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| **Name of Inductee:** |  | **Status:**  *Please circle* | Staff  Student  Honorary or Visitor/ Contractor/ Agency  other (*specify*) |
| **Start Date:** |  | **UCL Employee No.:** |  |
| **End Date (if applicable):** |  | **UPI No.:** |  |
| **Department:** |  | | |
| **Location:**  (*Building/address*) |  | **Induction conducted by:** |  |
| **Name of Line Manager/ Supervisor:** |  |  |

All new IoN personnel including staff, graduate research students, contractors and Visitors/Honoraries must receive a Health, Safety and Sustainability induction on the **FIRST DAY** of starting at UCL. The Induction must be carried out by a competent member of the research group or department, e.g. DSO, Laboratory Manager, PI or Line Manager and will provide information on:

* local arrangements for health, safety and well-being and how to keep themselves and others safe
* local safety procedures that are specific to the job and/or areas of work
* instructions on fire safety, emergency evacuation procedures, first aid and reporting of accidents and hazards and a link to the [ION Handbook](https://www.ucl.ac.uk/ion/intranet/handbook)
* information on the completion of the online UCL Safety Induction and all other mandatory online training
* an overview of waste separation and sustainability

Any additional information specific for the work location may be added by the inductor as appropriate.

Please note: Desk/Office based staff do not need any of the laboratory related training.

**The checklists must be signed and dated by both the trainer and the inductee. One copy should be retained by the inductee for their records and one copy should be kept on file by the department.**

The following documents will be required for the Local Safety Induction:

* UCL Fire Safety Management – Local Induction & Familiarisation Form (TN086), available from the Fire Safety Advice webpage at <http://www.ucl.ac.uk/safety-services/fire/table-staff>
* UCL Statement of Fire Safety Management Policy, available from the UCL Safety Services webpage at : <http://www.ucl.ac.uk/safety-services/fire>
* The Research Departmental Safety Policy (if there is one) and/or the Departmental Organisation and Arrangements for Safe Working.

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| **PART A – Emergency Procedures** | | | | | | |
| Please indicate by a tick 🗹 when a topic/item is completed. For an item not covered, please give the reason and further action to take, with a target date for completion. | | | | | | |
| **1. FIRE SAFETY (Mandatory training)** | | | | | | |
| Induction may be carried out by department’s Fire Evacuation Marshals (FEM).  The [**UCL Fire Safety Management – Local Induction & Familiarisation Form** (**TN086**)](http://www.ucl.ac.uk/safety-services/fire/table-staff) must be used for the fire safety induction. | | | | | | |
| The local fire safety induction is completed and Form **TN086** is attached to this Checklist. | Yes | 🞎 | | | Comment and further action | |
| **2. EMERGENCY and SECURITY ARRANGEMENTS** | | | | | | |
| * UCL Bloomsbury Campus Site - dial extension '**222**' on a UCL internal telephone or **020 7679 2222** from a mobile. Emergency Services direct number: 999 * Hospital Premises: Find out about the appropriate emergency telephone number and the local building arrangements and instructions. The UCLH emergency number is 020 3447 2222 * if more convenient, call the local **Queen Square Security Hub** based in Queen Square House which is staffed 24/7: ion.securityqsh@ucl.ac.uk; 020-7676-2199; 020-3448-3923; 020 3448 3195) | | | | | | |
| Appropriate telephone numbers to use when calling Security or Emergency Services (workplace specific)  Security Card access procedure & high hazard areas with specific access arrangements  Out of hours arrangements (if applicable) | Yes  Yes  yes | | 🞎  🞎  🞎 | | Comment and further action | |
| **3. FIRST AID** | | | | | | |
| Name and location of first aider(s):  Location of the nearest first aid box:  location of First Aid notices shown | Yes  Yes  Yes | | | 🞎  🞎  🞎 | Comment and further action | |
| **4. ACCIDENT REPORTING** | | | | | | |
| Accidents, incidents, near misses or any other hazardous observations MUST be reported as quickly as possible. The incident reporting system on [RiskNet](https://www.ucl.ac.uk/safety-services/risknet) should be used, the Line Manager and local DSO should be informed. | | | | | | |
| Local incident reporting procedure  How to report an incident on [RiskNet](https://www.ucl.ac.uk/safety-services/risknet)  Communication (e.g. describing the procedures for reporting an incident locally & in shared workplaces) | Yes  Yes  Yes | | | 🞎  🞎  🞎 | Comment and further action | |
| **5. ION HANDBOOK** | | | | | | |
| Received a link to the ION Handbook <https://www.ucl.ac.uk/ion/intranet/handbook> and read it. | | | | | | Yes 🞎 |

