

# Health and Safety Induction Guidance

## Introduction

It is important to ensure that new employees are informed of the health and safety procedures associated with their roles and workplaces. The [Health and Safety Induction checklist](#) is designed to assist in carrying out local health and safety induction for new employees and the [Health and safety induction](#) 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. The line manager is responsible for ensuring that the new employee receives an adequate health and safety induction. The task of going through the checklist with the employee can be delegated to a competent member of the team. Someone should be responsible for checking that the employee has been inducted on all relevant areas of the checklist.

Employees in lower risk areas can also find out the information themselves by:

- Reading their Health and Safety Management Statement
- Reading the new joiners information on the University's website
- Completing the online Health and Safety Essentials course

The following guidance notes will assist those responsible for local health and safety induction and can be used when going through the Induction Checklist with the employee. The documents referred to in this guidance are available by following the appropriate link on the [Health and Safety](#) website and Southend employees will find full information in the Building Users Guide.

## Emergency procedures

All new employees must be informed of the fire and emergency procedures where they work on the first day.

### *Raising the alarm*

Arrangements for raising the alarm vary for each campus. Refer to the [Emergency contacts](#) website for emergency information where you work.

### *Safe evacuation procedures*

Arrangements for safe evacuation can be found on the [Fire Safety](#) website.

When you hear the fire alarm you must evacuate the building using the designated escape routes, indicated by the green fire exit signs. These signs indicate the shortest route to the exit or a place of safety. You must not use the lifts. Go to the designated assembly point and do not re-enter until authorised by Patrol or Security Officers.

Show the employee where the nearest fire alarm call point and the fire assembly point is for their usual workplace. Explain that there are Fire Evacuation Stewards who will assist with the evacuation. Introduce them to the Fire Evacuation Steward/s responsible for their area.

In addition, you must inform all new employees of any specific local emergency procedures related to their work or workplace.

If an employee has any permanent or temporary disability that may create difficulties in evacuating the building in the event of an emergency, including fire, they should contact the University's Fire Safety Adviser/Officer (email [fire@essex.ac.uk](mailto:fire@essex.ac.uk) Ext: 4847). A [Personal Emergency Evacuation Plan \(PEEP\)](#) can

be arranged for them to ensure their safety during a building evacuation. This applies to all the University campuses.

Employees are responsible for visitors they invite on campus and must ensure they are accounted for at all times. Inform employees of the weekly fire alarm test schedule which is usually carried out.

- Colchester campus: on Sunday mornings (before 12:00pm)
- Southend campus: on Fridays at 9:00am
- Loughton: in the mornings prior to the start of work

It is a mandatory requirement for all new employees to complete Fire Safety Essentials. [Log in to HR Organiser](#) to see the full list courses and to book your place. You will need your University username (without the @essex.ac.uk) and password.

The online Fire Safety Essentials Moodle course is for only for employees who cannot take part in the face to face course due to prohibitive work patterns that make it difficult to attend the face to face course. E-mail [safety@essex.ac.uk](mailto:safety@essex.ac.uk) with the employees name and arrange enrolment onto the online course.

## First aid procedures

Procedures for summoning first aid differs between campuses and should be explained to the new employee on the first day. Refer to the [Emergency contacts](#) website for first aid details.

Where relevant, new employees should also be shown the location of first aid provisions and notices with the contact details of Departmental First Aiders.

## Roles and responsibilities

New employees need to understand their health and safety responsibilities, those of their line managers and that of the University or UECS with regards to Health and Safety. Show them where they can download the current version of the [University or UECS Health and Safety Policy](#). It is usually sufficient for them to read the relevant Employee Guide to the Health and Safety Policy leaflet, though senior managers with additional responsibilities should read the full Policy.

Employees should also read their Health and Safety Management Statement and refer to the contact list, usually displayed on a local notice board or intranet site. Refer to the [Fire safety responsibilities](#) website for further information.

The new employee should be shown the location of the Health and Safety Law poster or a copy of the equivalent leaflet.

They should be introduced to the Departmental Health and Safety Officer (DHSO) or Health and Safety Liaison Officer (HSLO) and any other colleagues with relevant health and safety responsibilities (e.g. DSE Facilitators, specialist safety roles). The roles of HSAS should be explained and their contact details provided. New employees should be advised about the Occupational Health Service.

General information on roles and responsibilities is included in the online Health and Safety Essentials Moodle course.

## Incident Reporting procedures

New employees should be encouraged to report all accidents, incidents and near-misses, no matter how trivial, using the University's incident reporting procedure. This procedure is applicable to all University campuses and the [Health and safety incidents](#) website has further guidance on how to do this.

In addition, new employees should be informed of the appropriate way of raising health and safety concerns to appropriate colleagues for example line managers, DHSOs, HSLOs, etc. in the first instance, and thereafter, if necessary to relevant departments such as the HSAS or Estate Management Section.

The procedure for reporting sickness absences or work-related health concerns should be explained. They should also be encouraged to report absence from work as a result of any accident or occupational ill health

to HSAS, so as to ensure that the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are complied with.

## Communication of health and safety information

Make sure new employees know how to access information about risks and safety procedures related to their work. For those with access to computers, this includes showing them how to find health and safety information on the University's [Health and Safety](#) website.

