

Imperial College
London

Imperial College Essentials

Everyone's responsibility

SUPPORTING
OUR PEOPLE



Imperial College *Essentials*

Ensuring a safe, secure and positive working environment

Welcome to Imperial College London. This booklet is for **all** new staff and it provides you with the key information that you will need to know by the end of the first six months of your employment at Imperial.

As *Imperial College Essentials (Essentials)* cover the critical areas of safety, information security and the working environment, you will need to refresh your knowledge annually to ensure that your understanding of these important areas of personal responsibility remain up to date.

Most of you have a probation period of six months and understanding and complying with *Essentials* will form an important part of passing your probation. New Non-Clinical Lecturers and Senior Lecturers, Clinical Lecturers and Senior Lecturers, and Assistant Professors, all have probation periods which are longer than six months' duration. If you are a new member of academic staff, you are also required to complete *Essentials* during your first six months rather than waiting until the end of your probation.

In addition to *Essentials*, some of you will find that there are specific requirements for your role e.g. to attend a compulsory training course related to the safety aspects of your work. There are also important College policies and procedures with which you will need to become familiar e.g. our Finance Regulations, Conflict of Interest, Ethics. Details of these requirements are contained in your contract of employment. If you need any assistance in identifying the requirements that apply to your role, please talk to your manager or contact your local HR support:

imperial.ac.uk/human-resources/contact-us

Essentials cover what you must know in your first six months. Imperial, however, is a complex organisation. To help you settle in and increase your understanding about the College, you are strongly encouraged to become familiar with the College's 2015-2020 Strategy, our web page specifically for new staff imperial.ac.uk/staff/new-staff, and our main website imperial.ac.uk

I do hope that you enjoy working with us at Imperial.

Louise Lindsay, Director of HR
and Organisational Change

This is your own *Essentials* booklet; it will form a record of your early training and should be retained for future reference and audit.

Guidance

Essentials cover what you **must know** as a new member of staff in your **first six months**. Your manager – the person to whom you report and who will normally conduct your Personal Review and Development Plan meeting - will talk through *Essentials* with you, and you should familiarise yourself with the [Imperial College Essentials](http://imperial.ac.uk/working-at-imperial/essentials) website as part of your induction.

There are three topics:

- Keeping our People Safe
- Keeping our Information Safe
- Contributing to a Positive Working Environment

Throughout this booklet you will find boxes representing each *Essentials* topic, which identify what you must be aware of and what training you must do. You should fill in the **Date completed** (next to the calendar icon) for each topic as you go along. Completion of *Essentials* will be checked as part of the end of probation requirements for those with six months' probation and will be reviewed by managers of academic staff mid-way through their first year of employment.

Completing this booklet should not consume too much time. Some have an exercise at the end to embed your learning and demonstrate your understanding. If you experience any difficulty, please do not hesitate to talk to your manager as there is support available to ensure you complete *Essentials*.

Keeping Our People Safe



If you are reading the electronic version of this booklet, each *Essentials* box is linked to its respective webpage. Please click on a box to find out more.

If you are reading the print out version of this booklet, please go to imperial.ac.uk/working-at-imperial/essentials where you will find the links to the webpages.

We are committed to the implementation and maintenance of the highest standards of health, safety and welfare across the College and we all have an important role in maintaining a healthy and safe environment. Whilst on College business, it is your responsibility to take reasonable care of your own and others' safety by adopting safe working practices and making proper use of the safety facilities provided. You can do this by complying with the College's Health and Safety Policies and Codes of Practice, which cover activities conducted within, or on behalf of, the College. This applies not only on College premises, but anywhere else that you may be working.

You and your manager have a responsibility to identify, assess and manage all risk present in your work environment and you have a duty to cooperate with all instructions and guidance provided for your safety. If you see any risky, suspicious or potentially dangerous activity, you should report it immediately to your manager or a relevant senior manager.

The boxes opposite provide information on what initial safety training you will need to complete as part of *Essentials*. In addition, we offer a full range of safety training to support you further in your role imperial.ac.uk/staff-development/safety-training and help, advice, and policy and procedural guidance can be found on the Safety Department home page imperial.ac.uk/safety

The 'Prevent duty' (s. 26 of the Counter-Terrorism and Security Act 2015) is a legal obligation on universities 'to have due regard to the need to prevent people from being drawn into terrorism'. This means that the College needs to maintain an up-to-date awareness of the risks of radicalisation which could result in support for terrorism, and offer support to people who may appear to be at risk. In practice, the College does this as part of its wider duty of care for staff and students.