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| **PART B – H&S organisation and arrangements** | | | | |
| Please indicate by a tick 🗹 when a topic/item is completed. For an item not covered, please give the reason and further action to take, with a target date for completion. | | | | |
| **5. SAFETY RISK ASSESSMENT, HAZARDS and RISK CONTROLS** | | | | |
| The Line Manager/Supervisor/Principal Investigator/Group Leader is responsible for assessing the risks of the work under their control; ensuring the implementation and maintenance of relevant risk control measures; providing information, instruction, training and supervision. | | | | |
| * Explain purpose of Risk Assessments if inductee is inexperienced * Location of RAs (e.g. RiskNet) shown/RAs handed out * Significant Hazards and Risks related to lab work explained * Inductee read and understood RAs and procedures for controlling and reducing the risks from work activities * Mandatory Online Display Screen Equipment (DSE) User Self-Assessment (to be carried out with DSE assessor, tick box when completed) | Yes  Yes  Yes | 🞎  🞎  🞎 | Comment and further action | |
| Yes  Yes | 🞎  🞎 |  | |
| Work Specific Hazards & Risks (as appropriate):   * arrangements for the use and maintenance of safe plant, machinery and equipment * manual handling and lifting * specific training requirements (e.g. Handling of Liquid Nitrogen, use of autoclave) *before* the work starts | Yes | 🞎 |  | |
| Write down here any information that were given to the Inductee about the safety hazards and risks that are specific to his or her job or work activities. | | | | |
| **6. ORGANISING AND MANAGING SAFETY in the DEPARTMENT** | | | | |
| **Roles and Responsibilities** | | | | |
| **The INDUCTEE’S responsibilities for health & safety:**   * to take reasonable care of themselves and all others who may be affected by their acts and omissions; * to co-operate with both the central and Departmental policy and arrangements for safe working including any training and occupational health requirements; * not to interfere with or misuse anything, objects, structures or systems of work, provided by UCL in the interests of health and safety. | Yes | 🞎 | Comment and further action | |
| Other roles & responsibilities:  **Head of Department** (Division/ Institute, etc.)  Manager/ Supervisor/Principal Investigator  Lab Managers and DSOs  Other role holders (FEM, GM officer, Trade Union rep)  Detailed information on the [**ION intranet**](https://www.ucl.ac.uk/ion/intranet/health-safety/safety-role-holders)  & in the [ION Arrangements for H&S document](https://www.ucl.ac.uk/ion/intranet/health-safety/management-safety-ion/organisation-and-arrangements-safety) | Yes  Yes  Yes  Yes  Yes | 🞎  🞎  🞎  🞎  🞎 |  | |
| Department’s **Trade Union Safety Representative (TUSR)** role and, if applicable, their name and contact details. | Yes | 🞎 | | Comment and further action |
| **7. SAFETY DOCUMENTS and INFORMATION** | | | | |
| Information of where to obtain the relevant safety documentation:  Location of Institutes H&S Arrangements Document and/or UCL’s Organisation and Arrangements for Safety  Local Rules, Codes of Practices, Safe Operating Procedures, any relevant safety guides, risk assessments, etc.  ION intranet, ION Handbook, UCL web pages, safety notice board, etc. | Yes  Yes  Yes  Yes | 🞎  🞎  🞎  🞎 | | Comment and further action |
| **8. FAULT & Maintenance REPORTING** | | | | |
| It is important that staff and students know how to report building and equipment faults as soon as they are detected, as such action can reduce the risk of accidents. | | | | |
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| Department’s contact person(s) for faulty work equipment and building maintenance, e.g. Admin, Lab Manager, DSO  Report estates issues /raise service request, building maintenance and/or cleaning through the [estates web page](https://www.ucl.ac.uk/estates/)  For [emergency maintenance](http://www.ucl.ac.uk/estates/maintenance/) in UCL Managed Buildings call 30000 (external number is 020 7679 0000) and for Out of hours, ring extension 33333. | Yes  Yes  Yes | 🞎  🞎  🞎 | |  |
