Student Safety, Health and Environment (SHE) Induction Checklist

St. George’s University of London values the Health and Safety of all its students. This form serves as a guide to help you deliver the necessary information to the students that you are responsible for.

The Health and Safety Induction can be delivered by the local staff, however the ***responsibility*** for the student’s Health and Safety rests with the project supervisor. The induction can be spread over several days as required.

**Students must arrange for the form to be signed by their supervisor. They should send a signed copy of the form to the registry and keep a copy themselves.**

***Students must not start work or be admitted to the laboratory until this form has been completed.***

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| **Names** | |
| Student | Date |
| Name of person delivering safety induction | Date |
| Project Supervisor | Date |

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| --- |
| **Location** |
| Where will the student be based |

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| **Working Hours and Arrangements**  This should be delivered on the first day of the course / practical as appropriate | | | |
| **Subject** | **Date delivered** | | |
| Working hours |  | | |
| Out of Hours working (Not permissible for undergraduates) |  | | |
| Covid-19 precautions relevant to the laboratory |  | | |
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| **Emergencies and Fire Arrangements**  This should be delivered on the first day of the course / practical as appropriate | | | |
| **Subject** | | **Date delivered** | |
| The procedure to follow on discovering a fire or hearing the fire alarm. | |  | |
| How to call security from a place of safety to notify them about a fire (0909) | |  | |
| Where the nearest fire escape routes and alternative routes and fire exits are in the building. | |  | |
| Where the fire assembly point is located and the role of Fire Wardens / Marshals. | |  | |
| Where the nearest fire alarm call point is located, what the fire alarm sounds like. | |  | |
| How to open fire doors e.g. door release buttons and push bars. | |  | |
| When the weekly fire alarm test takes place. | |  | |
| Location of the nearest First Aid Box | |  | |
| How to call a first-aider (0909) | |  | |
| The procedure for notifying accidents and incidents – on line, paper or by contact with the SHEW office on x5365 / 0637 | |  | |
| Location of the online incident forms and general safety information  <https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/a-z> | |  | |
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| **Student Responsibilities**  The student’s responsibilities must be clearly explained to them | | | |
| **Subject** | | **Date Delivered** | |
| That they must take reasonable care of their own health and safety. | |  | |
| That they must contact their supervisor if they are unsure about any aspects of their work. | |  | |
| That they must take reasonable care of others in their work place, i.e. not to intentionally or carelessly put others at risk.  This includes moving items round without considering other people | |  | |
| Students must wear appropriate footwear that offers protection.  Flip flops and open toed sandals are not appropriate. | |  | |
| Students must not use personal electronics such as ear bugs or mobiles within the laboratory. | |  | |
| Students must wear the appropriate personal protective equipment (PPE) e.g. lab coat, gloves, goggles and ear protection as necessary. | |  | |
| Students must not wear gloves to open doors and must not wear gloves in the corridors unless this is allowed the local project / laboratory rules | |  | |
| Students must not eat or drink anything when in any laboratory | |  | |
| Students must not use equipment such as autoclaves, centrifuges, electrophoresis units and sonicators if they have not been shown how to use them. | |  | |
| Co-operate with their supervisor on health and safety matters i.e. by using safety equipment provided and following safe working procedures. | |  | |
| They must report any defective equipment or other hazardous conditions to their supervisor. | |  | |
| Report any accidents, near miss incidents and work-related ill health to their supervisor and to the area safety advisor and the [SHEW](mailto:health@sgul.ac.uk) office | |  | |
| Inform their supervisor on confidence of any disabilities or health conditions that may have health and safety implications. They can also inform the disability advisor and the [SHEW](mailto:health@sgul.ac.uk) office if confidentially. | |  | |
| Attend training identified as necessary for their normal duties or for health and safety purposes. | |  | |
| Students have a duty to ask questions in order to fully understand what they are doing. | |  | |
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| **Working with computers**  Information on how to work safely with computers, laptops, tablets, iPads, etc should  be provided | | | |
| **Subject** | | | **Date Delivered** |
| Has the student been directed to the Working with  computers / display screen equipment website on the [intrane](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/workplace-health-safety-and-welfare/workplace-health-and-safety-general/display-screen-equipment-use-of-computers)t | | |  |
| Has the student been informed of the need to adopt a  reasonable posture to avoid hand, eye and lumbar  problems. | | |  |
| Has the student been informed of the need to take breaks  while entering data or undertaking a literature review. | | |  |
| Has the student been informed of how to contact the SHEW  Office should they suffer RSI or other wrist problems. | | |  |
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| **Practicals and experimental procedures**  The students responsibilities must be clearly explained to them | | | |
| **Subject** | | **Date Delivered** | |
| Has the difference in the various containment laboratories been explained. | |  | |
| If the students are using biological agents have the associated hazards been explained. | |  | |
| If the student is using Genetically Modified Organisms (GMOs) or pathogens, have the associated hazards been explained? | |  | |
