

LANCASTER UNIVERSITY

departmental health and safety induction checklist

This must be carried out within the **First Week** of employment by the Head of Department or Department Health and Safety Officer with the new employee

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| This form is to be completed and a copy retained by the Department for reporting to their SHaW Operational Committee. Please ensure **all boxes** relevant to appointment are ticked and both new staff member and Head of Department/Line Manager/Safety Officer have signed this form. |
| Name: | Date of commencement: |
| Dept/Section: | HoD/Line Manager : |
| Primary work location if not on Bailrigg Campus: |
| **General Information**Has the employee: |
| * Been directed to the [University’s Statement of Safety Policy](https://teams.microsoft.com/l/file/D22E373B-B949-4671-AD94-AE5B1AFE91BD?tenantId=9c9bcd11-977a-4e9c-a9a0-bc734090164a&fileType=pdf&objectUrl=https%3A%2F%2Flivelancsac.sharepoint.com%2Fsites%2FGrp-HealthandSafetyWebPages-WebSite%2FShared%20Documents%2FWeb%20Site%2FAWORKING%20WEB%2FPolicy%20and%20Arrangements%2FUniversity%20Health%20and%20Safety%20Policy%2FHealth%20and%20Safety%20Policy%20e-brochure.pdf&baseUrl=https%3A%2F%2Flivelancsac.sharepoint.com%2Fsites%2FGrp-HealthandSafetyWebPages-WebSite&serviceName=teams&threadId=19:a3d382201dbd47e6978898bcf08ab344@thread.skype&groupId=33625d3d-4f21-48a0-bf4c-67efd4f9ddd4):
 |
| * Been directed to complete the [Health and Safety Induction Moodle](https://modules.lancaster.ac.uk/course/view.php?id=7977) and been made aware of the timescale in which they are to complete it:
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| * had their attention drawn to the [University’s fire/emergency procedures](https://portal.lancaster.ac.uk/intranet/services/people/health-and-safety/emergency-procedures/)
 |
| * shown how to access the University’s health and safety information on the web
 |
| * introduced to the Departmental Area Safety Officer
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| * introduced to the Manual Handling assessor for the Department – Not applicable/Applicable\*
 |
| * been made aware of the [Health and Safety Guidelines for working overseas](https://portal.lancaster.ac.uk/intranet/services/people/health-and-safety/fieldwork-and-travel/overseas-working-travel)
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| **Fire Procedures**Please confirm that the employee is aware of the following: |
| * the appropriate fire exits from the building (including those that would not be used normally)
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| * location of fire-fighting equipment
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| * location of fire alarm call points
 |
| * fire evacuation assembly point

Please draw to the attention of the employee that [Personal Emergency Evacuation Plans [PEEPs]](https://portal.lancaster.ac.uk/intranet/services/people/health-and-safety/fire-safety/personal-emergency-evacuation-plans) can be developed for those who may need to use a lift and would not in the event of a fire, be able to evacuate the building without assistance in 3 minutes.  |

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| **Accident and Incident Reporting**Has the employee * Been made aware of the requirement to report accidents and incidents?
* Been shown [how to report an accident and incident](https://portal.lancaster.ac.uk/intranet/services/people/health-and-safety/accident-and-incidents/report-and-accident-or-incident) using the University’s accident reporting system.
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| **Display Screen Equipment** Do not return this form until all the below areas have been completedHas the employee been designated as a "user" of display screen equipment? **Yes/No** If Yes :- |
| * Has the employee's workstation been checked for compliance with the Display Screen Regulations and safety by the Department Workstation Assessor?
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| * If not based on Bailrigg Campus, has the employee been made aware of the minimum standards for workstations as set out in the University’s Guidance
 |
| **First Aid**Has the employee: |
| * been given the names of the designated first aiders for the area
 |
| * been shown where the first aid boxes are located
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| Science/Engineering/Arts/Service Departments - Not applicable/Applicable\* Has the employee: |
| * been given the Departmental Safety Handbook
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| * been made aware of the procedures to ensure compliance with the COSHH Regulations and further training required for BOC, COSHH, Mini Bus and Boat Handling for field trips
 |
| * been made aware of the procedures to ensure compliance with the risk assessment requirements of the Management of Health and Safety at Work Regulations
* Been enrolled onto the Risk Assessment and/or COSHH Moodle training
 |
| * been given details of the arrangements for the Departmental Safety Committee
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| * been given the name of the Departmental Radiation Officer/Radiation Protection Supervisor (where appropriate)

**Signature of new staff member: Date:** |
| **Signature of HoD/line manager/Safety Officer:** |  | **Date:** |
| *PLEASE RETAIN A COPY OF THIS FORM IN YOUR DEPARTMENTAL FILES FOR FUTURE SAFETY AUDITS* |