**Agenda**

**Health and Safety Induction Meeting – New Staff Member**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please share a signed copy with your manager for their records.*

|  |  |
| --- | --- |
| **Topics for review with all new staff / visiting workers / etc.**  **Information regarding Health & Safety can be found on the Queen Mary Health & Safety website:** [**https://www.qmul.ac.uk/hsd/**](https://www.qmul.ac.uk/hsd/) | **Confirm** |
| 1. Basic legal duties of Queen Mary and its employees / those working in Queen Mary |  |
| 1. Queen Mary’s Health, Safety and Wellbeing Policy and Framework |  |
| 1. Local policy and guidance |  |
| 1. Health and safety mandatory training (reminder to complete mandatory fire safety awareness training, and workstation assessment in MySafety) |  |
| 1. Emergency Procedures: first aid / fire safety / threats / evacuation procedure |  |
| 1. First Aid / accident & near-miss reporting and investigation arrangements |  |
| 1. Information on the school’s/department’s, etc. health & safety organisation, including organisational structure and associated H&S responsibilities, consultation arrangements, communication arrangements, safety committee or management meetings where H&S is discussed |  |
| 1. Duty of workers to risk assess/read risk assessments and follow control measures |  |
| 1. Occupational Health arrangements |  |
| 1. Information on safe use of DSE / Ergonomic issues |  |
| 1. Information on specific risks (e.g. machinery operation, lone working, fieldwork, etc.) |  |

|  |  |  |
| --- | --- | --- |
| **Induction Sign Off** | **Sign** | **Date** |
|  |  |  |
| New member of staff |  |  |
|  |  |  |
| Staff member conducting induction |  |  |

1. **Basic legal duties of Queen Mary and its employees/those working in Queen Mary**

All employees shall:

* Take reasonable care of their own health and safety at work;
* Follow all health and safety measures put in place by Queen Mary.
* Not misuse or interfere with anything that has been provided in the interests of health and safety (such as misusing fire-fighting or first aid equipment or obstructing fire escapes);
* Immediately report anything which might present a danger to either themselves or anybody else; and

1. **Queen Mary’s Health, Safety and Wellbeing Policy and Framework**

Queen Mary is committed to maintaining a safe working and study environment that, as far as is reasonably practicable, is free from risks to health and has adequate facilities and arrangements to aid the wellbeing of employees and students.

Please take a few moments during your first week to read through and familiarise yourself with the [Queen Mary Health and Safety Policy](https://qmulprod.sharepoint.com/sites/HSDWebsiteDocuments/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FHSDWebsiteDocuments%2FShared%20Documents%2FHSD%20Website%2FHSD%20Home%20Page%2FQueen%20Mary%5FHS%5F001%20HS%20Policy%20Statement%20and%20Framework%2Epdf&parent=%2Fsites%2FHSDWebsiteDocuments%2FShared%20Documents%2FHSD%20Website%2FHSD%20Home%20Page&p=true&ga=1).

[Queen Mary Health and Safety essentials training](https://cpd-training.qmul.ac.uk/course/view.php?id=256) is for all new starters to complete and should be completed**alongside** this induction.

1. **Local policy and guidance**

Local policy and guidance for your team/area is communicated to you and provided by your line manager.

There is a quarterly [Health, Safety and Security Management Group](https://www.qmul.ac.uk/student-experience/intranet/health-safety--security/how-we-manage-health-and-safety/) meeting for the Student Experience Directorate.

**4. Health and safety mandatory training**

Please complete [Mandatory Training](https://www.qmul.ac.uk/human-resources/organisational-professional-development/queen-mary-essentials/mandatory-training/) on Display Screen Equipment (DSE) and Fire Safety Awareness within your first two weeks of starting at Queen Mary.

Your manager will also assess any additional health and safety training required for your role (e.g. manual handling) and set target dates for completion based on [an individual's training needs assessment](https://qmulprod.sharepoint.com/:b:/r/sites/HSDWebsiteDocuments/Shared%20Documents/HSD%20Website/Training%20Courses/Training/QMHSD_HS_GDN008_H%26S%20Training%20Matrix.pdf?csf=1&web=1&e=ouzTlJ).

