

Guidance for those conducting a Day One Health and Safety Induction for staff, postgraduate students (excluding those on taught courses), visitors and contractors

- This guidance is intended to enable any person resident in a building, to induct a person who is new to it.
- Allow sufficient time for the induction (30-60 minutes depending on size and complexity of department)
- Please show and explain the emergency arrangements relating to the building, specifically first aid and fire procedures including emergency escape routes and the Fire Assembly Point.
- After this, the inductor and starter(s) should complete and sign the form. The starter will need to take the completed form and other type of identification (e.g. Contract of employment/document with name and CID Number), to Security who will then issue them with a swipe card and “Imperial College Essentials” booklet (to staff) – refer section 7 below.
- Security will not issue a swipe card unless the Day One Induction form and contract of employment are presented.
- In the following weeks, more detailed safety induction may also be necessary, such as laboratory or workshop familiarisation, additional campus and building orientation etc which the line manager will need to identify and arrange, important to refer to the “Imperial College Essentials” booklet.

1. Commitment to Safety

Reinforce the importance of maintaining and being responsible of own health and safety, in addition to those around. Read through this section with the inductee.

2. Emergency Arrangements

Security - Explain that Security must always be the main contact in preference to dialling 999. Security officers are trained to use and carry Defibrillators and the College campuses generally have complex roadways, so Security can meet and direct Emergency Services to the exact location. Security also need to liaise with site partner organisations on medical campuses.

Inform that to contact Security, at any time the 24 hour College Emergency Telephone Number is 020 7589 1000 – ensure this is keyed into the individual’s mobile phone – or if they don’t have one, explain that from College phones on all Campuses, the extension number for Security is x4444.

Also point College staff and students to the Safezone app. SafeZone is the College’s mobile app that allows all students and staff to alert, contact and directly speak to the Security team in the event of an emergency. It can also be used to log details about themselves, that may be relevant to emergency situations, for example medical conditions. Details on the website: <https://www.imperial.ac.uk/estates-facilities/security/safezone/>

On hospital campuses where not all buildings are managed by the College, the Security extension number is still x4444 (from College landlines and full number 020 7589 1000 from mobiles or non-College phones) even from Trust buildings **except at Silwood Park and at Northwick Park.**

State/reiterate the number that is relevant for **your campus** (and any other campus the inductee may be working from). To check the number that is relevant use the link: www.imperial.ac.uk/estates-facilities/about-us/campus-emergency-contacts/

3. Fire Safety

Fire - Repeat the emergency number and not 999 must be used in the event of a fire and explain that clear location details of the fire **MUST** be given to the responder. Show where the alarm call points and fire-fighting equipment in your area(s) can be found. **Do stress that fighting fires is best left to the Fire Brigade so sounding the alarm MUST be the 1st action.** It is good to repeat that these alarm activation points are situated by each exit from an area as they may use other floors or buildings. Explain the role of the Fire Wardens for the area and show the fire warden list on the local safety notice board. Ask if they are interested in training to be a local fire warden.

In addition confirm the following specific information for your area:

- The local alarms – are these bells, sounders, voice instructions; do they sound continuously or ring intermittent. Are there visual beacons in place.
- If the building has a single stage, two stage or phased evacuation fire alarm (i.e. for hospital campuses or new buildings at White City), and/or a Tannoy system. Explain that some buildings have a phased evacuation and that the alarms may be sounding in some areas and not in others – this strategy allows the building evacuation to be controlled in phases.
- Lifts must never be used to evacuate if the alarm sounds, always use the nearest stairwell instead as this is generally a fire protected area.
- Show them the emergency door releases (break glass and push button) and explain their purpose – these open any swipe access-controlled door in an emergency.
- It is essential that upon evacuation all persons make their way to the designated fire assembly point – loitering around the building entrance(s) hinders access for the fire brigade and blocking the roadways immediately around the building prevents safe access for the fire tenders. In addition, evacuees should be far enough away in case of explosion and falling glass.
- They may not re-enter the building until they have been given permission to do so by the College Fire Safety/Security officers or London Fire Brigade.

