


<b>HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER</b>		<b>Guidance</b>	<b>G004</b>
 <b>PRIFYSGOL ABERYSTWYTH UNIVERSITY</b>	<b>Local Health, Safety and Environment Induction Guidance</b>	<b>Issue</b>	<b>1</b>
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The following guidance is intended as a framework by which Faculties and Professional Service Departments can arrange local health, safety and environment induction sessions.

### Introduction

All new members of staff, including those moving to new roles within the University, are required to complete the Health, Safety and Environment Induction Report. The form should be completed within two weeks of commencing in the post, and is available at: <https://www.aber.ac.uk/en/hse/training/hseinduction/>.

Upon completion, the Health, Safety and Environment Induction Report Form should be kept locally within the Faculty or Department, in order to monitor and ensure completion of the training requirements identified.

It's important to note that the nature and detail of information provided in the local health, safety and environment induction will vary depending on the particular role(s) to be undertaken by individual(s).

### Central Induction Sessions

All new members of staff, in their letter of employment, will be invited to attend a central induction session. These sessions are run by the Human Resources Department, and occur fortnightly (every other Monday morning at 9:30am) at the Human Resources Department, Unit 12 Science Park. Within these sessions a member of the Health, Safety and Environment Team presents a short introduction to central health, safety and environment arrangements at the University. Attendees will gain an awareness of core health, safety and environment considerations such as the University's Health and Safety Policy, the incident reporting procedure, and contact details for the Health, Safety and Environment Team.

The information provided in these sessions must be supplemented by local induction sessions in order to provide information on local arrangements and procedures relevant to the work or activities to be undertaken by the individual. The following guidance will provide further information on the key considerations and information that should be included in local inductions.


### Responsible Person

Local Health, Safety and Environment Inductions can be provided by any competent person within the Faculty or Professional Service Department. Individuals responsible for providing the induction should be determined by the Pro Vice-Chancellor for Faculty or Head of Professional Service Departments. Such individuals may include line managers or health and safety co-ordinators. In cases where inductions are provided by different members of staff, the Faculty or Professional Service Department may wish to prepare a template, to ensure consistency in the information provided to different members of staff.

### Work Area Familiarisation

The induction should include an introduction to local arrangements and matters relating to health, safety and environment, and involve the completion of the following sections of the Health, Safety and Environment Induction Report Form:

1. Fire Safety Arrangements
2. First Aid Arrangements
3. Incident Reporting Procedure

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4. Reporting Issues or Faults
5. Health, Safety and Environment Policies and Procedures
6. Prevent Duty Awareness
7. Faculty / Professional Service Department Safety Rules and Procedures
8. Health and Safety Essentials E-Learning
9. Other (as applicable)

The checklist provided in Appendix 1 provides an example of the information which should be considered and provided in local health, safety and environment inductions.

### Policies and Procedures

All new members of staff should have an awareness of the University's principal policies and procedures. Depending on the role to be undertaken, broad working knowledge of other specific Policies may be required (e.g. Lone Working Policy, Young Persons' Policy, etc.). Colleagues will also be referred to relevant policies and procedures in certain areas through the completion of the Health and Safety Essentials E-Learning modules (see next section).

Details of Aberystwyth University Health, Safety and Environment Policies are available at:

<https://www.aber.ac.uk/en/hse/policy/>.

Details of central health, safety and environment procedures and practices are available at:

<https://www.aber.ac.uk/en/hse/proc-prac/>.

Local procedures and practices in any of the work undertaken in the Faculty or Professional Service Department should be included in the Faculty / Professional Service Department Health and Safety Handbook.


### Health and Safety Essentials

All new members of staff are required to complete the relevant modules of the Health and Safety Essentials E-Learning training course. The determination of relevant modules will be made in consultation with the relevant line manager. The modules available concern the most common health, safety and environment topics, and provide a broad introduction to the primary principles and considerations associated with each respective topic. Each module should take around 10-15 minutes to complete. The material can be accessed via the following steps:

1. Log into AberLearn Blackboard: <https://blackboard.aber.ac.uk/>;
2. Click on the 'My Modules' tab on the top right hand side of the page;
3. Under 'Module List 2018-19' will be 'BBHS001: Health, Safety & Environmental Training' - Please select this module;
4. Click on 'Course Documents' which will show the available modules.

Colleagues who attend the central induction sessions will be automatically granted access to these modules, and will be sent the access information by the Health, Safety and Environment Team. Colleagues who have not, or wish to undertake refresher training, can either self-enrol onto the modules, or can request access by contacting the Health, Safety and Environment Team at [hasstaff@aber.ac.uk](mailto:hasstaff@aber.ac.uk) or on extension 2073.

The package includes modules relating to the following topics:

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1. Environmental Awareness
2. Asbestos Awareness
3. Avoiding Violence
4. Dealing with Hazardous Substances
5. Getting to Grips with Health and Safety
6. Lifting and Carrying Safely
7. Managing Occupational Road Risk
8. Meeting the Threat from Fire
9. Reporting Health and Safety Incidents
10. Stress Busting
11. Working at Height
12. Working Safely with Computers

For further information relating to these modules, please go to:

<https://www.aber.ac.uk/en/hse/training/hseessentials/>.

#### Training

During the local health, safety and environment induction, training requirements for all new members of staff must be considered. Two-way consultation must take place between employee and manager or supervisor to identify essential training to enable them to undertake their work safely. This can include, but is not restricted to, on-the-job sessions, internal classes and/or external courses. Courses will be noted following consideration for the control measures identified in the risk assessments for the activities undertaken by the individual, and/or the training courses noted in the Faculty or Professional Service Department's training matrix.

