



St Mary's  
University  
Twickenham  
London

## **Policy on Staff and Student Health and Safety Induction**

### **HSPG 14**

(Version 4)  
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## **Health & Safety Staff & Student Induction**

### **1. Statement of Policy**

Induction training is desirable in order to help new staff and students integrate easily and quickly into the life of the University. Health and Safety is an important part of the induction. Health and Safety induction training for staff is required by regulation 11 of the Management of Health and Safety at Work Regulations.

There are certain things that everyone who is new to the University will need to know and these are covered in the appendices below. Students on courses where there are particular risks will have particular training needs and these would normally be expected to be covered as part of the coursework. Similarly staff may have particular training needs in order for them to perform their work safely. These needs should be identified by a risk assessment of the work involved and a consideration of the knowledge, experience and qualifications of the individual.

### **2. Organisation and Responsibilities**

#### **2.1 Health & Safety Officer**

- will be responsible for monitoring and reviewing the operation and updating of this policy and for taking steps to ensure effective operation.
- will be responsible for Staff Induction and Residential Student Induction.

#### **2.2 School/Service Managers**

- will ensure that new staff for which they are responsible receive an induction checklist, complete it and return it to the Human Resources Department.
- will ensure that new staff for which they are responsible receive health and safety induction training as listed in Appendix 2.
- will keep and inspect returned checklists, advising the safety and security manager of any problems which come to light in respect of staff health and safety induction.

#### **2.3 Human Resources Department**

- will issue an induction checklist to all new staff;

#### **2.4 Academic staff in charge of teaching and learning activities**

- will ensure that students attending courses for the first time will at the earliest opportunity receive training covering those topics given in appendix 1;
- will ensure that where more specialised health and safety training is needed to combat specific risks that this is given as the course progresses.

### **3. Arrangements**

#### **3.1 The following arrangements will apply**

- students attending courses for the first time will at the earliest opportunity receive training covering those topics given in appendix 1;
- students new to a course will receive health and safety training as appropriate to allow them to work safely and with adequate control of the specific risks encountered in their course. This training may be spread over a number of sessions as appropriate.
- staff new to the University will, at the earliest opportunity receive training covering those topics given in appendix 2 and incorporated in the Induction Programme produced by Human Resources;
- an induction checklist will be completed by new staff as each topic is covered in the induction process. On completion these checklists will be sent to the Human Resources Department who will monitor and review the process;

## **Appendix 1**

### **Important topics in student health and safety induction**

#### **A. Fire safety**

- what to do if the fire alarm goes off;
- how to get out of the building (including alternative exits) and where to assemble
- what to do if the student discovers a fire
- location of fire action notices, alarm call points, fire extinguishers;
- importance of not using fire extinguishers unless trained to do so
- how to use break-glass bolts and similar equipment.

#### **B. First-aid and accident reporting**

- how to get first-aid in the event of an accident;
- the importance of reporting accidents and how to report them.

#### **C. University rules**

- the no-smoking policy and its importance in fire prevention;
- the seriousness with which malicious fire alarm calls will be viewed (see Student Guide);
- the danger to others of maliciously setting off fire extinguishers;
- attention should be drawn to the section on health and safety in the St Mary's Student guide.

#### **D. Communication and Consultation**

- the existence of the University health and safety policy (available on the Health Safety site - Intranet)
- student representation on the health and safety committee~
- health and safety notice boards.

## **E. Program specific health and safety topics**

Certain programmes/modules may have specific risks associated with teaching and learning activities, e.g. hazardous substances/processes. It is appropriate to mention these risks in general terms at an induction session and also to mention the importance of following local rules and procedures for health and safety (e.g. contained in a laboratory safety manual), although detailed descriptions of risks and preventive and protective measures can probably be integrated into the teaching materials and delivered as part of the programme/module.

## **Appendix 2**

### **Important topics in staff health and safety induction**

#### **A. Fire safety**

- what to do if the fire alarm goes off;
- how to get out of the building (including alternative exits) and where to assemble
- what to do if the staff member discovers a fire;
- location of fire action notices, alarm call points, fire extinguishers;
- importance of not using fire extinguishers unless trained to do so;
- how to use break-glass bolts and similar equipment.

#### **B. First-aid and accident reporting**

- how to get first-aid in the event of an accident;
- the importance of reporting accidents and how to report them;
- names of the first-aiders in the building where staff member is based;
- location of first-aid equipment and room (if any).

#### **C. Organisation for health and safety**

- the role of the Health & Safety Officer;
- specialist health and safety advice and how to get it;
- specialist occupational health advice and how to get it;
- role of the maintenance staff in ensuring safety. How to report items needing maintenance
- extent of individual responsibility for health and safety.

#### **D. Communication and consultation**

- The existence of the University health and safety policy. Opportunity should be given for the new staff member to inspect the policy (available on the portal);
- existence of the health and safety committee;
- union health and safety representatives;
- health and safety notice boards and the poster *“Health and Safety Law; what you should know*

#### **E. University rules**

- the no-smoking policy and its importance in fire prevention;
- any local rules or procedures that the new member of staff will be expected to follow.

#### **F. Work specific health and safety topics**

Staff may have particular training needs in order for them to perform their work safely. These needs should be identified by a risk assessment of the work involved and a consideration of the knowledge, experience and qualifications of the individual.

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