|  |  |  |
| --- | --- | --- |
| **This form is to be used as a check list by line managers and be signed.**  **Once completed needs to be kept of file.** | | |
| 1 | **Inform** the new starter of the building evacuation procedures and alarm system |  |
| 2 | **Inform** them of the emergency telephone number (x4060) and the main Reception number (020 8240 4000) |  |
| 3 | **Explain** that if they need to call (9)999 they must inform reception |  |
| 4 | **Inform** them of the:   * Frequency of fire drills/testing alarms * Fire Alarm Call Point * Emergency Exits * Evacuation Routes * Assembly Points |  |
| 5 | **Show** them the safety notice board |  |
| 6 | **Give** them the details of the:   * Departmental H&S Coordinator |  |
| 7 | **Inform** them of the:   * Local First Aid arrangements, * Closest First Aider (List on the St Marys Website) |  |
| 8 | **Inform** them of the procedure for:   * Notifying accidents and/or incidents * Near misses * Occupational ill health |  |
| 9 | **Inform** them of the functions of:   * The Health & Safety Office * Security |  |
| 10 | **Show** them the Staff pages on the St Marys website indicating the pages for:   * Health & Safety * HR * Estates * Departmental pages |  |
| 11 | **Inform** themof the Department’s normal working hours and building access hours. |  |

|  |  |  |
| --- | --- | --- |
| 12 | **Explain** the lone working/outside normal working hours procedures (e.g. signing-in book, informing Security) |  |
| 13 | **Inform** them of any known significant hazards or health risk in work environment, e.g., laboratories, workshop, plant room etc. |  |
| 14 | **Inform** them of any Personal Protective Clothing/Equipment (PPE) required |  |
| 15 | **Inform** them of where they can receive additional training from the e-learning packages and Staff Development |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMPLES OF SAFETY SIGNAGE** | | | |
| BIOHAZ  **YELLOW TRIANGLE** Hazard warning  e.g., Bio Hazard | SPEX$  **BLUE CIRCLE** Mandatory  e.g., you must wear safety glasses | EXIT-R$  **GREEN AND WHITE** Safe condition  e.g., fire exit | **RED EDGED DIAMOND**  Containers of dangerous substances |
| STOPSIG$  **RED CIRCLE** Forbidden/prohibition  e.g., No Entry | EXTING  **RED SQUARE**  Fire equipment | hazard tape  **BLACK AND YELLOW** Hazardous location  e.g., low headroom |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of New starter** | **Signature** | | **Start Date** |
| **School/Service** | **Head of School/Service** | | **End Date** |
| **School/Service H&S Coordinator** | **Signature** | | **Date** |
| **New starter** | | **Other** | |