UNIVERSITY OF HUDDERSFIELD

HEALTH AND SAFETY INDUCTION CHECKLIST

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| Employee |  | Job title |  |

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| --- | --- | --- | --- |
| School / service |  | Start date |  |

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| By the end of the initial period, the new starter must have an understanding of the following areas of health and safety. |
| Indicate each by (✓) when satisfactorily covered or (N/A) if not applicable. |
| To assist key points to be covered for individual aspects are given in italics. |

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| 1 | | Health and safety responsibilities and arrangements | |
| (a) | | Employee’s own health and safety responsibilities |  |
| *Not to put themselves or others at risk. Cooperate with the university. Never intentionally misuse anything provided for health and safety reasons.* | | | |
| (b) | | Management of health and safety within the university |  |
| *University Council and the Vice-Chancellor having overall responsibility. University Health and Safety Policy. Roles of the Office of Health and Safety and the Occupational Health Department.* | | | |
| (c) | | Management of health and safety within the school or support service |  |
| *Overall responsibility vested with the dean, director or head. Local health and safety policy. Local health and safety committee (or similar meeting). Identity of the area of health and safety committee and their role.* | | | |
| 2 | | Fire safety and emergency evacuation | |
| (a) | | Action to take on hearing the fire alarm |  |
| *Fire alarm sound. Exit and fire exit routes. Building assembly point locations. Evacuation marshals and wardens. Lifts not to be used. When safe to re-enter the building.* | | | |
| (b) | | Action to take on discovering a fire |  |
| *Activate the fire alarm. Location of fire alarm call points. Confirm with the control hub (extension 01484 472222 or red emergency telephone) if possible. Do not take any personal risks. Only tackle a fire is safe to do. Location of fire extinguishers.* | | | |
| (c) | | Safety of disabled people |  |
| *Personal emergency evacuation plans. Refuge areas. Avoid unnecessary risk if safe not to immediately evacuate.* | | | |
| 3 | | First aid and emergency assistance | |
| (a) | | Local first aid assistance |  |
| *Contacting nearest first aid personnel. Details on first aid notices posted throughout each building.* | | | |
| (b) | | Requesting first aid assistance from the control hub |  |
| *If immediate first aid assistance not available. 01484 472222 or by using red emergency telephone.* | | | |
| (c) | | Contacting emergency services direct |  |
| *If in any doubt as to seriousness of someone’s injuries. Telephone 999. If possible notify the control hub paramedic or ambulance called onto campus and where.* | | | |
| 4 | | Reporting of incidents and hazards | |
| (a) | | Reporting of incidents |  |
| *University’s web-based reporting system. Report as soon as possible after the event. Report irrespective of whether injury has resulted or not.* | | | |
| (b) | | Reporting of hazards |  |
| *Report as soon as possible. If property-related utilise the Estates Helpline (01484 472550)* | | | |
| 5 | | General health and safety risk management | |
| (a) | | Housekeeping, access and egress |  |
| *Maintaining circulation routes, means of escape and access to health and safety equipment. Avoid creating slip and trip hazards or respond immediately to any discovered. Arrangements for safe disposal of waste.* | | | |
| (b) | | Smoking (including e-cigarettes and similar devices) |  |
| *Prohibited in all university buildings. Outside avoid smoking adjacent to building entrances, exits and opening windows.* | | | |
| (c) | | Welfare facilities |  |
| *Location of toilets. Arrangements for reducing risk of cross-contamination or cross-infection.* | | | |
| (d) | | Out of hours access and working |  |
| *Arrangements for working outside normal hours. Procedures for accessing and vacating, and whilst occupying buildings outside normal working hours.* | | | |
| (e) | | Risk assessment |  |
| *‘Prevention better than cure’. Local arrangements for carrying out risk assessments. Staff involvement. Communication of risk assessment findings* | | | |
| (f) | | Display screen equipment (DSE) |  |
| *Workstation self-assessment. Identity and role of local DSE coordinators.* | | | |
| (g) | | Hazardous and dangerous substances |  |
| *COSHH assessments. Working procedures. Safe storage and disposal. Arrangements for spillages, uncontrolled releases etc.* | | | |
| (h) | | Personal protective equipment (PPE) and clothing |  |
| *When required and how to obtain. Ensuring correct fit. Maintaining equipment (including checks and correct storage). Replacing damaged equipment.* | | | |
| (i) | | Work equipment and machinery safety |  |
| *Risks (e.g. entanglement, projectiles) and arrangements in place (e.g. authorised personnel, guarding, safe working procedures, and maintenance).* | | | |
| (j) | | Electrical safety |  |
| *Basic user visual checks of portable appliances. Arrangements for inspection and testing of portable appliances. Reporting and not using defective appliances. Arrangements for own appliances.* | | | |
| (k) | | Work-related stress |  |
| *Individual responsibility for, and importance of, reporting concerns at earliest opportunity. Mechanisms for reporting. University’s policy.* | | | |
| 6 | Occupational Health | | |
| (a) | Accessing Occupational Health Department | |  |
| *Self-referral. Management referral. Referral through managing sickness absence policy. Return to work and rehabilitation. Health surveillance programmes.* | | | |

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| 7 | Health and safety training and awareness | | | | |
| (a) | Topics available through LearnUpon and Brightspace | | | |  |
| *Identify topics that are mandatory by (*✓*)* | | | | | |
|  | Health and Safety and Fire safety general awareness\* | | ✓ |  | |
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|  | Manual handling safety general awareness | |  |  | |
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|  | Handling violence and aggression within the workplace | |  |  | |
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|  | Safe use of ladders and step ladders | |  |  | |
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|  | Risk assessment and management | |  |  | |
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|  | Noise awareness and protecting our hearing | |  |  | |
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|  | Display screen equipment (DSE) awareness | |  |  | |
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| *\*This topic is mandatory and must be completed within 30 working days of starting at the university (LearnUpon platform).* | | | | | |
| (b) | | Other areas of health and safety training | | |  |
| *Specifically required or beneficial to the individual as part of their role and activities within the university (e.g. IOSH Managing Safely.* | | | | | |
| Agreed health and safety training to attend: | | | | | |
| 8 | Comments, other information | | | | |
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| Confirmation health and safety induction satisfactorily completed: | | | | | |

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| Inductee |  | Inductor |  |

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| --- | --- |
| Date |  |