It is strongly advised that colleagues consider the Health, Safety and Environment Training Matrix, which provides suggested training courses depending on the type of role, which is available at:


<https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/Health,-Safety-and-Environment-Training-Matrix.pdf>.

Popular courses offered by the Health, Safety and Environment Team include:

- Manual Handling
- Risk Assessment
- Fire Marshal
- Introduction to Control of Substances Hazardous to Health (COSHH)
- IOSH Working Safely
- IOSH Managing Safely

For further information relating to the courses offered by the Health, Safety and Environment Team, including details of forthcoming courses, please go to: <https://www.aber.ac.uk/en/hse/training/>. For any assistance relating to training matrices, please contact the Health, Safety and Environment Team at [hasstaff@aber.ac.uk](mailto:hasstaff@aber.ac.uk) or on extension 2073.

Once training requirements have been identified, the Faculty or Professional Service Department must ensure that the training is undertaken, with details recorded. Consideration must, following the completion of all training actions identified, be given to the monitoring of any additional training requirements as they arise, and periodic retraining according to recognised standards.

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Health and Safety Handbook

The Faculty or Professional Service Department Health and Safety Handbook is a means by which Faculties and Professional Service Departments can convey local health, safety and environment arrangements to both new and existing members of staff.

Faculties and Professional Service Departments should ensure that the information included is reviewed at regular intervals so that the information provided reflects current arrangements and practices. During the local induction, staff should be referred to, and made aware of, its location (physical and/or electronic) in order to reference throughout their period of employment.

The handbook should have been approved by the Pro Vice-Chancellor for Faculty and Health, Safety and Environment Manager prior to circulation, and will be reviewed at regular intervals by staff within the Faculty or Professional Service Department.


For any guidance or advice on completing or updating the Faculty or Professional Service Department Health and Safety Handbook, please contact the Health, Safety and Environment Team at [hasstaff@aber.ac.uk](mailto:hasstaff@aber.ac.uk) or on extension 2073.

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### Appendix 1 Checklist for Local Health, Safety and Environment Inductions

This checklist represents a framework by which a member of staff responsible for delivering local health, safety and environment inductions can structure the information provided. Please note that this checklist is not extensive, as additional or specific instructions may be required in certain cases.

<b>Fire Safety</b> (Further information available at: <a href="https://www.aber.ac.uk/en/hse/proc-prac/fire-safety/">https://www.aber.ac.uk/en/hse/proc-prac/fire-safety/</a> )		
Shown the locations of the nearest fire alarm call points (break glass)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shown the location of nearby fire extinguishers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Described how and when to activate the fire alarm call point	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shown the nearest fire action notice and relevant muster point	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>First Aid</b> (Further information available at: <a href="https://www.aber.ac.uk/en/hse/proc-prac/first-aid/">https://www.aber.ac.uk/en/hse/proc-prac/first-aid/</a> )		
Given location of nearest first aid boxes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provided names of nearby First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) trained staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arrangement for replenishing used or expired first aid supplies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency Contact Numbers available (e.g. 222 for first aider, 9999 from internal telephone for the Emergency Services)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Incident Reporting</b> (Further information available at: <a href="https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/">https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/</a> )		
Methods of accessing the incident report form demonstrated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Local procedure for incident report forms described i.e. to whom should completed incident report forms be submitted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provided importance of reporting all incidents and near misses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Reporting Problems</b>		
Details provided for the Campus Helpdesk ( <a href="mailto:campushelp@aber.ac.uk">campushelp@aber.ac.uk</a> or extension 2999)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details of Faculty/Department reporting structure, including line management and key contact details (e.g. Health and Safety Co-ordinator)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>University's Health, Safety and Environment Policies</b> (Further information available at: <a href="https://www.aber.ac.uk/en/hse/policy/">https://www.aber.ac.uk/en/hse/policy/</a> )		
Shown the nearest Health and Safety Law Poster	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Encouraged to read and follow the University's Health and Safety Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shown location of local Employers Liability Insurance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Made aware of location of other University Policies and Procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Prevent Duty Awareness</b> (Further information available at: <a href="https://www.aber.ac.uk/en/hse/proc-prac/prevent/">https://www.aber.ac.uk/en/hse/proc-prac/prevent/</a> )		
Shown location of Prevent Duty webpage and training material	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Encouraged prompt completion of Prevent Duty training material	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Faculty /Departmental Safety Rules and Procedures</b>		
Provided a copy and/or access to the Faculty / Professional Service Department Health and Safety Handbook	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Highlighted relevant aspects of the handbook for the role to be undertaken	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Health and Safety Essentials E-Learning</b> (Further information available at: <a href="https://www.aber.ac.uk/en/hse/training/hseessentials/">https://www.aber.ac.uk/en/hse/training/hseessentials/</a> )		
Ensured access to the Health and Safety Essentials E-Learning Training Modules	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Decided on the relevant modules to be completed by the new member of staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Monitored completion of all relevant e-learning modules	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Other Considerations</b> (if applicable)		
Issued required Personal Protective Equipment (PPE) for the role	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed Authorised Driver request form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provided copy of VDU (Visual Display Units) Checklist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shown welfare and kitchen facilities, stressing the importance of keeping them clean and free from obstructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No