|  |  |
| --- | --- |
| Imperial College London | Day One Safety Induction |
| *This safety induction must be provided to all individuals working at or visiting any Imperial College site. Only casual visitors (duration < 1 day) are exempt.* |
| Commitment to Safety |  |
| At Imperial the safety of all staff, students, contractors and anyone else affected by the College’s activities is recognised as being of prime importance. Senior management are fully committed to achieving a strong safety culture and believe that nothing is so important we cannot take the time to do it safely. Establishing and maintaining such a culture requires high standards of safety management, demonstrable leadership and personal commitment from everyone. **You** have a role to play and the following information is provided to help you get started. |  |
| Emergency Arrangements |
| There are various emergency scenarios where you are required to take action. |
| D:\000-Work - Safety Officer\Graphics\Safety-Fire\Fire alarm-symbol.pngD:\000-Work - Safety Officer\Graphics\Safety-Fire\Fire alarm bell-.png | Alarms: In the event of **discovering a fire**, gas leak, security incident or any other serious issue you must raise the alarm. This can be done by either:* Activating the nearest call point (in the case of a fire), or
* Alerting Security Control for all other incidents (see Emergency Contacts below)

When you **hear a fire alarm**, you must leave the building immediately by the nearest safe exit and go to the designated assembly point.You must follow all instructions given by the incident controller or security staff. |
| D:\000-Work - Safety Officer\Graphics\Safety-Fire\Emergency exit-symbol.png | Evacuation Routes: Ensure you are **aware** of all escape routes and not just your normal entry routes. Always check to ensure your emergency exits are not blocked. |
| D:\000-Work - Safety Officer\Graphics\Safety-Fire\Assembly Point-symbol.png | Emergency assembly points: Make sure you go to the designated assembly point and wait there. Do not return to the building until you are told that it is safe.  |
| D:\000-Work - Safety Officer\Graphics\Safety-Safe conditions\First Aid.png | First Aid: If required, first aid provision is available in your local work area, or by contacting Security Control (see Emergency Contacts below). |
| Site safety familiarisation tour: You are required to undertake an accompanied site tour before being allowed to work unescorted. During your tour the location of the following should be noted:* Fire alarm call points
* Emergency exits
* Evacuation routes
* Assembly points
* Fire extinguishers (and fire blankets where present)
 |
| Safe Work Arrangements |
| If you need to be working outside of the department’s normal working hours and building access period, be aware of the lone / late working procedures (eg. signing-in booked, buddy system, informing Security, swipe card system).If you are required to work at different locations, understand the College’s Driving Policy for travelling safely between sites ie. driving, fleet and hire cars, cycle safely |
| Reporting Accidents & Incidents |  |
| If you have an accident, near miss incident or feel unwell please notify your line manager/supervisor and ensure it is reported on the College on-line system [SALUS](https://salus.imperial.ac.uk/AIR2/Incbook/incbook_tab_begin.aspx?First=1). Reporting of such events is critical for instigating corrective actions to prevent further accidents or incidents. |
| Reporting unsafe practices/conditions or unusual occurrences |
| If you see a condition/situation within your work area which is unusual or one which could lead to harm, immediately contact your **lab manager or local Safety Adviser**.If you see a condition/situation outside your work area which is unusual or one which could lead to harm, immediately contact:* **The Estates Facilities Customer Services Centre** on **x48000** or call **020 7594 8000**
* **Security Control** (see Emergency Contacts below)
 |
| Safety Signage |  |  |  |
| You must comply with all safety signage and notices across the College. If you do not understand the meaning of a sign or notice – please ask before entering the area. Safety signage usually falls into 4 main categories: |
| D:\000-Work - Safety Officer\Graphics\Safety-Prohibition\No Food or Drink.png | Red circlestates prohibition e.g. No food or drink | D:\000-Work - Safety Officer\Graphics\Safety-Hazards\Biological Hazard-symbol.png | Yellow triangleprovides a warning e.g. Biohazard |
| D:\000-Work - Safety Officer\Graphics\Safety-Mandatory\Eye Protection-Symbol.png | Blue circlestates mandatory requiremente.g. safety glasses must be worn | D:\000-Work - Safety Officer\Graphics\Safety-Fire\Emergency exit-symbol.png | Green square/rectangleprovides safety informatione.g. emergency exit |
| Access Signage |  |  |
|  Access control RED | **Red circle**Highly restricted access restrictions |  Access control AMBER | **Amber circle**Restricted access  |
|  Access Control YELLOW | **Yellow circle**Limited access  |   |  |
|

|  |  |
| --- | --- |
| D:\000-Work - Safety Officer\Graphics\Telephone\Telephone red.png | **Emergency Contacts**From any location call **Security Control** on **+44 (0)20 7589 1000****All Campuses: 4444** (020 7589 1000) - note that 4444 works from all phones, even those in Trust areas, with the exception of:Northwick Park: **3999** (0208 869 3999)Silwood Park: **42444** (020 759 42444) |

 |
| Departmental and local rulesYou must familiarise yourself with the departmental / local safety handbook / rules before commencing work. Safety guidance relating to your specific activities will be provided within your local team. |
| **Required Information** |
| Name of New Starter | Signature | Date |
| Department | Faculty | CID No. |
| Status: | STAFF 🞎 | STUDENT 🞎 | VISITOR 🞎 | CONTRACTOR 🞎 | OTHER 🞎 |
| Name of instructor | Signature | Date |
| **NOTE: Security will require this form, appropriately signed, to be submitted along with other types of identification before they will issue a College Swipe card.** |
| **Security will also provide you with your “Imperial College Essentials” booklet**  | booklet received 🞎 |