

# ROYAL HOLLOWAY, UNIVERSITY OF LONDON

## DEPARTMENTAL HEALTH AND SAFETY STAFF INDUCTION

### POLICY AND PROCEDURE

(Version 2)

#### **Introduction**

This Policy and Procedure reflects the College's commitment to ensuring that all new staff are made aware of the health and safety issues (including fire safety) applicable to their work and working environment in order that their own health and safety, and that of others, is not placed at risk.

Where any doubt exists as to the action to be taken or advice or assistance is required, contact should be made with the College Director of Health and Safety.

#### **Section 1 – Objectives**

Compliance with the requirements of this Policy and Procedure will ensure:

- a) The College meets its statutory obligations in respect of health and safety legislation (including fire safety)
- b) Staff are aware of any essential health and safety information before commencing work activities, including any required action in the event of an emergency
- c) Staff are aware of their individual responsibilities.

#### **Section 2 – Roles and Responsibilities**

In meeting its statutory obligations, the College has instituted the following organisational arrangements:

Heads of Department/School/Directors (hereafter referred to as 'managers') are responsible for:

- Ensuring their staff are provided with induction in accordance with the requirements of this Policy and Procedure
- The provision of any additional information identified to be necessary as part of this induction process.

The College Director of Health and Safety is responsible for:

- The provision of advice and guidance on the requirements of this Policy and Procedure
- Monitoring compliance with its requirements.

#### **Section 3 – General Requirements**

Managers will ensure that departmental health and safety staff induction is:

- 1) Conducted using the College's Departmental Health and Safety Induction checklist
- 2) Provided, as far as reasonably practicable, on the first day of employment

- 3) Undertaken by either a Departmental Health and Safety Co-ordinator or other member of departmental staff following the guidance provided on the College Health and Safety Office website.

Note: The checklist contains the minimum health and safety information that must be provided to staff. Where managers identify the need to provide additional health and safety information, they must ensure that this is included in the induction process and recorded, either through modification of the existing checklist or the provision of additional information and instruction by other suitable means.

#### **Section 4 – Specific Requirements (casual workers)**

In meeting its statutory obligations to casual workers, managers will ensure that those elements of the above health and safety induction process which are applicable to such personnel are provided upon commencement of employment.

#### **Section 5 – Specific Requirements (visiting teachers)**

Such personnel will also be inducted upon commencement of employment. This will be achieved through the provision of the document ‘*Visiting Teachers – Your Health and Safety*’ (see Appendix 1), which will accompany the contract of employment.

#### **Section 6 – Records of Health and Safety Induction**

The following provisions will apply to record keeping:

##### **6.1 College Staff (excluding casual and visiting teachers)**

Copies of the completed health and safety induction checklist for each new member of staff shall be securely retained in the Department for a minimum of 6 years. Additionally, an on-line notification form (see Appendix 2) must also be completed and submitted to the Health and Safety Office Secretary/Administrative Assistant, confirming induction has been conducted.

##### **6.2 Casual Staff**

Records of induction will be securely retained in the Department for a minimum of 6 years.

#### **Section 7 – Departmental Compliance with this College Policy and Procedure**

Departmental compliance with the requirements of this Policy and Procedure will be reviewed by members of the College Health and Safety Office during the health and safety audit process.

This Policy and Procedure forms part of the College’s Health and Safety Policy and was approved by the Planning and Resources Committee on 25<sup>th</sup> March 2013.

Matt Purcell  
Director of Health and Safety  
Version 2  
15<sup>th</sup> April 2013