| Have the aims and techniques of the practical been fully explained. | |  | |
| Has the project risk assessment been explained to them and have they read and sign the project risk assessment | |  | |
| If the project requires the use of specialist equipment, has the equipment risk assessment been explained to them. | |  | |
| Has it been explained to the student that they must follow the control measures given in the risk assessment at all times. | |  | |
| Have the equipment, chemicals and hazards associated with the procedures been fully explained | |  | |
| Has the student been shown how to use autoclaves, which temperature is to be used for sterilisation of material and which is to be used for destruction of material and are they aware who to contact if the equipment fails. | |  | |
| Has the student been shown how to use centrifuges and are they aware who to contact if the equipment fails. | |  | |
| Has the student been shown how to use electrophoresis units, and are they aware who to contact if the equipment fails. | |  | |
| Has the student been shown how to use sonicators and are they aware who to contact if the equipment fails. | |  | |
| Has the student been shown how to use the Microbiological Safety Cabinets (if appropriate) and are they aware who to contact if the equipment fails. | |  | |
| Has the student been shown how to use fume hoods (if appropriate) and are they aware who to contact if the equipment fails. | |  | |
| Has the student been shown how to use any other project related equipment that is not listed above | |  | |
| Has the student been informed of the procedures, techniques and equipment which they are ***not*** allowed to use. | |  | |
| Has the student been informed of the requirement to return all acids, alkalis and flammable chemicals to the appropriate storage cabinet after use. | |  | |
| Has the required personal protective equipment been issued to the student and do they understand how to use it. | |  | |
| Has the use of spill kits for either chemicals or biologicals been explained to the student and do they know how to use them. | |  | |
| Does the student clearly understand the rules regarding lone and out of hours working | |  | |
| If the student is using radioactive materials, have they attended a radiation safety course? | |  | |
| Additional topics (Topics not covered above can be included below) | |  | |
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| **Health and Safety policies and Information**  The student’s responsibilities must be clearly explained to them | | | |
| **Subject** | | **Date Delivered** | |
| Has the student been informed of the St. George’s University of London (SGUL) [Health and Safety Policy](https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/health-and-safety-policy) and the [lone working policy](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/guidance-on-lone-and-out-of-hours-working-within-sgul.pdf) | |  | |
| Have they been given a copy of the Local Rules and the safety information relevant for their work | |  | |
| Have they been made aware of the following SGUL Services, and how to contact them if advice is needed: | |  | |
| Security (Emergency Number Extn. 0909 for security / fire notification and calling for a first aider | |  | |
| Safety Health Environment & Wellbeing Office Extn: 0637 / 5365 / 5166 | |  | |
| [Safety Health Environment and Wellbeing web page](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment) | |  | |
| Occupational Health Service Extn: 1661 / 1662 / 1663 | |  | |
| University Counselling Service (Hunter Wing) Extn : 3628 | |  | |
| Location of the Emergency Department ED in St. James Wing of the hospital | |  | |
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| **Waste Disposal**  The student should be informed of the current waste disposal methods | | | |
| **Subject** | | **Date Delivered** | |
| How to dispose of their waste appropriately? This will include separation and segregation of:- | | | |
| Recycling waste (blue bins) | |  | |
| Other non-laboratory uncontaminated general waste (towels, pipette covers, etc) Black bags – domestic waste bins | |  | |
| Clinical waste that contains chemicals Yellow bag – (incineration or other treatment) | |  | |
| Clinical waste (that does not contain chemicals Orange bag (incineration or other treatment) | |  | |
| Non-clinical laboratory waste that is contaminated with biological agents Orange bag | |  | |
| Electrophoresis waste that does not contain Ethidium Bromide (Yellow bag) | |  | |
| Electrophoresis waste that does contain Ethidium Bromide (purple striped bags) | |  | |
| Cytotoxic Waste (purple striped bags and purple lidded boxes) | |  | |
| Autoclave Waste (transparent bags and then placed in Tiger striped bags) | |  | |
| Non-infectious waste (Tiger striped bags) | |  | |
| Solid Carbon Dioxide (Dry Ice) use an appropriate sink | |  | |
| Chemical Waste (contact the SHEW Office) | |  | |
| Waste Electronic and Electrical Equipment (contact the SHEW Office) | |  | |

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| **Signatures** |

***Student declaration***

I understand that I have a responsibility to follow the information that I have been given in my induction and that I fully understand the work I am undertaking. I will always act in a safe manner and discuss with my supervisor anything that I do not understand.

I will follow the rules for working in the areas in which I am based. I will not work outside the hours specified by my supervisor under any circumstances.

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| Student Name (print)  Student Name (signature) | Date |
| Canvas Code |  |

***Project supervisor declaration***

Project Supervisors must ensure that they give students clear information about the work they are undertaking.

I understand that I am responsible for the health and safety of my students and ensuring that they receive adequate and appropriate training and supervision.

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| Project Supervisor’s Name (please print) | Date |
| Project Supervisor’s signature |
| Project Supervisors location |
| Project Supervisors contact details : e-mail and telephone number. |