Anyone who may have difficulty hearing the alarms or have mobility issues which means they may need assistance to reach a place of safety will need to complete a Personal Emergency Egress (or Evacuation) Plan (PEEP) with their line manager. This should be shared with the local building manager – more details at <https://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/>

Inform of frequency and purpose of fire drills/testing alarms

- Fire drills are never publicised and are held at least annually. During evacuations, Fire Wardens assist with encouraging personnel from their rooms and corridors and also direct persons to escape routes and assembly points. **You are required to co-operate with them and to leave the building on hearing the alarm.**
- Fire alarms are tested regularly; tests are characterised by short bursts at irregular intervals. Each building has a particular test time – the Building Manager will know when this is; find this out for the area you are performing the induction for and pass this on to the inductee. It is important that everyone knows when and why fire alarms are tested.
- Briefly explain the types of fire-fighting apparatus available; all modern extinguishers in the UK are red with different colour panels to indicate the different types, and for what types of fires they should be used. Notices adjacent to extinguishers give this information too. Emphasise the requirements for individuals to complete the mandatory online College fire safety training and inform that additional practical training for use of fire-fighting equipment can be booked.
- Never obstruct the corridor or fire doors and always keep fire doors shut. Report any faults with fire doors, fire alarms or fire beacons to your local safety contact.

Remember, should they discover a fire, they should close the door, hit an alarm call point, and evacuate the building.

4. First Aid

Ask whether inductee is a first aider. Ask whether they would like to be one – advise there are several courses they can take.

Show them the first aider list on the local safety notice board. Remind them that they can also obtain first aid support by calling Security on the campus emergency number or on Safezone (see top of page).

Inform where they can find the first aid boxes – advise on the content of the first aid boxes and that we are not allowed to supply drugs, creams or ointments and they will not find scissors in there!

5. Building access and swipe cards

Inform of Department's normal working hours and local building access hours. Explain how the swipe card system works, and why it is in place – to prevent materials, chemicals, equipment, personal possessions being stolen. Detail what times the swipe card will and won't work for the particular building as it varies between buildings depending on

their use. Explain some card readers require a PIN code. Emphasise that the swipe card will only give access to areas the line manager has deemed necessary. Explain that individuals should avoid tailgating – they should not let others follow them into any building - if they are permitted access then they should let themselves in. Loaning a swipe card to another non-authorised person is not permitted. Swipe cards must be carried about the person at all times. Lost cards must be reported to Security immediately so they can be cancelled. Emphasise that if you believe you may have lost or misplaced your card inform security so they can deactivate – should you find the card they can then reinstate. Further information at <https://www.imperial.ac.uk/estates-facilities/security/id-cards/>

6. Site Familiarisation Tour

Walk the inductee around the building, point out all the features discussed above including multiple exit routes emphasising that the nearest safe escape may not necessarily be the way they normally enter the building. Show the location of safety notice boards. Walk to the assembly point. At this point you may also wish to point out welfare or other relevant facilities – cafes, restaurants, library etc.

7. Safe Work Arrangements

Check if computers are to be heavily used – if so, advise on Computer Health including need to carry out a self-assessment to set up workstation correctly – forms and guidance here <https://www.imperial.ac.uk/occupational-health/health-protection-at-work/computer-health/>

Consider travel between sites - discuss areas to avoid if known to be unsafe, safe parking, security chaperone service when working late at night. Use of mobile phones is not permitted whilst driving. Make cyclists aware of the need to be seen and to protect themselves (hi-vis clothing, lights, helmets) and direct them to this site for bicycle security: <https://www.imperial.ac.uk/estates-facilities/travel/cycling/secure-your-bike/> and to <https://www.imperial.ac.uk/estates-facilities/travel/> for bike, car and motorcycling parking as well as info on the shuttle bus timetable.

There are many policies in place to protect staff and students, three are highlighted below and are applicable to the majority of Imperial personnel:

[Lone working Policy](#) - Lone workers are those who work by themselves without close or direct supervision or contact with others. It is College policy to ensure that all lone working is avoided where reasonably practicable. Where lone working cannot be avoided, safe working is to be facilitated by undertaking risk assessments to identify the hazards, assess the risks and put appropriate control measures in place. Lone working consent must be obtained and recorded in accordance with local rules and the College Code of Practice. In addition, liaison with other employers or stakeholders to ensure that adequate procedures are in place in relation to lone working in shared premises must take place. Reiterate that where risks cannot be adequately controlled, lone working shall be prohibited.