Must know, Week one to Month six

Day One Safety Induction

- All staff
- Face-to-Face
- 30 mins
-

Fire safety and awareness e-learning course

- All staff
- e-learning
- 1 hour
-

Risk Assessment Foundation Training (RAFT)

- Anyone with line management, area, equipment or process management responsibilities are required to conduct risk assessments
- e-learning
- 1 hour
-

ID Cards

- All staff
- Face-to-Face
- 20 mins
-

Deterring terrorist activities/ Prevent duty

- All staff
- PowerPoint
- 15 mins
-

Specific safety training needs assessment form

- All staff according to role
- Assessment form
- 15 mins
-

Discussion with line manager around local arrangements for Personal Protective Equipment (PPE), Risk Assessment, Lone Working and Fire

- All staff
- Face-to-Face
- 15-30 mins
-

Month One Safety Training (MOST)

- All staff
- e-learning
- 1 hour
-

Safeguarding

- All staff
- Information page
- 10 mins
-

For - Format - Est. time to complete -
Date completed -

Keeping Our Information Safe

The Information and Communication Technologies (ICT) elements of *Essentials* are concerned with protecting you and your technology devices from the malicious activities of others on the internet, and properly securing any information about you, or others, kept on College systems.

The College not only holds personal data about you, it also holds a vast amount of sensitive material, for example in relation to our research. The College must protect this information and ensure that it is not shared internally, or externally, with those who have no right to it. We all, therefore, have an important responsibility to keep information safe and secure.

There are four main areas of security guidance designed to help you to:

- **Protect computers and devices.** As well as appealing to thieves, any product that connects to the internet, email services or uses removable media, such as a USB, is at risk from cyber security threats.
- **Protect College and personal information.** You are responsible for the security of your personal information and devices, in addition to any College data, devices, networks or systems you access, share and use.
- **Comply with laws and policies.** Access to, and management of, College ICT facilities, networks and data are governed by data protection legislation and related laws. These are reflected in our Information Systems Security Policies, Codes of Practice and Guidelines.
- **Protect yourself online.** To stay safe online you need to know how to protect yourself from threats such as identity theft.

If you have IT security questions or concerns, contact the ICT Security team via the [ICT Service Desk](#).



Imperial's ICT security team preserves the integrity and security of the College's systems and equipment to protect students, staff and guests using the College networks and IT facilities from the risks associated with unauthorised access, alterations and attacks.



Must know, Week one

Data Protection e-learning

- All staff
- e-learning
- 1 hour
-

Information security awareness e-learning course

- All staff
- Information page
- 1 hour
-

For - Format -

Est. time to complete -

Date completed -

Contributing to a Positive Working Environment

The Positive Working Environment elements of *Essentials* introduce you to what Imperial is doing to promote equality, diversity and inclusion and highlight what is expected of you to ensure that our working environment is positive and built on mutual respect.

Imperial Expectations comprise seven statements that have a direct impact on our day-to-day working life. They encapsulate how we are all expected to behave to ensure successful individual, managerial and collaborative working across the College.

Imperial Expectations are embedded within our people-related policies and procedures – one example is the Personal Review and Development Plan (PRDP), the College's appraisal system, and they feature strongly in all relevant training.



“We will build a supportive, inclusive and highly motivated staff community across all disciplines, functions and activities”

Imperial College London Strategy, 2015-20.

You are also asked to read our guide *Respect for Others* which contains Imperial's Pledge. The Pledge outlines our commitment to maintain a respectful environment, and where there is zero tolerance to bullying, discrimination, harassment and victimisation.

Finally, many of you will have to recruit new staff and it is a College requirement that all staff involved in recruitment and selection are trained. We have a core e-learning module that is part of *Essentials* and there is an optional, practical module which provides the opportunity to practise.



Imperial signed the 'Time to Change' pledge to demonstrate our commitment to end discrimination and break the silence on mental health issues.

Must know, Week one to Month six

Equality and diversity e-learning

- All staff
- e-learning
- 1.5 hours
-

Recruitment and selection

- Staff undertaking recruitment as part of their role
- e-learning
- 1 hour
-

Imperial Expectations

- All staff
- Information page
- 15 mins
-

Respect for Others

- All staff
- Information page
- 15 mins
-

For - Format -

Est. time to complete -

Date completed -

imperial.ac.uk/working-at-imperial/essentials