



MAGDALENE COLLEGE

Health and Safety Induction Checklist

This form should be used to carry out Health and Safety Induction of new staff.

Name of employee:

Start date:

General introduction

Layout of buildings
Main hazards in College

Key Safety Personnel and Responsibilities

Health & Safety Officer
Fire Officer
Head of Building Services
Housekeeping Manager
Porters' Lodge

Individual responsibilities
Look after oneself and others
Cooperate with employer
Not to misuse or interfere with anything provided in the interests of H&S
Report any defects in H&S arrangements

Safety Information

H&S intranet
College
College policy
Display screen equipment
Safety committee meetings
College website, magnet, official documents

Policies and Procedures

When to tackle a fire
How to raise the alarm
What to do if you hear the alarm
Escape routes, fire exits and assembly points
Fire alarm tests and fire drills
Emergency number
Fire Officer and Fire Wardens
Types of fire extinguishers and fire blankets

First Aid	Nominated first aiders Location of first aid boxes
Accident/incident reporting	Where accident book is located Who to report to
Safety maintenance	How to raise safety concerns and reporting of maintenance issues
Smoking policy	General rules
Housekeeping	General waste removal and recycling procedures and cleaning work areas
General security arrangements	Security measures on entry to College - warn about tailgating Security of personal items Control of visitors while in College Signing in procedure
Risk Assessments	Around College
Manual handling	Generic risk assessment
Electrical safety	Don't use equipment if not PAT tested

Assessing Risks

General Risk Assessment	General principles Generic vs specific assessments Need to be kept up-to-date Forms on H&S website/location of existing assessments Slips, trips and falls COSHH
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Controlling Risks

General Risk Assessment	Suitability Maintenance Storage Late/lone working arrangements
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Reporting Health & Safety Hazards

Porters' Lodge
Maintenance Department
College Marshal

Lifting & Manual Handling

The dangers of getting it wrong
The correct procedure

Training Available

Risk Assessment training
Fire training and use of Fire Extinguishers
Working at height training
Heavy lifting training

Any other H&S training given during induction (list)	
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Identification of further H&S training required	
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Safety induction carried out by

Signature

Position

Date

Employee declaration: I acknowledge that I have received staff H&S induction training and understand the arrangements and procedures that are identified above. I have also received and read the College safety documents and agree to abide by the College, Health and Safety Regulations whilst working in the College

Name
Signature
Date

A copy of this form is to be retained by the Health & Safety Officer and Human Resources Department.