Explain the risks of lone working /outside normal working hours – and the local procedures to be followed - which will need further explanation from their line manager if applicable. Working in a secluded area such as a basement, carries a risk of not being discovered in the event of an accident, so you should always tell someone where you are going and for how long so that they may raise the alarm if you do not re-appear. Out of normal hours, simply getting locked into a room (it has happened on several occasions), can cause alarm and medical complications if regular medication is required.

[Driving at Work Policy](#) - Driving has the potential to cause death or serious injury. It is an activity undertaken for work purposes, even if only occasionally. Managing risks arising from driving for work is the joint responsibility of the College, its employees and students.

The College has a responsibility to ensure that persons who drive in connection with the business of the College maintain a high standard of driving, in a safe and legal vehicle, and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users. Staff and others have a responsibility for their own safety and that of other road users.

Car users should also obtain business-related insurance if they intend using their cars to drive while at work or to transport other persons between campuses or institutes.

Smoke-free Policy - All Imperial College campuses and properties are smoke-free. Smoking by staff and students is not permitted on or within 20 metres of College land.

The use of e-cigarettes is not permitted in any College buildings, or anywhere near entrances or air ducts where their emissions could enter buildings.

This Policy supports Imperial's commitment to creating and maintaining a healthy environment for its community and visitors. Evidence shows that smoke-free policies are associated with reductions in the prevalence of smoking and exposure to second-hand smoke, and fewer cigarettes smoked.

Highlight that anyone with an existing medical condition which may affect them in their workplace should contact Occupational Health for guidance. In addition, it is useful to notify the local first aiders of any specific issues that are of concern.

8. Reporting Accidents & Incidents

Procedure for reporting accidents, near misses and occupational ill-health: Explain the College online incident reporting system (SALUS) accessible via the front page of the Safety Department website:

<https://www.imperial.ac.uk/safety/> Reports are then automatically notified to the Safety Department, and relevant Faculty Safety Advisor, Building Manager or Departmental Safety Officer (or equivalent) for investigation.

Examples of things that must be reported are work-related injury or ill health and any near miss e.g. falling or flying objects that just missed hitting a person or causing significant property damage; or the failure of a control measure or emergency procedure. Full guidance: <http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/>

9. Reporting unsafe practices/conditions or unusual occurrences and who to notify

Advise when you see a condition/situation within your work area which is unusual or one which could lead to harm, immediately contact your lab manager or local Safety Adviser.

If you see a condition/situation outside your work area which is unusual or one which could lead to harm, immediately contact the most appropriate department for action. Some of the key College support services are listed below:

- **Security** <http://www.imperial.ac.uk/estates-facilities/security/> - provides services 24/7 to protect College students, Staff and Visitors from harm through physical assault, fire or smoke inhalation, and to protect property from all kinds of loss through theft, fraud, fire and other forms of damage and waste. Security do not deal with spillages of chemicals or chemical or biological first aid – this is a departmental responsibility; Do not allow anyone without a valid ID card into your space. Report the presence of any suspicious or unknown persons within the building to Imperial security immediately.
- **Estates Operations** <https://www.imperial.ac.uk/estates-facilities/> relating to cleaning, waste, maintenance, portering and other “soft services”, Projects relating to building projects and Property Services, relating to its property management portfolio. To report building emergencies, alarms, breakages or ask for a repair, Estates has a **Customer Services Centre** accessible on its website <https://www.imperial.ac.uk/estates-facilities/customer-services-centre/> and a contact telephone number, 020 7594 8000 or x48000.
- **ICT Helpdesk** <http://www.imperial.ac.uk/admin-services/ict/> and a contact telephone number, 020 7594 9000 or x49000 for all computer issues and software purchases.
- **Occupational Health** <http://www3.imperial.ac.uk/occhealth> provides services to protect health, assess and advise on fitness for work and to ensure that health issues are effectively managed. Open 9am-5pm, the service is based at the College's South Kensington Campus. Clinic services for most medical campuses are provided through agreement with the associated hospital's Occupational Health Services.
- **Safety Department** <http://www3.imperial.ac.uk/safety> Open 9am-5pm, it provides advice, guidance and training on all aspects of safety relating to the College's activities. It has a comprehensive web site with contact details of its specialist advisors, guidance and forms available 0207 594 9423

10. Safety Signage

Discuss the different types of safety signage that may be encountered within College. **Emphasis the need to comply with these signs.** Signage details are on the form.

