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.

**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.

**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.

**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.

**First Aid:** If required, first aid provision is available in your local work area, or by contacting Security Control (see *Emergency Contacts* overleaf).

All College buildings are equipped with the means to detect fire/smoke, for an alarm to be raised, and for the occupants to reach a place of final safety. A Personal Emergency Egress Plan (PEEP) is required for anyone who has difficulties in hearing the alarm or evacuating a building unaided in the event of an emergency due to a mobility or sensory impairment, a temporary injury (e.g. on crutches) or have difficulty coping in crowds, a PEEP should be in place.

**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
- Assembly points
- Emergency exits
- Fire extinguishers (and fire blankets where present)
- Evacuation routes

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 under the Lone Working Policy (eg. signing-in book, buddy system, informing Security, swipe card system, online approval system).

If you are required to work at multiple locations, understand the College’s Driving at Work Policy for guidance on travelling safely between sites i.e. driving, fleet and hire cars etc.

As part of Imperial College London’s strategy the health and wellbeing of our community is a top priority in order to maintain a healthy working and educational environment for staff, students and visitors; the College has a Smoke-Free Policy and the College provides access to welfare facilities including drinking water, sunscreen spots, shower and toilet facilities.

Anyone with an existing medical condition which may affect them at work (e.g. diabetes, epilepsy) should either advise their local first aiders or contact Occupational Health for guidance.
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. 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:
- Security Control (see Emergency Contacts below)
- Estates Operations Customer Services Centre on x48000 or call 020 7594 8000
- ICT Helpdesk on x49000 or call 020 7594 9000

Safety Signage
You must comply with all safety signage and displayed 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:
- **Red circle**
  - states prohibition e.g. No food or drink
- **Blue circle**
  - states mandatory requirement e.g. safety glasses must be worn
- **Yellow triangle**
  - provides a warning e.g. Biohazard
- **Green square/rectangle**
  - provides safety information e.g. emergency exit

Access Signage
- **Red circle**
  - Highly restricted access
- **Amber circle**
  - Restricted access
- **Yellow circle**
  - Limited access
- **Asbestos**
  - Do not pierce, cut or remove labelled materials

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 rules
You 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.

You must take proof of registration for the current academic year, otherwise an ID card will not be issued

<table>
<thead>
<tr>
<th>Required Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of New Starter:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>STAFF</td>
</tr>
<tr>
<td>Name of instructor:</td>
</tr>
</tbody>
</table>

**NOTE:** Security will require this form signed and any other types of identification, before they will issue a College ID card.

Security will also provide you with your “Imperial College Essentials” booklet

booklet received