| Report damage to the fabric of the building that have a label indicating asbestos containing material (ACM) to the manager. | Yes | 🞎 | |  |
| **9. HEALTH AND SAFETY SUPPORT SERVICES at UCL** | | | | |
| UCL [safety services](https://www.ucl.ac.uk/safety-services/) and training web page (also see ION Handbook)  [Occupational Health](https://www.ucl.ac.uk/human-resources/health-wellbeing/staff-and-student-health)  for immunisations/lung function tests, etc. | Yes  Yes | 🞎  🞎 | | Comments and further action |
| **10. Mandatory SAFETY TRAINING AND INSTRUCTIONS** | | | | |
| The line manager or supervisor is responsible for identifying the safety training needs of their staff and/or graduate students, in relation to the tasks expected of them. All training can be booked through [myHR](https://ebsappxlv-sso.adcom.ucl.ac.uk:4443/oam/server/obrareq.cgi?encquery%3Dn%2FLs%2F%2B5fHK8N1iFjKLw%2BBEpXX5YhLRozBhFcluRZrNjHcgaQ8n4oIf2GjxAM2fYExbOEzCvkRQDGanNoXWLRD61U2SuEe3Zhe15bl%2F1YB%2FDwghO1B%2F%2Bsi74Aeoh01kiQdflxPUUxD5aw7lJiwYu90z6lSXII4MwWu3FX7pHDBT4jVjytKx9kV8ROM8aBNavHbDTqkdqSWkOtoCBSZNejZ0G5LwUQjg1fRxE3Oy7D%2BlHlFkZykpN9TYje9cyS8iYRPME%2F3ruPoCciOVFNh0Su%2FT716m10YayCBreIrHQ6gLCmHiRp%2BXcloJuvqRid%2BzH7QZbc2sHsUDQHyDneUwaCikCgqPdIubxWyIvkJXo8GJ4l5%2FalJZ02QmF6FvI8anHG%20agentid%3DEBSLIV_ebscorelv-liv.adcom.ucl.ac.uk_4444%20ver%3D1%20crmethod%3D2&ECID-Context=1.005blG6t5jt2vHt_wdO5yW0003P400000F%3BkXjE) | | | | |
| **Mandatory Training (tick box when completed)**   * Fire Safety training * UCL safety induction   **Additional task related training as appropriate (Tick box when completed):**   * area-specific (including BSU/DBL) * training that is identified by work **risk assessments**, e.g. manual handling and lifting; Liquid Nitrogen, Gases, Laboratory safety * specific work activities involving e.g. radiation, laser, chemicals, fieldwork | Yes  Yes | 🞎  🞎 | | Comments and further action |
| **11. RECORD of SAFETY TRAINING** | | | | |
| Safety training records provide evidence of compliance with statutory training requirements and must be maintained and be available for inspection and auditing. | | | | |
| * Non-UCL staff training record kept in the Department’s document filing system * A copy of the completed LSI Checklist is stored in the department or, if appropriate, given to the DSO. | Yes  Yes | 🞎  🞎 | | Comment and further action |
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| **PART C – Waste and Sustainability** | | | | |
| Please indicate by a tick 🗹 when a topic/item is completed. For an item not covered, please give the reason and further action to take, with a target date for completion. | | | | |
| **1. SUSTAINABILITY** | | | | |
| UCL sustainability web page for resources and information <https://www.ucl.ac.uk/sustainable/>  Importance of environmental impact of lab work and following correct waste disposal routs  Equipment that should be switched off when not in use shown  Departmental or Lab green rep contact shown | Yes  Yes  Yes  Yes | 🞎  🞎  🞎  🞎 | | Comment and further action |
| **2. WASTE DISPOSAL ROUTES** | | | | |
| **Non Hazardous Waste:**   * Location of Clear-bag recycle bins, Black/Blue general waste and orange food waste shown * Procedure for disposal of electrical waste and furniture explained (estates service request) * Warp-It unwanted items trade explained   **Hazardous waste (for laboratories):**   * Yellow Clinical waste shown and explained * Procedure of changing bags and collection by cleaners explained * Location for cardboard, Polystyrene, glass and plastic solvent bottles shown * Disposal of sharps and tips in special containers explained * Chemical waste routes explained * Recyclable lab materials and use of recycle bins in labs explained | Yes  Yes | | 🞎  🞎 | Comment and further action |

**Inductee Declaration**

I acknowledge that I have received and completed the Local Safety Induction training and understand the arrangements and procedures established in my work area and department as documented in this checklist.

|  |  |
| --- | --- |
| **Name**  **Signature** | **Date:** |