

# HEALTH AND SAFETY INDUCTION CHECKLIST

New staff members should familiarise themselves with the University's Emergency procedures at the earliest opportunity. Completing a health & safety induction is a mandatory legal requirement and should to be completed within the department as soon as possible after your start date.

The University's New Staff Induction programme will refer to some of the information listed below however details of local safety arrangements, working procedures and access to relevant health and safety documentation i.e. risk assessments should be provided by the department where you will be working.

**Staff Name**

*The staff member providing the induction should initial each section as discussed.*

## SECTION A – MANDATORY FOR ALL STAFF

1	Health and Safety Policy	Y/N/NA	Initials
a	Has the new member of staff been made aware of how to contact Campus Services in an emergency? <ul style="list-style-type: none"> <li>• Hope Park: 3800,</li> <li>• Creative Campus 3700</li> <li>• Aigburth Park Office: 3095</li> </ul>		
b	Has the new staff member been shown where to find the University Health and Safety Policy and the requirement to read the relevant sections?		
c	Has the new staff member been shown where to find the Codes of Practice via the University webpages?		
d	Has the new staff member received a copy of the School/ Department's local Health and Safety Policy statement?		
e	Has the new staff member been provided with details of who their local Safety Coordinator is, their function and where they can find health and safety advice?		

2	Fire Safety and Emergency Arrangements	Y/N/NA	Initials
a	Has the new starter been informed of what to do if they discover a fire or when they hear the fire alarm?		
b	Has the new starter been made aware of the nearest fire exit routes from their usual work location?		
c	Does the new starter know where their nearest Emergency Assembly point is? And who their local Fire Marshal is?		
d	Has the new starter been informed where to find the University's Fire Safety Policy?		
e	Does the new starter know the University policy on using fire-fighting equipment?		
f	Have there been any difficulties identified in responding to an emergency evacuation?		

3	First Aid & Welfare Facilities	Y/N/NA	Initials
a	Does the new starter know how to contact the Security Lodge to obtain medical assistance in an emergency?		
b	Does the new starter know where the nearest first aid box is?		
c	Does the new starter know the location of their nearest welfare facilities?		

4	Accident and Hazard Reporting	Y/N/NA	Initials
a	Does the new starter know the importance of the University's Accident Reporting Procedure and where to find the accident report form?		
b	Have you informed them how to report a hazard, near miss or dangerous condition?		
c	Have you discussed procedures for dealing with obvious and common hazards such as slips and trips, obstructions in corridors/ fire exit routes etc?		
d	Have you informed the new starter how to report any occupational health issues associated with their work?		

5	Risk Assessments and Training	Y/N/NA	Initials
a	If the new starter will be using Display Screen Equipment, have they been shown the Workstation Setup Guide?		
b	Do they know how to request a full Workstation Assessment via HR?		
c	Where applicable to their role, have you discussed; <ul style="list-style-type: none"> <li>i. General workplace, workshop or laboratory health and safety (including housekeeping, safe storage, local rules etc)</li> <li>ii. Manual Handling arrangements, including relevant risk assessments</li> <li>iii. Working with hazardous substances &amp; the location of COSHH assessments</li> <li>iv. Working with specific work equipment and machinery</li> <li>v. Any safe systems of work, not covered by the above list</li> </ul>		

If additional Health and Safety training is required, please detail on page 3 and forward a copy of this form to the University's Health and Safety Assistant.

6	Out of Hours Work and Prohibitions	Y/N/NA	Initials
a	Have you explained the Department's lone working policy?		
b	Where applicable, have you explained which work activities the new starter is not permitted to undertake, any equipment they are not authorised to use, any substances they must not handle or any restricted work locations?		

7	Personal Protective Equipment	Y/N/NA	Initials
a	Have you informed them of which activities personal protective equipment or other safety equipment is required?		
b	Has the necessary PPE been issued and its proper storage, use and maintenance discussed?		
c	Have you explained the procedure to report defective or damaged PPE and how to obtain replacements?		

8	Health and Safety Committees	Y/N/NA	Initials
a	Has the new starter been given information about the University's two Health and Safety Committees and their functions?		

## SECTION B – ARRANGEMENTS FOR HIGHER RISK WORK AREAS

This section can be modified as required to take into account local hazards.

9	Chemical Hazards	Y/N/NA	Initials
a	Has the new starter been given information about safe handling, use and storage methods for <ul style="list-style-type: none"> <li>• Corrosive liquids,</li> <li>• Compressed gases,</li> <li>• Flammable solvents?</li> </ul>		
b	Has the new starter been informed where to find the spills procedure?		
c	Have they been informed about hazardous waste disposal arrangements?		
d	Has the new starter been given access to the University's Asbestos Register?		

10	Permit To Work Systems	Y/N/NA	Initials
a	Has the new staff member been given details of which work processes or equipment require authorisation before commencing. i.e. a permit to work system?		
b	Has the new staff member been shown how the permit to work system is administered?		

11	Radiological Hazards	Y/N/NA	Initials
a	Has the new starter been provided with local rules for ionising and non-ionising radiation use in the department?		

12	Supervision of Students and Fieldwork	Y/N/NA	Initials
a	Does the new staff member understand their responsibilities when supervising students?		
b	Has the new staff member been made aware of the responsibilities involved when planning University Fieldwork?		
c	Has the new staff member been signposted to the University's Code of Practice for Fieldwork for further information about insurance and risk assessments?		

13	Driving on University Business	Y/N/NA	Initials
a	Has the new staff member been shown where to find a Driver Declaration form?		

14	Working Offsite and Overseas	Y/N/NA	Initials
a	Has the new staff member been made aware of how to arrange travel using the University's travel management system?		
b	Has the new staff member been shown where to access risk assessments for conference and off site meetings/ visits?		

Please detail any health and safety training identified during the induction, or any further information that should be provided to the new staff member.

### Declaration

I certify that the above health and safety induction subjects have been explained:

Induction Completed by:

Date:

Title/ Role

I confirm that I have been provided with the above health and safety information and I understand the requirements set out by the University

Employee Signature:

Date:

Title/ Role:

### A copy of this form should be sent to:

Eddie Fahy  
Health and Safety Advisor  
Personnel Department  
Hope Park  
Taggart Avenue  
L16 9JD

Or emailed to [fahye@hope.ac.uk](mailto:fahye@hope.ac.uk).

The University's Health and Safety policies, procedures and codes of practice can be found at:  
[www.hope.ac.uk/healthandsafety](http://www.hope.ac.uk/healthandsafety)

For further information please contact the Legal Services and Health and Safety Assistant on 0151 291 3835.