# 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 a complete 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/staff/managing-people/health-and-safety-induction) that supports this checklist.

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 Staff Directory under Workplace Health, Safety and Wellbeing, or by following the quick links in the checklist. In addition, health and safety information for new joiners can be found in the Moodle [Welcome to Essex](https://moodle.essex.ac.uk/course/view.php?id=5696) course.

## Training and Competence

Health and safety training needs should be identified in the first week of employment. All employees must complete the essential health and safety courses. In addition 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/-/media/documents/directories/health-and-safety/hscompetenceandtrainingmatrix.docx) will assist you in identifying training and development needs.

Details of health and safety courses run centrally are available at: [**https://www.essex.ac.uk/staff/professional-development-and-training/health-and-safety-training-courses**](https://www.essex.ac.uk/staff/professional-development-and-training/health-and-safety-training-courses) **or by searching the**  [**Training Opportunities**](https://www1.essex.ac.uk/staff-training/default.aspx) directory.

Online courses are available on Moodle: [**https://moodle.essex.ac.uk**](https://moodle.essex.ac.uk)

Staff can book onto face to face training via HR Organiser.

## 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/staff/emergencies-security-and-safety#emergencies) **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. I am also aware of my responsibilities for visitors who may require a PEEP. |  |
|  | **First week:**  It is recommended that the new employee completes the *How We Work at Essex* online course before completing the following section: | |
|  | [**Roles and responsibilities**](https://www.essex.ac.uk/staff/starting-at-essex/staff-health-and-safety-responsibilities)**.** | |
|  | 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. |  |
|  | I have read the Department / Section Health and Safety Management Statement. |  |
|  | I have read [fire safety responsibilities](https://www.essex.ac.uk/staff/fire-safety/fire-safety-responsibilities). |  |
|  | 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 Workplace Health, Safety and Wellbeing team and how / when to contact them. |  |
|  | I know about the University’s [Employee Assistance Programme](https://www.essex.ac.uk/staff/health-and-wellbeing/counselling-and-support-services). |  |
|  | I am familiar with the [wellbeing services and resources](https://www.essex.ac.uk/staff/health-and-wellbeing) available at the University. |  |
|  | **Reporting Procedures** |  |
|  | I know the procedure for reporting accidents and incidents, including near misses, and can find the [Health and Safety Incident Report Form](https://www.essex.ac.uk/staff/health-and-safety-incidents-or-concerns/report-health-and-safety-incident). |  |
|  | I know how to report [premises / safety hazards and health and safety concerns](https://www.essex.ac.uk/staff/health-and-safety-incidents-or-concerns) within the Department or on campus. |  |
|  | I know the procedure for reporting [sickness absences](https://www.essex.ac.uk/staff/taking-leave/sickness-leave) or work-related health concerns. |  |
|  | **Communication of health and safety information** |  |
|  | I know where to find health and safety information on the University’s 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 know about [consultation](https://www.essex.ac.uk/staff/managing-people/health-and-safety-consultation) arrangements, including identification of [safety representatives](https://www.essex.ac.uk/staff/health-and-safety-support/union-safety-representatives). |  |
|  | I am aware of the role of the [Health and Safety Group](https://www.essex.ac.uk/staff/managing-people/health-and-safety-group-and-sub-committees) (and specialist sub-groups if relevant to my role). |  |
|  | **Risks and safety procedures associated with work** |  |
|  | I know where to find University/UECS and Departmental/Section health and safety standards relevant to my role. |  |
|  | I have seen local risk assessments (e.g. my Department’s office risk assessment) and procedures and know where these can be found (including responsibilities for each work area / activity, and any work or access restrictions). |  |
|  | I have carried out a [DSE workstation assessment](https://www.essex.ac.uk/staff/equipment-safety/display-screen-equipment) and forwarded it to my manager or the Department’s DSE Facilitator. |  |
|  | I understand basic fire safety precautions (e.g. no candles or unauthorised portable heaters, don’t: leave combustibles around recycling bins; block fire escape routes; or leave doors wedged open). |  |
|  | I understand the policy on [electrical safety](https://www.essex.ac.uk/staff/equipment-safety/electrical-safety) and rules on personal electrical items, prohibited and dangerous items, responsibility for visual checks. |  |
|  | If I will be driving, I have been shown your [Department’s risk assessment or Policy](https://www.essex.ac.uk/staff/activities-health-and-safety/driving-for-work) for driving and advised of need for business use insurance. 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](https://www.essex.ac.uk/staff/activities-health-and-safety/overseas-travel) will be part of the role, I am aware of University requirements and guidance (inc: completion of Travel Insurance Application Form) and of any departmental requirements. |  |
|  | If [fieldwork](https://www.essex.ac.uk/staff/activities-health-and-safety/field-trips-and-off-site-visits) will be part of my role, I am aware of University and of any Departmental requirements. |  |
|  | I am aware of my responsibilities for student safety when supervising student activities and procedures for risk assessing activities (e.g. field trips, events). |  |
|  | 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 Service

# Training Needs Analysis

Name:

Job Role:

Date:

Use the University’s [Health and Safety Competence and Training Matrix](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/hscompetenceandtrainingmatrix.docx) or your departmental training matrix to assess health and safety training needs and ensure employee is enrolled on relevant courses. Record training identified below. Courses already listed are required.

|  |  |
| --- | --- |
| **Short term (one month): courses completed** | **Date/NA** |
| How We Work at Essex |  |
|  |  |
|  |  |
| *Job role related:* |  |
| Managing Health and Safety Essentials (online) (if manager)[[1]](#endnote-1) |  |
|  |  |
|  |  |
|  |  |
| **Longer term: training identified / booked[[2]](#endnote-2)** | **Date booked** |
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1. Or: ***IOSH Managing Safety*** (Managers higher risk areas); ***Managing Health and Safety Essentials (Faculty Of Science and Health)*** (PIs/ academic supervisors in Life Sciences, CSEE, SRES, Psychology and HSC) [↑](#endnote-ref-1)
2. Principal Investigators and Academic Supervisors will need to complete ***Research Risk Assessment*** if responsible for research that has health and safety risks over and above those covered by the Office and Driving generic risk assessments [↑](#endnote-ref-2)