aware of the University Policy with regard to smoking		
You have been booked onto a Fire Safety Training Course [all members of staff must attend once every two years]		
You have been made aware of the identity of Fire Wardens		
<b>FIRST AID</b>		
You have been made aware of the location and contact details of First Aiders		
You have been informed of the contact number for first aid out of normal working hours [44444]		

<b>ACCIDENTS AND NEAR MISSES</b>		
You have been instructed to contact your School H&S Coordinator regarding any accidents or near misses so that these can be recorded		
You have been advised to contact your School H&S Coordinator or School Fire Safety Officer regarding any issues of concern		
<b>SECURITY</b>		
You have been made aware of the School procedures regarding Working Out of Hours		
You have been advised of the importance of locking doors and windows on leaving a room, if it's going to be empty [even if it's just for a short time]		
<b>TRAINING</b>		
You have been instructed to see your School H&S Coordinator regarding any School-specific safety training requirements		
<b>OTHER INFORMATION</b>		
You have been advised to read School-specific guidance relating to Personal Protective Equipment and other H&S areas		

Name of Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form should be returned to the School Operations Manager