

HS23 Health & Safety – Training | Induction | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. It is the policy of SOAS University of London (“the University”) that health and safety information relevant to the activities is available to all visitors, employees and sub-contractors.

1.2. Roles and Responsibilities

1.2.1. SOAS Employees also have the responsibilities under health and safety law to:

- Take care of their own health and safety and that of others.
- Co-operate with SOAS to help it comply with health and safety legislation.
- Follow any instructions or health and safety training provided.
- Tell the university about any work situations that present a serious and imminent risk.
- Let SOAS know about any other failings they identify in the health and safety arrangements.

2. Main Content

2.1. Induction Training

- 2.1.1. New employees before starting work will receive induction training and information specifically in emergency and safety procedures (i.e. Fire and First Aid arrangements).
- 2.1.2. Employees will not be given duties for which they do not have sufficient skill or knowledge and where they are likely to jeopardise the safety of themselves or others.
- 2.1.3. Training will be given where, in the interest of health and safety, it is mandatory, considered good practice, identified in risk assessments, or as specified in this policy. Records of training will be maintained at Head Office for reference.
- 2.1.4. There are several areas to be covered during Health and Safety for induction training:
- Emergency Procedures.
 - Safety Policy.
 - Employees Responsibilities.
 - General Safety Rules.
 - Manual Handling.
 - Any specific risks that they may come into contact with e.g. – COSHH.
 - University Safety Policies on Personal Protective Equipment.
- 2.1.5. Ongoing training will be provided to ensure that employees at all levels are:
- competent to carry out their duties, to operate specialist tools, plant and work equipment; and
 - aware of their health and safety responsibilities.

- 2.1.6. Decisions relating to the ongoing training of employees will be reviewed on a regular basis. The person with day-to-day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee's individual file.
- 2.1.7. Checks will be made to ensure that sub-contractors are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work.
- 2.1.8. Everyone who works for the university needs to know how to work safely and without risks to health. SOAS must provide clear instructions and information, and adequate training, for its employees.
- 2.1.9. Consider how much training is necessary. A proportionate approach is needed, for example, a low-risk business would not need lengthy technical training. Providing simple information or instructions is likely to be sufficient.
- 2.1.10. It is imperative that contractors and self-employed people who may be working for the university have the right level of information on:
- Hazards and risks they may face, if any.
 - Measures in place to deal with those hazards and risks, if necessary.
 - How to follow any emergency procedures.
- 2.1.11. Some employees may have particular training needs, for example:
- New recruits need basic induction training in how to work safely, including arrangements for first aid, fire and evacuation.
 - People changing jobs or taking on extra responsibilities need to know about any new health and safety implications.
 - Young employees are particularly vulnerable to accidents and you need to pay particular attention to their needs, so their training should be a priority.
 - It is also important that new, inexperienced or young employees are adequately supervised.
 - Employee representatives or safety representatives will require training that reflects their responsibilities, as well as some staff skills, may need updating by refresher training.

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue