

## **UCL LOCAL SAFETY INDUCTION STANDARD GUIDE**

A local safety induction provides new starters at UCL with essential information to help them become aware of the local arrangements for their health, safety and well-being including any local safety procedures that are specific to their job and/or areas of work.

**All new UCL** staff, graduate research students, contractors and visitors undertaking work at UCL must receive a local safety induction. The induction may be carried out by different members of staff (the Inductor) with specific knowledge and/or responsibility for safety. However, it remains the responsibility of the line manager, principal investigator (PI) or supervisor<sup>1</sup> of the Inductee to ensure the completion of the safety induction process within the first 4 weeks of starting work.

The Inductee, on the **FIRST DAY**<sup>2</sup> of starting at UCL, must be given safety information including instructions on fire safety, emergency evacuation procedure for the building(s) in which they are based, first aid and reporting on accidents and welfare in **Part A of the Checklist**, and should complete **Part B within the first four weeks**.

The Inductee must also complete the [mandatory online courses](#) as soon as possible, available on LearnUpon. The mandatory safety courses for all staff are:

- [UCL Safety Induction](#)
- [Fire Safety](#)

The UCL Local Safety Induction Standard Checklist and Guide intends to assist the Inductor in carrying out an adequate and consistent safety induction. The department should be free to amend and/or add items of information to suit the risks, needs and arrangements of the department or specific areas of activity.

The Checklist provides the Inductee with a formal record of the essential local safety information to ensure that they can keep themselves and others safe at the start of their working days and career at UCL.

UCL employees must make a record of their local safety induction in MyLearning. Please see item 'recording learning' for further instructions.

UCL graduate research students and non-UCL employees who may not have access to UCL's MyLearning are advised to use the established departmental system for keeping training records. The line manager/PI/ supervisor may need to find out from the Departmental Administrator or the Departmental Safety Officer (DSO) about the local procedure for recording safety training.

---

<sup>1</sup> [Safety Responsibilities for Individuals](#)

<sup>2</sup> Human Resources' induction and Probation web page associated document [Induction checklist](#)

## PART A

### FIRE SAFETY

- Complete the mandatory fire safety induction for ALL members of UCL at the start of their career or studies. It comprises of two parts:
  1. Building Fire Safety induction using form [TN086](#) available from the [Fire Safety \(Fire Training\) web page](#).
  2. [Fire safety training](#) (e-learning).

It is vital that ALL new Inductees receive information about the building evacuation procedures and alarm system on the first day of starting at UCL.

A department may have arranged for the department's Fire Evacuation Marshals (FEM) to carry out the local fire safety induction and walk-round of the building with new members. However, the Line Manager should check and confirm with the Inductee of its completion.

- Complete [UCL Safety Induction](#) (once login details have been obtained)

The Inductee will need to use their UCL ID and password to log into LearnUpon to access the E-Learning courses

- For enquiries and assistance: 020 3108 8592 or UCL ext. 58592
- Email: [safetytraining@ucl.ac.uk](mailto:safetytraining@ucl.ac.uk)
- Webpage: [Safety Training](#)

### SECURITY

- Take the inductee to collect their Work ID card from [Security](#)
- Inform the Inductee of the appropriate telephone numbers to use when calling the Fire Brigade (or Emergency Services) and, to state clearly the exact location of the fire or accident/ incident and as much useful information as possible.
- Inform the Inductee of the departmental security and access arrangement and procedure for the building(s) in which they work; of any hazardous area with specific entry arrangements and, how to gain permission and, if relevant, the arrangements for working out-of-hours (times when safety role holder levels are below optimum levels e.g. evenings, early mornings, weekends, and public holidays).
- At **Bloomsbury**, In an emergency call **222** from any UCL telephone or **0207 679 2222** from a mobile/ non UCL telephone.
- For UCL Security 24/7 call 020 7679 2108 or extension 32108

Hospital Premises - Find out about the appropriate emergency telephone number and the local building arrangements and instructions. Contact details for some hospital premises are listed below:

- At **UCLH**, in an emergency call **2222** if calling from a Trust network telephone or **0203 447 2222**. This connects to the Trust Switchboard who will contact security – to avoid confusion with UCL systems please use the full version.
- At **Royal Free** in an emergency (from internal phones) call **2222**, **5555** for Fire & **6666** for security issues.
- At **Moorfields Eye Hospital** in an emergency call **020 7679 3333**.
- To contact the Police in an emergency: Call **999**
- To contact the Police for a non-emergency: Call **101**

If using a UCL telephone you may need to dial a '9' first for an outside line. Fire action notices are shown as (9)999.

Hospital Premises - Find out about the appropriate emergency telephone number and the local building arrangements and instructions.

### **WELFARE - locations of the following given:**

- Toilets including accessibility arrangements where required.
- Kitchen facilities – where they can heat food and prepare drinks
- Access to drinking water.
- Communal areas – canteen/ areas where they can eat/ break-out spaces, Permitted smoking areas (where applicable)

### **WORK ENVIRONMENT**

- Location of work equipment (e.g. printers)
- Workspace and how to set up their display screen equipment ([Guidance for DSE set up](#)). A DSE assessor could also help in the setup of DSE where needed.
- Storage facilities (e.g. for personal belongings such as coats and bags to avoid trip hazards).
- Location of waste receptacles

### **FIRST AID**

- Inform the inductee of the local first aid arrangement and of any specific first aid instructions that are relevant to the inductee's work area.
- Show the Inductee the location of First Aid notices which include:
  - Name and location of first aider(s)/ [mental health](#) first aiders
  - Location of the nearest first aid kit / room
  - How to request [first aid](#)/ mental health first aid assistance

### **ACCIDENT/INCIDENT REPORTING**

- Explain any local emergency procedures if applicable.
- Inform the inductee that they MUST report an accident, an incident, a near miss or, hazards that could have resulted in an accident or loss of and/or damage to equipment, as quickly as possible, following the local procedure and how to [report an incident](#) online using the "[Report an Incident](#)" tool.

ANYONE can report an incident via the UCL online incident report system.

- Inform inductee of the local communication process, e.g. describing the procedures for reporting an incident in shared workplaces.

## **PART B**

### **RISK ASSESSMENT, HAZARDS and RISK CONTROL**

- The Line Manager/ PI/ Group Leader/ Supervisor 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 of staff, students, and academic visitors under their control.
- Inform the Inductee:
  - Where relevant, the arrangements for the use and maintenance of safe plant, machinery, and equipment.
  - Discussion of the significant hazards, risks, and the controls within the building
  - The findings of relevant risk assessments in the department and/or of the work area that directly concern them
  - That they should not start work unless they have been informed of the hazards and have knowledge of the risks involved and,
- Check that the Inductee is clear about the department's procedures for controlling and reducing the risks from work activities, such as manual handling and lifting and working with display screen equipment (DSE, computer workstation)

Safety Services web page with [guidance on risk assessments](#).

Where training is a necessary part of the management of significant risk, appropriate instructions, and training<sup>3</sup> needs to be given to the Inductee **before** they begin the work or task.

General training on the [principles of risk assessment](#) is available for all UCL staff and students.

Anyone who uses a computer workstation or laptop for work will need to carry out an online [Display Screen Equipment \(DSE\) Self Assessment](#), the result of this assessment will be reviewed by the Line Manager. Managers may contact DSE assessors if support is needed.

Help on setting up DSE can come from a DSE assessor or from the safety services web page [practical guidance for DSE](#).

For those staff that are hybrid working, between their home and on-site, their DSE assessment should be in place for their main place of work (where they work most often). The principles from the [practical guidance for DSE](#) shall be applied each time they set up their workstation at their other place of work.

### **INSTRUCTION, INFORMATION AND TRAINING**

The line manager/ PI/ supervisor is responsible for identifying the safety training needs of their staff and/or graduate students, in relation to the tasks expected of them, preferably to do so in the first month of starting, considering the Inductee's current safety knowledge, skills and experience.

- Inform the Inductee:
  - the arrangements for work activities or area-specific induction training.
  - the training needs in relation to job role/ tasks assessment by their line manager/ the supervisor of the work.
- Create a training plan for the training that is identified by work risk assessments, e.g. manual handling and lifting; specific work environment and/or specific work activities involving e.g. microbiological agents, radiation, laser equipment, chemicals, laboratory gases, fieldwork, etc. and any on-the-job training specified in the Departmental Code of Practice.
- For advice and assistance on training needs, requirement, and development:
  - For enquiries and assistance: 020 3108 8592 or UCL ext. 58592
  - Email: [safetytraining@ucl.ac.uk](mailto:safetytraining@ucl.ac.uk)
  - Webpage: <http://www.ucl.ac.uk/safety-services/learning>
- Where and how risk assessments are completed and recorded using UCL [riskNET tool](#).

---

<sup>3</sup> UCL Organisation & [Arrangements for Managing Safety](#), Training Needs.

- Issue or inform the Inductee where they can find the relevant information relating to safety for e.g.: Departmental Safety Policy, and/or Organisation, Safety Handbook, Local Rules, Codes of Practices, Safe Operating Procedures, any relevant safety guides, risk assessments, etc, whether obtained from the DSO, the intranet, UCL web pages, safety notice board, etc.

## FAULT REPORTING PROCEDURE

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 accident.

- Inform the Inductee
  - of the department's contact person(s) for [building maintenance](#)
  - for work equipment
  - that certain UCL buildings may contain asbestos and, that they should be aware where they see damage to the fabric of the building that have a label indicating asbestos containing material (ACM) they should report it to the manager
- For [emergency maintenance](#) call The Customer Services Centre on telephone ext. no. 30000 (020 7679 0000 outside UCL) and for Out-of-hours, ring extension 33333.
- For all other maintenance requests please use the [Service Request Form](#) (for staff only).
- Note: Departmental Managers and Supervisors responsible for staff involved in the general refurbishment and maintenance work must ensure that these staff are familiar with the asbestos labelling used by UCL. They must make available information about known locations of ACM in the work areas they allocate to their staff.
- UCL's [online asbestos register](#) management system will enable you to obtain information from the findings of the UCL asbestos survey.

