Overview

The UCL Safety Induction e-learning module aims to instil awareness of the role that all staff and graduate students have as individuals and as part of the UCL community in developing and maintaining a culture that embraces good health and safety practices.

New members of staff and graduate research students at UCL are required to undertake the UCL Safety Induction as part of the UCL induction and probation procedure which comprises:

1. Local Safety Induction carried out by the line manager/supervisor and/or local staff\(^1\), starting with Fire Safety and Local Familiarisation.

2. UCL Safety Induction available on Moodle, UCL’s online learning space.

It is recommended that this is completed within three months of starting at UCL.

Prerequisite

You must complete your department’s local safety induction which covers fire safety and evacuation procedures, first aid provision, manual handling and lifting, computer workstation assessment, information on local safety arrangements and risk control procedures that directly affect you in your immediate work environment.

Before you begin

A pair of headphones is required for listening to the presentation if you are working in a public area.

Accessing the training

You will need your UCL user ID and password to log into UCL Moodle. This is the same user name and password you use to access your UCL email.

Enter ‘UCL Safety Induction’ in the search box on the ‘My home’ page, click on the course title and click the ‘Enrol me’ button under the self-enrolment section.

Enrolment

The enrolment key for this course is the current month, in lowercase, plus the current year with no spaces, for example: april2017. This is changed on the first WORKING day of the month.

Further Information

Contact Safety Services on 020 3108 8592 or UCL ext. 58592
Email safetytraining@ucl.ac.uk

\(^1\) Induction and probation Procedure for Research and Support Staff, Induction Checklist - Appendix 1
(http://www.ucl.ac.uk/hr/docs/new_induction_probation.php#appendix1)