**5. Emergency Procedures**

* ***How to call Security or a First Aider (call 020 7882 3333)***
* ***How to raise the fire alarm (Press a fire call point)***
* ***How to call an ambulance (call 999)***

Please look at the [local documented emergency procedures](https://www.qmul.ac.uk/student-experience/intranet/health-safety--security/guidance/) including Fire Safety, First Aid and Panic Alarms for your local team or area.

**6. First Aid/accident & near-miss reporting & investigation arrangements**

The Queen Mary Emergency Number is **020 7882** **3333** – this goes through to Queen Mary Security who will answer at any time of day or night and provide the caller with immediate assistance.

ALL accidents, near misses or security incidents must be reported using [MySafety](https://www.qmul.ac.uk/hsd/accident-reporting/). If you require assistance contact [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk). Recorded incidents will be reviewed and followed up (if needed) by the Directorate Safety Coordinators (Chris Murray and Hassan Mahmud) and/or at the quarterly Student Experience Health, Safety and Security Management Group meeting.

**7. Information on Student Experience Health & Safety organisation**

Queen Mary considers health and safety as an essential part of its [management process](https://www.qmul.ac.uk/hsd/a-z/management-of-health-and-safety/). Read more about how our staff, students, visitors and contractors are expected to actively participate in this process.

The Director delegates their day to day Health and Safety management responsibilities to two Directorate Safety Coordinators (Chris Murray and Hassan Mahmud) to implement, who are in turn supported by both managers and local safety Reps across Student Experience. Our [who’s who](https://www.qmul.ac.uk/student-experience/intranet/health-safety--security/whos-who/) web page lists the Safety Rep for your department.

**8. Duty of workers to read risk assessments and follow control measures**

Directorate Safety Coordinators and Safety Reps are responsible for carrying out annual safety inspections and risk assessments across a range of our work activities. As part of the review you will be consulted on risks which might affect you directly and be able to comment/suggest amendments to the proposed control measures. This will be communicated using a range of methods ranging from direct email to discussions at local team meetings. The outcomes are then recorded as actions on the Queen Mary MySafety system monitored by Student Experience and the Health and Safety Directorate (HSD). A brief summary of the recommendations will be shared with you in order to follow any recommended control measures specific to your area.

**9. Occupational Health arrangements**

OHWorks provide occupational health services to our staff and medical/dental students and is a specialist occupational health provider with considerable experience of delivering these services to universities:

• Staff can contact the OH team by emailing [qmulstaff@ohworks.co.uk](mailto:qmulstaff@ohworks.co.uk)

• Students can contact the OH team by emailing [qmulstudents@ohworks.co.uk](mailto:qmulstudents@ohworks.co.uk)

Occupational health teams keep people well at work and during their studies, both physically and mentally, and manage any risks that are likely to give rise to work or study-related ill health. If you have concerns about your health and how this is impacting on your work, or, as a line manager, if you have concerns about a team member, then seeking occupational health advice may help.

**10. Information on safe use of DSE / Ergonomic issues**

It is your responsibility as a Display Screen Equipment (DSE) user of a computer workstation to:

a) Complete the DSE online workstation assessment module on MySafety and [follow any recommendations](https://qmulprod.sharepoint.com/:b:/r/sites/HSDWebsiteDocuments/Shared%20Documents/HSD%20Website/A-Z/DSE/DSE%20Flowchart.pdf?csf=1&web=1&e=ejPCkr) outlined for safe working practices;

b) Report any problems that you may be experiencing while working on DSE to your line manager and if accidents/incidents, injury and ill health occur, [report it on MySafety](https://www.qmul.ac.uk/hsd/accident-reporting/) and comply with remedial action(s).

c) Seek advice from the HSD (for non-medical issues) or Occupational Health Service (for medical issues) if significant issues associated with DSE are identified.

**11. Information on specific risks**

Student Experience staff predominantly work in office based/student focused working environments. Specific health and safety risks for your team/area will be provided by your line manager.

**END**