11. Access signage

Areas of restricted access will be designated by the amber and red signage depending on the area e.g. high radiation or magnetic resonance areas. Emphasise that restricted access signs must always be obeyed; simply being an employee does not give everyone authorisation to pass through all doors. A red, amber & yellow access control system is operating within the building. Explain the significance of these, further details at www.imperial.ac.uk/safety/safety-by-topic/access-control-and-permits/

Asbestos - explain the labels mean the College is aware of and knows the asbestos is in a safe state; it must not be pierced or moved. If damage occurs or you think you have found asbestos, then contact your line manager or building manager immediately

12. Departmental and local rules

Explain the role of the **Departmental Safety Officer** and any other Department safety personnel; **Faculty Safety Advisors** (FSAs); **Safety Department Staff** – and how they may be contacted. <https://www.imperial.ac.uk/safety/who-we-are/>

Emphasis the Department Safety Officer is always the first person to contact for advice or with safety concerns after asking one's line manager, followed by the Faculty Safety Advisors.

This is the point where you should make arrangements to either meet the inductee again (if you are the safety department representative) or to ensure that the inductee gets a meeting with the relevant safety person within their department to discuss the following important information – note this can be expanded for your individual department needs:

- Explain that if they intend working with specific hazards (radiation, biological substances, GMOs or lasers), or undertake risk assessments, that they must undertake mandatory training in the College's procedures.
- Inform of how to obtain training via the line manager or Department Safety Officer.
- Line managers should conduct a formal safety training needs analysis based on the role, activities, duties and location of the new staff or student. This should also include any locally-delivered, departmental training – for details and a form, see this link: <https://www.imperial.ac.uk/staff-development/safety-training/>
- Staff and students who go to work in other buildings, should expect (and request), a further (shorter) Day One induction, because the local arrangements for each building/campus vary considerably.
- A further local induction must be arranged for any staff and students who are entering laboratories, workshops or other research areas.
- It is expected that staff and student familiarise themselves with their Departmental webpages.
- Explain that a hazard is anything with a capacity to cause harm, eg pathogens, hazardous chemicals, asphyxiant gases, allergens, noise, vibration, extremes of temperature/humidity, equipment which stores or uses large amounts of energy such as pressure vessels, centrifuges, autoclaves, gas cylinders; manual handling including repetitive or heavy lifting; electricity, fire, absence/excess of light, radiation, UV etc.
- Explain that risk assessments (forms and guidance from the Safety Department website), must be carried out and is the responsibility of those who control the work (line managers) or equipment. Information on hazards and control measures identified by risk assessments must be conveyed to those who are doing the work. Any control measures identified by risk assessment must be used – and if there are any doubts or concerns, stop the work and ask for further advice. Explain that undertaking Risk Assessment Foundation Training (RAFT) is mandatory for all College staff who are legally responsible for conducting risk assessments. <https://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/risk-assessment-foundation-training-raft/>
- Inform of personal protective equipment (PPE) requirements if known and relevant eg lab coat, safety spectacles and where to obtain them.

- Inform of the forums for health and safety - staff and students can raise health and safety issues at department management meetings which always include Health and Safety as an agenda item; most large departments also have a Health and Safety Committee which meets each Term. Terms of Reference for such committees can be found on the Safety Department web site.

13. "Imperial College Essentials" booklet

Imperial College Essentials covers aspects of what the inductee must know as a new member of staff in their first six months. They should familiarise themselves with the Imperial College Essentials booklet and website: <https://www.imperial.ac.uk/human-resources/working-at-imperial/essentials/> as part of their induction.

Throughout the booklet, they will find boxes representing each Essentials topic, which identify what they must be aware of and what training they must do. They should fill in the date completed (next to the calendar icon) for each topic as they go along. Completion of Essentials will be checked as part of the end of probation requirements for those with six months' probation and will be reviewed by managers of academic staff mid-way through their first year of employment.

Completing this booklet should not consume too much time. Some have an exercise at the end to embed their learning and demonstrate their understanding. If their experience any difficulty, they will need to talk to their manager as there is support available to ensure they complete Essentials.

The main topics covered in this booklet is to:

- Keeping our People Safe;
- Keeping our Information Safe;
- Contributing to a Positive Working Environment.

****Staff must now undertake Month One Safety Training (MOST) <https://www.imperial.ac.uk/safety/most/> ****