## SAFETY RESPONSIBILITIES

Inform the Inductee that:

as UCL [employee they have legal responsibilities](#)<sup>4</sup> 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<sup>5</sup>.

The [Head of Department/ Division/ Institute](#) having responsibility for the safe management of all work under their authority.

The [Departmental Manager/ Principal Investigator and Supervisor](#) have responsibilities to assess the risks of the work under their control and to ensure the implementation and maintenance of relevant risk control measures.

The staff with safety roles and responsibilities recorded in riskNET's Responsible Persons Register and indicated in the **Departmental safety arrangements for safety** document. Where appropriate, introduce them to the:

- [Departmental Safety Officer \(DSO\)](#)
- [Radiation Protection Supervisor \(RPS\)](#)
- Genetic Modification Safety Officer (GMSO)
- Fire Evacuation Marshals (FEM)
- Other staff that have safety related roles/ duties.

---

<sup>4</sup> Section 7 of the [Health and Safety at Work etc Act 1974](#)

<sup>5</sup> Section 8 of the Health and Safety at Work etc Act 1974

The Department's safety arrangements document should be made available within the department via the Departmental intranet, memos, e-mails, notice board, etc. Ask your Departmental Safety Officer for further advice.

The duties, tasks, and responsibilities for managing safety in UCL departments can be viewed in the [Roles and Responsibilities webpage](#).

Inform the Inductee of the role of a [Trade Union](#) appointed **Health and Safety Representative (TUHSR)** and, if there is a representative in the department, their name and contact details.

Staff should raise any safety concern to their line manager/PI/Supervisor in the first instance, then through their DSO and/or their Union Appointed Health and Safety Representative and the Head of Department.

The three recognised [Trade Unions at UCL](#) are **UCU**, **Unison** and **Unite**.

The names and contact details of the three Trade Union Appointed Health and Safety Representatives are printed on the department's Health and Safety Law Poster, together with the names of competent persons appointed to assist with health and safety at UCL.

## **HEALTH, SAFETY AND WELLBEING SUPPORT SERVICES AT UCL**

Inform the Inductee about the provisions of health, safety and wellbeing support services available at UCL.

### **UCL Safety Services**

Provide competent safety advice and practical tools to enable UCL to meet its core objectives in research, teaching and engagement, a range of safety training courses, both scheduled and bespoke if required.

- Safety Advice: 020 3108 7587 (int. 57587)
- General Enquiries: 020 3108 7246 (int. 57246)
- Email: [safety@ucl.ac.uk](mailto:safety@ucl.ac.uk)
- Web: <http://www.ucl.ac.uk/safety-services>

### **Fire Safety** at UCL

- Contact the fire team by emailing [fire@ucl.ac.uk](mailto:fire@ucl.ac.uk)
- Web: <http://www.ucl.ac.uk/safety-services/fire>

### **Workplace Health, Occupational Health and Wellbeing Services**

Provide a comprehensive occupational health service to assist University College London in promoting physical and psychological wellbeing and prevent illness and injury arising from work activity. This is achieved by a proactive approach to the management of health in the work environment, advising on the effects of health on work and work on health.

- Telephone: (020) 7679 2802 (external) or 32802 (internal)
- Staff Email: [ohsadmin@ucl.ac.uk](mailto:ohsadmin@ucl.ac.uk)
- Student Email: [uclstudentoh@ucl.ac.uk](mailto:uclstudentoh@ucl.ac.uk)
- Web: [http://www.ucl.ac.uk/hr/occ\\_health/](http://www.ucl.ac.uk/hr/occ_health/)
- [Employee Assistance Programme](#)

## **RECORD OF SAFETY TRAINING**

Safety training records provide evidence of compliance with statutory training requirements and meeting UCL requirements for effective management of safety at work and, therefore, must be maintained, be available for inspection, and auditing.

Inform the Inductee:

- For members of UCL staff - Online learning will be recorded automatically in MyLearning. The local Induction needs to be added manually in [MyLearning](#) ('Manage my external learning' – 'Add')
  - Title - **UCL LOCAL SAFETY INDUCTION**; Supplier – **Department Name**; Status – **Attended. Click Apply**
- Non-UCL staff training records will be 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 as per local procedure.
- Record of UCL staff attendance on training provided by UCL Safety Services are held in the [MyLearning](#) system where the individual can view their own training history.
- Any work-related safety training and development undertaken that has been organised by their department, particularly of high hazard areas provided by the supervisors, e.g. on-the-job training, and training from other training providers can be recorded by the individual using MyLearning, instruction following the above instruction.
- A UCL Information Systems' username and password is required to use MyLearning. User Id and password are required.