**Employee name**:

**Job role**:

Health and Safety Induction Checklist

The Health and Safety Induction checklist covers basic health and safety information all employees need to know. The new employee’s line manager is responsible for ensuring the employee receives an adequate health and safety induction. However the task of going through the checklist with the employee can be delegated to a competent member of the team.

The checklist must be completed to confirm that the employee understands their responsibilities and risks relating to their work. Please refer to the [Health and Safety Induction Guidance](https://www.essex.ac.uk/health-safety/management/documents/hs-induction-guide.pdf) that supports this checklist and the [Health and safety induction](https://www.essex.ac.uk/health-safety/management/induction.aspx) website.

The checklist should be completed within the first month of employment. However some items will need to be covered earlier. For example, fire and first aid procedures will need to be covered on the first day.

Guidance referred to in this checklist can be found on the [Health and Safety](https://www.essex.ac.uk/health-safety/) website or by following the quick links in the checklist. In addition, health and safety information for new joiners can be found in the Moodle courses.

### Training and Competence

Health and safety training needs should be identified in the first week of employment. Employees must not carry out hazardous activities until they have received appropriate training or their competence has been assessed. A health and safety training and development needs record is included with this checklist.

The [Health and Safety Competence and Training Matrix](https://www.essex.ac.uk/health-safety/training/documents/hscompetenceandtrainingmatrix.pdf) will assist you in identifying training and development needs.

For lower risk areas the general health and safety information for new employees will be in your Health and Safety Management Statement, the Office Risk Assessment and the online courses. The following information can be downloaded.

* [Using a computer?](http://www.essex.ac.uk/health-safety/equipment/documents/using-computer.pdf) – advice on computer safety
* [Is your back safe?](http://www.essex.ac.uk/health-safety/activities/documents/back-pain.pdf) - advice on preventing back pain
* [Under pressure?](http://www.essex.ac.uk/staff/ohs/documents/under-pressure-leaflet.pdf) – advice on stress at work
* [A Step Too Far?](http://www.essex.ac.uk/health-safety/activities/documents/step-too-far-leaflet.pdf) - advice on preventing falls from height in offices and similar environments

### Training available from the Health and Safety Advisory Service

New employees with logins should be enrolled onto the following online Moodle courses:

* Health and Safety Essentials (all staff)
* Computer Safety Essentials (all staff who use computers at work)

You can access the induction courses on the University’s Welcome to Essex Moodle course: <https://moodle.essex.ac.uk/course/view.php?id=5696> You will need you Essex login and password.

The following face to face courses are regularly run by Health and Safety. [Log in to HR Organiser](https://hrorganiser.essex.ac.uk/tlive_ess/ess/#/summary/careerdev) to see the full list of courses and to book your place. You will need your University username (without the @essex.ac.uk) and password.

* Fire Safety Essentials (45 minutes)
* Managing Health and Safety Essentials (1.5 hours)
* IOSH Managing Safely (4 day IOSH approved course)

All staff with management and supervisory responsibility must be competent to meet their health and safety responsibilities. As a minimum managers and team leaders will need to attend a Managing Health and Safety Essentials. For higher risk areas IOSH Managing Safelyis recommended*.*

Details for face to face courses can be found on the [Competence and training courses](https://www.essex.ac.uk/health-safety/training/default.aspx)website. If you cannot find the course you are looking for please contact the Health and Safety Advisory Service.

**Health and Safety Advisory Service: email** **safety@essex.ac.uk** **ext. 2944** [**www.essex.ac.uk/health-safety**](http://www.essex.ac.uk/health-safety)

University of Essex / UECS Campus Services

Health and Safety Induction Checklist

My name:

My job role:

My department/section:

|  |  |
| --- | --- |
| **Achieved √ × or NA** | **Day 1** |
|  | **Introduction to emergency procedures. See** [**Emergencies**](https://www.essex.ac.uk/estates/emergencies/default.aspx) **website.**  | **Notes** |
|  | I know the emergency telephone number for campus and when it should be used, as well as the departmental emergency contacts for other emergencies. |  |
|  | I know the location of the fire exits, assembly point and fire alarm call point closest to my usual place of work. |  |
|  | I am aware of the emergency evacuation procedure, including fire alarm zones, evacuation stewards and who takes charge at a fire assembly point. |  |
|  | I know how to summon first aid for both urgent and non-urgent assistance in the event of an accident, and I have identified first aiders. |  |
|  | Where relevant, I have been introduced to emergency procedures relating to specific hazardous activities within the Department. |  |
|  | I know about Personal Emergency Evacuation Plan (PEEPs) and where relevant have one, and about my responsibilities for visitors. |  |
|  | **First week** |
|  | **Roles and responsibilities. See also: *Health and Safety: The Essentials* online course** |
|  | I understand my own health and safety responsibilities and those of my manager. |  |
|  | I have read the University or UECS version of Employee Guide to the Health and Safety Policy. See [Health and Safety Policy](https://www.essex.ac.uk/health-safety/policies/hs-policy.aspx) website. |  |
|  | I have read the Department / Section Health and Safety Management Statement. |  |
|  | I have read fire safety responsibilities. See [Fire safety responsibilities](https://www.essex.ac.uk/health-safety/fire/responsibilities.aspx) website.  |  |
|  | I have been shown the Department / Section’s health and safety contact list and notice board.  |  |
|  | I have been shown the “Health and Safety Law” poster or leaflet. |  |
|  | I have been introduced to my Departmental Health and Safety Officer (DHSO) or Health and Safety Liaison Officer (HSLO) and understand their role. |  |
|  | I understand other key health and safety roles relating to my work location (e.g. DSE Facilitator, or Evacuation Chair Steward). |  |
|  | I understand the role of the Health and Safety Advisory Service and how / when to contact them. |  |
|  | I understand the role of Occupational Health and how / when to contact them. I also know about the University’s Employee Assistance Programme. See: <https://www.essex.ac.uk/staff/health-and-wellbeing/counselling-and-support-services> |  |
|  | **Reporting Procedures** |  |
|  | I know the procedure for reporting accidents and other health and safety incidents, and can find the Health and Safety Incident Report Form. See [Health and Safety Incidents](https://www.essex.ac.uk/health-safety/report/default.aspx) website for forms and procedure. |  |
|  | I know how to report premises / safety hazards and health and safety concerns within the Department / on campus. See [Health and Safety concerns](https://www.essex.ac.uk/health-safety/report/concerns.aspx) website.  |  |
|  | I know the procedure for reporting sickness absences or work related health concerns. See: <https://www1.essex.ac.uk/hr/current-staff/policies.aspx> |  |

|  |  |  |
| --- | --- | --- |
|  | **Communication of health and safety information** |  |
|  | I know where to find health and safety information on the University’s website. See [Health and Safety](https://www.essex.ac.uk/health-safety/) website. |  |
|  | I know where to find Department / work specific health and safety information. |  |
|  | I know how health and safety is communicated within the Department. |  |
|  | I understand consultation arrangements, including identification of safety representatives. See [Union-appointed safety representatives](https://www.essex.ac.uk/health-safety/contact/safety-representatives.aspx) and [Health and safety consultation](https://www.essex.ac.uk/health-safety/management/consultation.aspx).  |  |
|  | I am aware of the role of the Health and Safety Group (and specialist sub-groups if relevant to my role). |  |
|  | **Risks and safety procedures associated with work**  |  |
|  | I have read the relevant University/UECS and Departmental/Section health and safety standards. See [Health and Safety Policy](https://www.essex.ac.uk/health-safety/policies/hs-policy.aspx) website.  |  |
|  | I have seen local risk assessments (e.g. my Department’s office risk assessment) and procedures and where these can be found (including responsibilities for each work area / activity, and any work or access restrictions). |  |
|  | I have read University Health and Safety leaflets, either on paper or the website. |  |
|  | I understand health and safety relating to use of computers/DSE, and have carried out a DSE workstation assessment and forwarded it to Department’s DSE Facilitator. See [Departmental safety contacts (HSLO, DHSO and DSE Facilitators).](https://www.essex.ac.uk/health-safety/contact/departmental-contacts.aspx)  |  |
|  | I understand basic fire safety precautions (e.g. no candles, don’t: leave combustibles around recycling bins; block fire escape routes; or leave doors wedged open). |  |
|  | I understand the policy on electrical safety and rules on personal electrical items, prohibited and dangerous items, responsibility for visual checks. See [Electrical safety](https://www.essex.ac.uk/health-safety/equipment/electrical.aspx) website.  |  |
|  | If I will be driving, I have been shown your Department’s risk assessment or Policy for driving and advised of need for business use insurance. See [Driving for work](https://www.essex.ac.uk/health-safety/activities/driving.aspx) website. If required: I have checked my insurance certificate is covered for business use and my driving licence is valid for driving in UK. |  |
|  | If travel to non-UK destinations will be part of the role, I am aware of University requirements and guidance (inc: Travel Application Form, risk assessment and training) and of any departmental requirements. See [Overseas travel](https://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx) website. |  |
|  | If fieldwork will be part of my role, I am aware of University and UCEA / USHA guidance (adopted by the University) and of any Departmental requirements. See [Field trips and off-site visits](https://www.essex.ac.uk/health-safety/activities/field-trips.aspx) website. |  |
|  | I am aware of my responsibilities for student safety when supervising student activities and procedures for risk assessing activities (e.g. field trips, events). See [Field trips and off-site visits](https://www.essex.ac.uk/health-safety/activities/field-trips.aspx) website.  |  |
|  | I know how to contact Security personnel and the procedures for lone working or working late. |  |
|  | Where necessary, I have been introduced to the relevant permit to work system and responsible person. |  |
|  | Where required, I have been issued personal protective equipment and trained in safe fitting and use, selection and storage. |  |
|  | **Individual health and safety needs** |  |
|  | Reasonable adjustments have been implemented for me if I am an employee with permanent or temporary disabilities or health conditions. |  |
|  | My training and development needs have been identified on the attached record. |  |

**Signed [Employee] Date:**

**Signed [Line Manager] Date:**

University of Essex / UECS Campus Services

Training Needs Analysis

Name:

Job Role:

Date:

Use the [Health and Safety Training and Competence Matrix](https://www.essex.ac.uk/health-safety/training/documents/hscompetenceandtrainingmatrix.pdf) to assess health and safety training needs and ensure employee is enrolled on relevant courses. Record training identified below.

Information on health and safety courses are available on the [Competence and training courses](https://www.essex.ac.uk/health-safety/training/default.aspx) website and will assist you with identifying training and development needs. To see the full list of Learning and Development courses, please [log in to HR Organiser](https://hrorganiser.essex.ac.uk/tlive_ess/ess/#/login). Search for “safety” to see the health and safety courses.

|  |  |
| --- | --- |
| **Short term (one month): courses completed** | **Date/NA** |
| Fire Safety Essentials |  |
| Health and Safety Essentials |  |
| Computer Safety Essentials |  |
| *Job role related:* |  |
| Managing Health and Safety Essentials (if manager) |  |
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|  |  |
|  |  |
| **Longer term: training identified / booked** | **Date booked** |
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