

Blizard Institute Induction Form

Surname:		Forename:	
Job Title		Centre	
End date		QMUL Card No.	

Authorised areas	Offices	Blizard and Abernethy 1 st Floor	<input type="checkbox"/>
	Laboratories	Blizard and Abernethy 1 st Floor	<input type="checkbox"/>
		Abernethy 2 nd floor	<input type="checkbox"/>
Blizard Institute Management			

Employment Contract type	Permanent	<input type="checkbox"/>	Work experience	<input type="checkbox"/>	Student	<input type="checkbox"/>
	Fixed Term	<input type="checkbox"/>	Visitor	<input type="checkbox"/>	SMD Student	<input type="checkbox"/>
	Honorary	<input type="checkbox"/>	QMUL other staff	<input type="checkbox"/>	Other	<input type="checkbox"/>

I, the Supervisor/Line Manager of the above inductee, confirm that they will be provided with adequate training and appropriate PPE necessary to safely perform their duties and will complete all mandatory risk assessments as prescribed under Queen Mary University of London (QMUL) policy, Health and Safety at Work act etc 1974 (HSWA) and other relevant Health & Safety, Fire safety legislation.

Supervisor Print:..... **Sign:**.....

Part I – Office Induction

General Access Induction (Office)	
<ul style="list-style-type: none"> • Legal obligations under the HSWA 1974 • Description of building(s)/access and circulation routes • Access Core Hours: Mon-Fri 8am-8pm, No Weekends/No Bank Holidays • ID cards/protecting the building, family, friends & visitors • Fire alarm call points & fire extinguishers, evacuation procedure/fire exits & assembly point for both Blizard and Abernethy Buildings • Emergency help x3333/Whitechapel security x2599 • First aid (boxes), accident reporting (via QM connected page/MySafety tab) • Mandatory Training: DSE and Online Fire Safety Awareness • Training/QM H&S Courses (see online CPD courses) • Lone/out of hours office working (evidence of mandatory training) • Catering/Facilities, food and drink, parking, bicycles (no smoking on Blizard mews), post room, toilets, coffee machine, photocopier 	
Completed	<input type="checkbox"/>
Office Access Confirmed by Centre Manager: N. Kingston/S. Kulandaivelu/J. Salhan/S. Skeete/L. Exell/ T. Parker/ R. Davies	

Part II – Laboratory Induction

Laboratory Access Induction

- Bags & coats/food and drink - not to be taken to laboratory
- Laboratories, restricted access to/fire exits/ sample routes in and out of the labs
- Lab coats, safety specs/Personal Protective Equipment (PPE)/ Appropriate footwear
- Containment levels/areas with controlled access
- Risk Assessments, COSHH/BioCOSHH/GM, SOPs, equipment, gases, LN2
- Core facility training
- Training records, QM H&S Courses (Mandatory hazardous substance (COSHH) and Working Safely with Biological Hazards/GMO courses)
- Waste disposal/spillage containment
- Lone/out of hours working /risk assessment (application after 3 months-evidence of mandatory training)
- Permits to work/contractor and visitor access
- Reporting accidents

Completed

Received Safety Glasses

Laboratory Access Confirmed by the Institute Laboratory Management (Principal or Deputy):

C.Cox/Z.Butt/N. Kibru

Laboratory..... **Date**:.....

I confirm that I have read the Blizard H&S Code of Practice and been instructed on the above. I understand the requirements and limitations. I agree to follow good safe working practices specified under the HSWA Act (1974) and in accordance with QMUL policies. I have been made aware of and provided with a copy of the Code of Practices.

Date **Signature**:(Inductee)

QMUL has a legal responsibility to protect you from fire risks and provide a fire safety risk assessment. Therefore, we need to know if you need assistance during an emergency. A Personal Emergency Evacuation Plan (PEEP) provides those who cannot exit the building unaided during an emergency with the necessary information to be able to manage their escape. This will also provide your department with the necessary information to ensure that the correct level of assistance is always available.

Do you require a PEEP? Yes/No

Note: In addition to staff having office and/or laboratory inductions

Heads of Departments must ensure that all temporary and permanent staff, postgraduate research students and others working for more than 3 days in the department receive local fire safety induction, as set out below. The Head of Department may designate a member(s) of his/her staff such as Departmental Safety Coordinator, Fire Evacuation Marshal etc. to undertake this induction / familiarisation on his/her behalf. This form should be used when carrying out local fire safety induction / familiarisation to record that the necessary information has been provided. This form should be retained by the department (either a hard copy or electronically) so that an accurate record is kept of staff familiarisation arrangements provided by the department and for inspection by the Fire Brigade if required. Please tick the reason for the induction / familiarisation below.

- New Staff Induction**
 Periodic refresher training
 Change of location/building
 Increased risk due to changes to work process, equipment or environment etc.

SUBJECTS TO BE COVERED:

- How to raise the fire alarm on discovering a fire and the action to be taken on hearing the fire alarm
- How to call the Fire Brigade either by dialling Ext: '3333' in the first instance, or (9)999
- Physical travel of the Fire Escape Route(s) - Must be completed on initial induction
- From workstation to all floor fire exits (i.e. from work location to the stairs or external exits if on the ground floor)
- From fire exits on the floor on which the workstation is situated to the relevant external exit doors of the building (from stairs to exit)
- Physical travel of the route(s) to the location of buildings fire assembly point(s) (if not obvious from final fire exit)
- The identification of Fire & Smoke Resisting Doors and their importance in preventing the spread of fire and smoke into occupants' escape routes from the building (doors marked as 'Fire Door Keep Shut' / 'Fire Door Keep Locked' must be kept closed at not wedged open under any circumstances. Where doors are marked 'Automatic Fire Door Keep Clear, then the door will release on activation of the fire alarm system & must not be obstructed.

DEMONSTRATE THE FOLLOWING IF APPLICABLE:

- The Emergency Door Release Mechanisms** e.g. 'Push Bar to open', green 'push to exit/break glass buttons.
- Electromagnetic Door Locking Systems** (release and emergency Break Glass overrides, operation of the 'green box' override system fitted to doors). Note most doors fitted with electromagnetic locks will automatically release on activation of the fire alarm system.

IN ADDITION, AND WHERE APPROPRIATE:

- Informing individual members of staff of their 'duty of care' to assist in the evacuation of students, the public and disabled people-** (evacuation of occupants from libraries, museums, cluster rooms, lecture theatres and seminar rooms. The non-use of lifts, local refugees and arrangements for assisting those with disabilities including Disabled Evacuation Chairs)
- An explanation as to Fire Safety Signs and their meaning.
- For those working in areas where 'Shut Down' procedures apply (laboratories/workshops/kitchen safety shut down procedures in the event of fire** (i.e. power and equipment isolation, gas cylinders isolation or hazardous process shut down etc.)
- Specific or other Relevant Local Information/Instructions** e.g. mandatory online fire safety awareness training at <http://www.hsd.qmul.ac.uk/training/online-learning/>
- I have been shown the fire safety induction, relevant for the area for which I am working, and I will follow the procedure (as appropriate) as outlined by the person/s providing the induction. I understand I must undertake the mandatory fire safety online course as part of this induction.**

Signed (inductee): _____ Date: _____

Signature of person providing the office induction: _____

Signature of person providing the lab induction: _____