School Induction Guidance

This guidance document will assist schools to provide health and safety induction information / training to new staff. A model health and safety induction checklist is also available from the Health and Safety Department.

Introduction

It is important that department/schools take steps to formalise the information given to new members of the department/school, perhaps by their immediate manager or the School Safety Adviser, within a short time of their arrival in the school. This will serve to reassure them that they are entering an established structure to facilitate the successful pursuit of their aims and functions, whilst protecting them from accidents and ill health at work.

Appropriate set and well established procedures will be in place to welcome new Undergraduates into a school, which will include reference to relevant health and safety aspects associated with their course of study.

However, it is also important to ensure that new members of departments/schools (new employees and postgraduate/postdoctoral researchers) do not simply slot into their role without being specifically informed of certain items of importance in terms of their safety and occupational health.

This guide is designed to assist departments/schools in carrying out their own school health and safety induction to new staff. Department/schools should tailor this guide to their own requirements and include additional information to that given below, as appropriate.

All new members of University staff are invited by Human Resources to attend a Staff Welcome Day, during which Health and Safety Department have a stand with information and staff members keen to answer any questions new staff may have. New employees should be encouraged to attend this Staff Welcome Day wherever possible.

Health and Safety Policy

Draw the attention of new members of the department/school to the relevant Sections of the central University Health and Safety Policy.

The Policy and its accompanying Framework documents are available online at https://www.ed.ac.uk/health-safety/policy-cop/policy and can also be obtained in booklet form, from the Health and Safety Department (contact Health.Safety@ed.ac.uk).

It is a requirement of the University Court that each department/school produce their own School Safety Policy detailing the systems for achieving the aims and objectives of the University Health and Safety Policy locally.

The department/ school policy should complement the University Health and Safety Policy and detail the organisation and arrangements for the management of health and safety within the department/school. It should provide a formal and structured approach and co-ordinate the department/school documentation already in existence, e.g., risk assessment forms, self-inspection checklists, safe operating procedures etc.

New staff should be made aware of the department/school health and safety policy and supplied with a paper copy or link to the online version.

A model policy for low risk departments/schools can be found at http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/checklists.

This policy should be modified and extended as appropriate for each department/school.

Emergency Procedures

All new staff within the University must be informed of the procedures to be followed in the event of an emergency or serious occurrence.

The full text of the University Emergency Procedures can be found in the University Health and Safety Policy, including accident etc. reporting procedure, as well as online at https://www.ed.ac.uk/contacts/emergency.

In addition to these, departments/schools must inform all new staff of any specific or supplementary local emergency procedures.

Fire

This will include:

- Location of school/building Fire Safety Plan
- Fire Action and other fire notices,
- Location of fire fighting equipment,
- Nature of the fire alarm (e.g., siren, yodel, etc),
- Means of raising the alarm including the position of fire alarm points (i.e., break glass units),
- Fire evacuation procedure and means of escape,
- Fire assembly points,
- Times of fire alarm sounder tests, and
- Any other relevant information.

First Aid

This will include:

- Location of first aid provisions,
- Location of notices bearing details of qualified First Aiders,
- Means of obtaining first aid assistance,
- Any other relevant information.

Implementing the key jobs hazards process

During recruitment, specific positions are subject to the key jobs hazards process where key hazards associated with that job were identified and a process put in place to ensure the new staff member is informed and follows appropriate processes within the University as applicable. Those processes could be included in the induction process if desired.

https://www.edweb.ed.ac.uk/health-safety/safety-responsibilities/recruitment

Occupational Health Service

The Occupational Health Service carries out health surveillance and immunisations for University employees. New staff should be encouraged to contact the Occupational Health Service directly should they require any advice or wish to discuss any occupational health issues in confidence. Procedures are in place for arranging the following.

- Vaccinations,
- Arrangements for occupational health surveillance.

https://www.ed.ac.uk/health-safety/occupational-health/managers

Accident / Incident Reporting

The online accident and incident reporting system (AIR) should be used to report any accident or near-miss incident occurring at the University of Edinburgh. Staff should be encouraged to report all accidents, incidents and near-misses using the online form.

Inform new staff of the school's own system for recording and reporting such instances including the system for recording and reporting defects to equipment or buildings, for example, to the Chief Technician, Superintendent, Laboratory Manager, Supervisor and/or system for reporting defects to Estates Department Helpline, or appropriate Buildings Manager.

The system link can be found at https://www.ed.ac.uk/health-safety/accident-reporting with full instructions on how the system works in the wiki at https://www.wiki.ed.ac.uk/display/AIS/Home/.

Absence from work as a result of any accident or occupational ill health should be reported to the Health and Safety Department (via the dedicated

email address incident.reporting@ed.ac.uk) to ensure that the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are complied with.

School Structure and Contacts

Provide new staff with details of the various department/school safety staff where relevant and how they can be contacted e.g.

- School Safety Adviser,
- Biological Safety Adviser,
- School Radiation Supervisor,
- Fire Stewards,
- First Aiders

Inform new staff of the appropriate method for raising health and safety concerns or issues they may have concerning health and safety to appropriate colleagues within the department/school in the first instance, and thereafter, if necessary to the relevant sections of Health and Safety Department, Estates Department, etc.

Ensure that new staff understand the correct system for reporting building or equipment faults or defects with relevant departmental/school staff or Estates Department.

Explain to new staff the function of the department/school health and safety committee (or other similar meeting where health and safety issues may be discussed) and provide details of committee representation / membership.

Risk Assessments and other documentation

Ensure that all relevant risk assessments are drawn to the attention of new staff.

In addition to general risk assessments, this will include, but is not limited to, assessments made under the COSHH, Manual Handling, Display Screen Equipment, etc., Regulations, as well as less formal safe operating procedures, e.g. instructions for the safe operation of a particular item of equipment or process.

New staff must be informed of the results of risk assessments relevant to their work activities and understand the necessary control measures required to ensure their health and safety and that of others, i.e., using fume hoods, local exhaust ventilation, personal protective equipment, etc.

Encourage new staff to question any part of the risk assessment or work procedure they do not fully understand.

Information, training and supervision

Ensure new staff have the appropriate level of training and supervision as required by their own level of competence and current training. Some training courses are mandatory for all staff or for staff working with certain substances. Further guidance on this is available at https://www.ed.ac.uk/health-safety/training/training-required.

Ensure that new staff are fully briefed on systems in place within the department/school for matters such as the use of laboratory fume cupboards, hazardous waste disposal, autoclaving, etc., where the individual's actions may impact upon other persons such as glassware washers, Cleaning Staff, Security Staff, etc. This will include the identity of the local hazardous waste co-ordinator (where appropriate, recycling opportunities, decontamination procedures, etc.).

Encourage new staff to consult experienced colleagues, both within and outwith the department/school, to obtain information on relevant aspects of health and safety.

Notify staff of the location of department/school health and safety guidance information, reference manuals, etc. and the location of the school health and safety notice-board, where one exists.

Inform them of the guidance and other information available, via sources such as Health and Safety Department website or online training courses within LEARN.

Ensure awareness of the various sections of Health and Safety Department and of the role and services that it can provide (Occupational Health, Occupational Hygiene, Fire Safety and Radiation Protection) - a short video is available at https://www.ed.ac.uk/health-safety/guidance/workplaces-general/induction, which can be used for this purpose.

Any member of the University community may contact Health and Safety Department directly, in confidence, for an objective appraisal of a perceived health and safety problem.

Record Keeping

Schools should retain records of induction training of new staff for future reference and upload into that person's HR file in the online SharePoint system. The upkeep of records, including training information, is very important as schools need to be able to demonstrate to outside observers (e.g., Health and Safety Executive Inspectors, Insurance Auditors, Insurance Claims Inspectors, etc.) that suitable verifiable managerial systems are in place.