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| **UCL Local Safety Induction Checklist** | | | logo -small use blk | |
| The UCL Local Safety Induction (LSI) Checklist (simple list[[1]](#footnote-1)) for all **new** staff, graduate research students, contractors and visitors, undertaking work activities at UCL*.*  To complete the UCL safety induction process the Inductee must receive a Local Safety Induction and complete the [mandatory online courses](https://www.ucl.ac.uk/human-resources/learning-development/mandatory-learning) for UCL [fire safety](https://www.ucl.ac.uk/safety-services/policies/2021/aug/fire-safety-training) and [UCL safety induction](https://www.ucl.ac.uk/safety-services/policies/2021/aug/ucl-safety-induction-training) as soon as possible*.* The LSI checklist can be used in conjunction with existing departmental guidance and/or handbook. Departments using their own forms for safety induction can continue to do so making sure that they cover all the points specified in the LSI Checklist. | | | | |
| **Status (please circle):** | Staff/ Graduate Student/ Visitor/ Contractor/ other (*specify*) | **Start Date:** | |  |
| **Name of Inductee:** |  | **Department:** | |  |
| **Induction conducted by:** |  | **Name of Line Manager/ Supervisor:** | |  |

**PART A:**

The Inductee, on the **FIRST DAY**[[2]](#footnote-2)of starting at UCL, must be given safety information including instructions on fire safety, emergency evacuation procedure for the building in which they are based, first aid, accident reporting and welfare.

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| **FIRE SAFETY** | **Y / N** |
| * Complete [mandatory Fire Safety Induction using](http://www.ucl.ac.uk/safety-services/fire) [Induction Form (TN086)](https://www.ucl.ac.uk/safety-services/sites/safety_services/files/tn-086.pdf) |  |
| * [Complete mandatory Fire Safety (e-learning)](https://ucl.learnupon.com/saml/init?redirect_uri=/catalog/741774) online |  |
| **SECURITY** |  |
| * Work ID card received from [Security](https://www.ucl.ac.uk/estates/security/) |  |
| * Telephone number (workplace specific) |  |
| * Day-to-day access procedure |  |
| * Out-of-hours arrangement (if applicable) |  |
| * In an [emergency](https://www.ucl.ac.uk/news/2013/apr/ucl-emergency-number-reminder) call 222 from any UCL phone or 020 7679 2222 from your phone |  |
| **WELFARE** |  |
| * Toilets |  |
| * Kitchen facilities |  |
| * Drinking water |  |
| * Communal areas e.g. canteen/break-out spaces/smoking areas |  |
| **WORK ENVIRONMENT** |  |
| * Location of work equipment (e.g. printers) |  |
| * Workspace and DSE set up [(Guidance for DSE set up)](https://www.ucl.ac.uk/safety-services/policies/2020/may/practical-guidance-dse) |  |
| * Storage facilities (e.g. for personal belongings such as coats and bags etc.) |  |
| * Location of waste receptacles |  |
| **FIRST AID** |  |
| * Name and location of first aiders/ [mental health](https://www.ucl.ac.uk/human-resources/health-wellbeing/being-well-ucl/get-involved/support-wellbeing-your-area/mental-health-first-aiders) first aiders |  |
| * Location of nearest first aid kit/ room |  |
| * How to request [first aid](http://www.ucl.ac.uk/safety-services/a-z/first-aid)/ mental health first aid assistance |  |
| **ACCIDENT/ INCIDENT REPORTING** |  |
| * Local emergency procedure (if applicable) |  |
| * How to [report an incident](http://www.ucl.ac.uk/safety-services/incidents) [online](https://ucl.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx) using [“Report an Incident” online](https://ucl.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx) tool. |  |
| * Local communication (*e.g. in shared workplaces*) |  |

