

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.

### 1. 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. Your security and the security of personal property, equipment and the building depend on the vigilance and care of all.

### 2. Emergency Arrangements



#### Emergency Contacts

From any location call **Security Control** on **+44 (0)20 7589 1000** Save this number to mobile NOW

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)

Or students/staff use [Safezone](#) – the College emergency response mobile phone app.

### 3. Fire



**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* above)



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:** Ensure you know where your assembly points are. Make sure you go to a designated assembly point and wait there. Do not return to the building until you are told that it is safe.

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 either due to a mobility or sensory impairment, a temporary injury (e.g. on crutches) or difficulty coping in crowds, a PEEP should be in place.

All staff, students and visiting workers must complete the online fire safety module.

### 4. First Aid



**First Aid:** If required, first aid provision is available in your local work area, or by contacting Security Control (see *Emergency Contacts* section 2 above or through Safezone).

### 5. Building Access & Swipe card

College buildings are open during the core working day/hours. Permission needs to be granted outside these times. Your College ID card is a multi-purpose, personalised identification key for everything you do across campus. It grants you access to where you need to go; is your library and printing card and even allows you to get your discount in College catering outlets. Make sure you carry your card with you whenever you are on campus.

### 6. Site 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 assembly points; Emergency exits; Evacuation routes; Fire extinguishers (and fire blankets where present); First Aid box

### 7. Safe Work Arrangements

All computer users need to carry out a self-assessment on their workstations and contact their [Computer Health Assessor](#) if there are issues requiring further assessments.

With a number of activities being held on different campuses [travelling between campuses](#) and your safety is of importance.

If you need to work 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](#) (e.g. signing-in book, Safezone, 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.

The health and wellbeing of our community is a top priority and in order to maintain a healthy working and educational environment for staff, students and visitors the College has a [Smoke-Free Policy](#) and 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.

### 8. 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.



### 9. 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 section 2. *Emergency Contacts*) on **020 7589 1000**
- **Estates Operations Customer Services Centre** on **x48000** or call **020 7594 8000**
- **ICT Helpdesk** on **x49000** or call **020 7594 9000**
- **Occupational Health** on **x49401** or call **020 7594 9401**
- **Safety Department** on **x49423** or call **020 7594 9423**

### 10. 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



**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

### 11. Access Signage



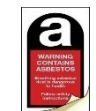
**Red circle**  
Highly restricted access



**Yellow circle**  
Limited access



**Amber circle**  
Restricted access



**Asbestos**  
Do not pierce, cut or remove labelled materials

### 12. Departmental and local rules

You must familiarise yourself with local safety personnel; the departmental / local safety handbook; local rules before commencing work. Safety guidance relating to your specific activities will be provided within your local team or webpages. Additional training needs and advice on booking arrangements (e.g. equipment) will be provided locally.

**NOTE: Security will require this form signed and any other types of identification (proof of registration for the current academic year and/or HR contract), before they will issue a College ID card.**

Name of New Starter:		Signature:		Date:
Department:		Faculty:		CID No.:
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:

**13. Imperial College Essentials** (staff and students only) – **Security** to provide you with your booklet received