Also show them the location of health and safety information relevant to their department or work area and the department's Health and Safety notice board or intranet site. Relevant health and safety standards available on the University's website, as well as other work-specific health and safety information on the departmental website should also be shown to them. If new employees do not have access to computers, printed copies could be made available.

Employees should be informed of how local communication and consultation on health and safety issues are carried out. This information will be in the Health and Safety Management Statement. Each of the University's recognised Trade Unions have safety representatives whom employees can contact if they have health or safety concerns. Details of the current safety representatives can be found on [Union-appointed safety representatives](#) website.

An overview of the role of the Health and Safety Group should be provided, along with information about any specialist sub-committees which may be relevant to the new employees role. Details are available on the [Health and safety consultation](#) website.

## Risk and safety procedures associated with work

Employees must be informed of University/UECS and Departmental Standards relevant to their role as well as the results of local risk assessments relevant to their work activities. The necessary control measures put in place to ensure their health and safety and that of others must be explained, with reference to the appropriate Safe Working or Method Statements. Where relevant, instruction on the safe operation of equipment or safe operating processes should be given.

You may find it useful to go through the relevant section of your Health and Safety Management Statement which will highlight relevant risk areas or direct you to where this information can be found.

### Office risks

Office based employees should be shown their local risk assessment for offices and low risk areas. The following leaflets are also available

- [Using a computer?](#) – advice on computer safety
- [Is your back safe?](#) - advice on preventing back pain
- [Under pressure?](#) – advice on stress at work
- [A Step Too Far?](#) - advice on preventing falls from height in offices and similar environments

Employees who use computers will need to complete a DSE Self Assessment form and the Moodle Computer Safety Essentials. Contact your [DSE Facilitator](#) for assistance with any workstation queries or adjustments.

### Fire safety

Ensure employees are aware of basic fire safety precautions. In particular employees must not:

- Obstruct or leave combustible items in fire evacuation routes. Note: If combustible items will not fit into recycling bins, leave them in your office and contact [ems-helpdesk@essex.ac.uk](mailto:ems-helpdesk@essex.ac.uk) to ask a cleaner to collect them.
- Leave fire doors wedged open.
- Use candles, incense sticks or cones, tea lights or aromatic oil burner without first obtaining the permission of the University's Fire Safety Adviser/Officer
- Use toasters or similar heating appliances, unless with prior agreement of the Fire Safety Adviser/Officer. Using such items can cause accidental fire alarm activations.

- Smoke in University buildings, under podia, within 5m of entrances and windows and in University vehicles.

## **Electrical safety**

Ensure employee knows rules on personal electrical items, prohibited and dangerous items, responsibility for visual checks. Details are available on the [Electrical safety](#) website and the [Simple visual checks](#) guidance.

## **Driving**

If a new employee is required to drive as part of their duties, it is important to confirm that they are insured for business use and have a valid driving licence. Some departments require a physical check of the paperwork - check your Department's requirements. You should also show them your Department's driving risk assessment or policy for driving. New employees can also be referred to the University's [Driving for work](#) website for further information.

## **Overseas visits**

If employees are likely to carry out non-UK visits as part of their work, inform them of the need to inform the insurance office prior to any trips, and of the Department / Sections notification requirements for travel, research or work which may be deemed high risk. Further information on the [Overseas travel](#) website.

## **Fieldwork and student safety**

Guidance on organising field trips can be found on the [Field trips and off-site visits](#) website. Where the new employee's role involves fieldwork or overseeing fieldwork undertaken by staff or students, they should be made aware of the guidance and of any Departmental requirements.

## **Security and lone working**

Explain security arrangements for the Campus. For the Colchester campus outline the role of the Information Office and how to contact the Security team. For the Southend Campus show the employee the Building Users Guide. If employees are required to work late or alone, explain the Department's procedures for this. Details of how to contact security is given on the [Emergency contacts](#) website.

## **Permit to work systems**

Where relevant, the permit to work and permit to access systems for high risk activities needs to be explained, such as for access to roofs, and an introduction to the person responsible for issuing and arranging permits.

## **Personal protective equipment (PPE)**

Where control measures include personal protective equipment (PPE), instruction on how to fit and use it safely, including why it is needed, choosing the correct type, and how to store, clean and replace it should be provided.

## **Training needs**

Line managers should ensure that job-related training and the courses mentioned in the checklist are completed in the first month of employment.

As well as the Fire Safety Essentials training, employees with logins must complete the following mandatory online courses:

- Health and Safety Essentials
- Computer Safety Essentials

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.

All new managers must also receive training in their responsibilities. You can enrol them on the University's Managing Health and Safety Essentials. Managers of higher risk area should complete the 4 day IOSH Managing Safely course. For senior managers (Head of Department or above) arrange for a HSAS Adviser and the Fire Safety Adviser/Officer to give a 1:1 induction.

Further health and safety related training needs should also be identified. You will find further information about health and safety training, including a Health and Safety Training and Competence Matrix, to help you with identifying training needs, by following the Health and Safety Induction link on the University's website. Contact HSAS to find out how to arrange face to face courses or to confirm whether an employee is enrolled onto or has completed an online course.

## **Individual health and safety needs**

Reasonable adjustments should be implemented for new employees with permanent or temporary disabilities or health conditions. If their disability may affect health and safety, advice can be obtained from the University's Occupational Health Service (Ext: 2399; e-mail: ohquery).

Please contact the HSAS team (Ext: 2944; email: safety) if further guidance on how to complete the induction checklist is required.