Imperial College London

iCare

DAY ONE HEALTH AND SAFETY INDUCTION

> ### Guidance for those carrying out Day One Health and Safety Inductions
> to staff, postgraduate students (excluding those on taught courses), visitors and contractors
>
> 1. This guidance is intended to enable <u>any</u> person resident in a building, to induct a person who is new to it.
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> 2. Allow sufficient time for the induction (30-60 minutes depending on size and complexity of department)
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> 3. 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.
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> 4. 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 (eg Contract of employment/document with name and CID Number), to Security who will then issue them with a swipe card. Security will not issue a swipe card unless the Health and Safety form and contract of employment are presented.
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> 5. In the following weeks, more detailed safety induction may also be necessary, such as laboratory or workshop familiarisation, campus and building orientation etc which the line manager will need to identify and arrange.

- ❑ Explain that Security **must always** be contacted in preference to dialling 999; they 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.
- ❑ **Inform that to contact Security, at any time the 24 hour College Emergency Telephone Number 020 7589 1000 – should** be keyed into the individual's mobile phone – or if they don't have one, explain that from College phones on SK Campus, the extension number for Security is **4444.**
- ❑ On hospital campuses where not all buildings are managed by the College, the Security extension number varies. Follow this link for your campus contact numbers – **know your local emergency number**: http://www3.imperial.ac.uk/facilitiesmanagement/security/contacts/emergencycontacts
- ❑ Explain that if a **Personal Emergency Evacuation Plan (PEEP)** is required because of a permanent or temporary medical condition (such as breaking a leg), then the individual or their line manager must obtain further advice from the Faculty or Campus Safety Manager in conjunction with the College's Disabilities Advisory Service, the Fire Safety Officer or Occupational Health. **Remind them** "or your injury may slow down a building evacuation and endanger the lives of others".
- ❑ **Building evacuation procedures and alarm system**
  Show the new starter the emergency exit(s) from the room and area which will be their principal place of work, and the evacuation routes (indicated by the green running man with directional arrow sign), to the fire assembly point. If a fire alarm sounds in any building, persons within it must leave via the **nearest** signposted evacuation route.

  Show the location of: alarm call points, fire information notices, extinguishers and fire blankets, area/department safety notice board.

  In addition tell them the following:
- ▪ If the building has a single stage or two stage fire alarm (ie for hospital campuses), and/or a Tannoy system
- ▪ 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.
- ▪ Lifts must never be used to evacuate if the alarm sounds, always use the 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.
- ▪ Assembling at the assembly point frees up the areas immediately around the building which fire engines will need to access and also ensures that the evacuees are 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 Fire Brigade.
- ▪ Never obstruct the corridor or fire doors and always keep fire doors shut.
- ▪ Report any unknown alarms or beacons immediately to their Line Manager or to Security.
- ▪ If they discover a fire, they should close the door, hit an alarm call point, and evacuate the building. When Security arrives, inform them where the fire is located.

- ❑ **Inform of frequency and purpose of fire drills/testing alarms**
- ▪ Fire drills are never publicised and are held at least annually; during drills, 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.
- ▪ Fire alarms are tested regularly; tests are characterised short bursts at irregular intervals. Each building has a particular test time – the Building Manager will know when this is; it is important that everyone knows when and why fire alarms are tested.
- ▪ **Building Managers:** find yours on this link: http://www3.imperial.ac.uk/facilitiesmanagement/contacts/campbuild
- ▪ If you become aware that an alarm is not working, report it to the Estates Customer Services Helpdesk (48000)

- ❑ **Show safety notice board and Department's health and Safety web pages/Sharepoint** with contact details for local safety advisors, first aiders, and emergency contact numbers, and local procedures.

- ❑ **Local first aid** arrangements- show location of the First Aid box and give names and location of first aiders; one can also obtain first aid by calling Security on the campus emergency number (see top of page).

- ❑ **Procedure for reporting accidents, near misses and occupational ill-health:** Explain the College online incident reporting system (*Salus*) accessible via the icon on the front page of the Safety Department website: http://www3.imperial.ac.uk/safety. Reports are then automatically notified to the Safety Department, and relevant Faculty / Campus Safety Manager or Departmental Safety Officer.
- ▪ **Examples of things that must be reported**: any injury requiring first aid or more, any ==work related== illness or injury that results in more than three day's absence from the workplace, any exposure to hazardous or infectious substances, and any occupationally acquired disease such as allergies or dermatitis or asthma; near misses, for example if a brick falls from scaffolding and narrowly misses but does not injure someone, or if an item of equipment fails in dangerous manner, or if a control measure fails. For full guidance*:*
  http://www3.imperial.ac.uk/safety/subjects/reportingaccidents

Inform staff and students of functions of:

- Departmental Safety Officer and other department safety personnel; Campus and Faculty Safety Managers (CSMs and FSMs); and the Support Services Safety Manager – and how they may be contacted.
- **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
- **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. The College Liaison Officer can be contacted on 0207 594 9393
- **Security** http://www3.imperial.ac.uk/facilitiesmanagement/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;
- **Estates** is split into three functions, *Facilities Management* http://www3.imperial.ac.uk/facilitiesmanagement 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 Helpdesk accessible on its website http://www3.imperial.ac.uk/facilitiesmanagement/helpdesk and a contact telephone number, 0207 59 48000 or ext 48000.
- **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.
- **Staff** should also be made aware of the HR website http://www3.imperial.ac.uk/hr and students of the Registry website http://www3.imperial.ac.uk/registry/

- ❑ **Inform of department's** normal working hours, building access hours and "Access Control system" (see checklist: red, amber and yellow labels).
- 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 (it varies between buildings depending on their use), whether it is swipe *and* pin; that the swipe card will only give access to areas the line manager deemed it necessary; piggybacking is not permitted or loaning a swipe card to other non-authorised persons, and swipe cards must be carried about the person at all times – lost cards must be reported to Security immediately so they can be cancelled. http://www3.imperial.ac.uk/facilitiesmanagement/security/services/idcard
- **Working alone:** 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.

- ❑ **Give advice on local travel**
- Advise on travelling safely between sites (eg areas to avoid if known to be unsafe, safe parking when dark)
- Make cyclists aware of the need to be seen and to protect themselves (hi-vis clothing, lights, helmets) and of this site for bicycle security: http://www3.imperial.ac.uk/facilitiesmanagement/security/services/crimeprevention/bicycles
- **Car users** should also obtain business-related insurance if they intend using their cars to drive to work or to transport other persons between campuses or institutes.

- ❑ **Identifying significant hazards and determining risk**
- 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. http://www3.imperial.ac.uk/staffdevelopment/safety/index/raft

- ❑ **Check if computers are to be used** – if so, advise on Computer Health including need to set up workstation correctly: www3.imperial.ac.uk/OCCHEALTH/guidanceandadvice/computerhealth/computerhealthgeneralguidance

- ❑ **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. 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 Campus or Faculty Safety Manager.

- ❑ **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: http://www3.imperial.ac.uk/staffdevelopment/safety/tna .

- ❑ 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.

- ❑ **Staff must now undertake** Month One Safety Training **(MOST)**