**PART B:**

This section should be completed within the inductee’s **FIRST FOUR WEEKS.**

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| **MANDATORY SAFETY E-LEARNING COURSES** | **Completion date** |
| * Complete online mandatory [UCL Safety Induction](https://www.ucl.ac.uk/safety-services/policies/2021/aug/ucl-safety-induction-training)[[3]](#footnote-3) |  |
| **RISK ASSESSMENT** |  |
| * [Arrangements for assessments](https://www.ucl.ac.uk/safety-services/policies/2021/jul/risk-assessment) of the work |  |
| * Discussion of significant hazards, risks and the controls within the building |  |
| * Findings of relevant risk assessments in the department and/or the work area that directly concern them. |  |
| * Discussion of role specific hazards, risks and the controls e.g. manual handling/COSHH |  |
| * Online Display Screen Equipment ([DSE](https://www.ucl.ac.uk/safety-services/policies/2021/may/display-screen-equipment-dse-assessment)) User Self-Assessment |  |
| **INSTRUCTION, INFORMATION AND TRAINING** |  |
| * Understand arrangements for area/work specific safety |  |
| * Identify safety training needs in relation to job role/ tasks and create training plan |  |
| * Understand Department’s [Arrangements for Managing Safety](https://www.ucl.ac.uk/safety-services/policies/2021/aug/departmental-safety-arrangements) |  |
| * Risk Assessments (UCL [riskNET tool](https://www.ucl.ac.uk/safety-services/risknet)/ local risk assessment system) |  |
| * Safety handbook / Code of Practice |  |
| **INFORM INDUCTEE OF FAULT REPORTING PROCEDURE** |  |
| * [Building maintenance](http://www.ucl.ac.uk/estates/maintenance/) |  |
| * Equipment |  |
| **SAFETY RESPONSIBILITIES** |  |
| * [Individual employee](http://www.ucl.ac.uk/safety-services/governance/responsibilities-employee) |  |
| * [Head of Department/ Division/ Institute](http://www.ucl.ac.uk/safety-services/governance/responsibilities-hod) |  |
| * [Manager/Principal Investigator/Supervisor](http://www.ucl.ac.uk/safety-services/governance/responsibilities-manager) |  |
| * Departmental Safety Officer (DSO) |  |
| * Radiation Protection Supervisor (RPS) [if applicable] |  |
| * Genetic Modification Safety Officer (GMSO) [if applicable] |  |
| * [Trade Union](https://www.ucl.ac.uk/human-resources/policies/2021/aug/trade-unions) appointed Health and Safety Representative (TUHSR) |  |
| * Members of the Departmental Safety Committee or Team. |  |
| **INFORM INDUCTEE OF FOLLOWING SERVICES** |  |
| * [UCL Safety Services](https://www.ucl.ac.uk/safety-services/) |  |
| * [Fire Safety Advice](http://www.ucl.ac.uk/safety-services/fire) |  |
| * [Workplace Health](https://www.ucl.ac.uk/human-resources/health-wellbeing/staff-and-student-health) - Occupational Health Service |  |
| * [Employee Assistance Programme](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/employee-assistance-programme-eap) |  |
| * [Wellbeing Champions](https://www.ucl.ac.uk/human-resources/health-wellbeing/being-well-ucl/get-involved/support-wellbeing-your-area/become-wellbeing-champion-0) |  |
| **RECORD KEEPING** |  |
| * Ensure induction record kept safely as per local procedure and/or via [MyLearning](http://www.ucl.ac.uk/myhr) system. |  |

**Comments/ Further actions**

**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.

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| **Inductee Signature:** | **Date:** |
| **Inductor Signature:** | **Date:** |
| **Line Manager Signature:** | **Date:** |

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| UCL Local Safety Induction Standard Checklist | Version 05 |
| Revised | August 2021 |

1. This list does not include guidance and details of the[Local Safety Induction Standard Checklist and Guidance](http://www.ucl.ac.uk/safety-services/a-z/induction) [↑](#footnote-ref-1)
2. Human Resources’ induction and Probation web page associated document [Induction checklist](https://www.ucl.ac.uk/human-resources/policies/2021/aug/induction-and-probation-procedures) [↑](#footnote-ref-2)
3. Once you have access to a computer and login details are available. [↑](#footnote-ref-3)