

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 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)

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:

- **The Customer Service Centre helpdesk** on x48000 or call **020 7594 8000**
- **Security Control** (see Emergency Contacts below)

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:



Red circle

states prohibition e.g. No food or drink



Yellow triangle

provides a warning e.g. Biohazard



Blue circle

states mandatory requirement e.g. safety glasses must be worn



Green square/rectangle

provides safety information e.g. emergency exit



Emergency Contacts

From any location call **Security Control** on **+44 (0)20 7589 1000**

Whilst on Campus call the appropriate number as given below:

Campus	Telephone
Charing Cross	3333
Chelsea & Westminster	56999
Hammersmith	3333
Northwick Park	3999

Campus	Telephone
Royal Brompton	4444
St Mary's	43660
Silwood	42444
South Kensington	4444

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.

Required Information		
Name of New Starter	Signature	Date
Department	Faculty	CID No.
Status:	STAFF <input type="checkbox"/>	STUDENT <input type="checkbox"/>
	VISITOR <input type="checkbox"/>	CONTRACTOR <input type="checkbox"/>
	OTHER <input type="checkbox"/>	
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.		