

## INDUCTION OF NEW STARTS

1. **Context.** All people who work in the school on any type of contract (including doctoral students, postgraduate students and visiting scholars) should be made to feel welcome and be properly inducted to their workplace. Students on taught courses should be similarly inducted, although this will be as a group and be embedded in a timetable.
  
2. **Induction.** In this context 'induction' covers three main activities:
  - a. **Preparation.** Preparing the school and the individuals for arrival; space, IT etc.
  
  - b. **Welcome.** Welcoming the new start on day 1.
  
  - c. **Orientation.** A programme of school and university activity designed to integrate them, including mandatory safety, security and procedural advice which must be given and recorded as given. This is broken down into a common-for-all part and then 3 tiers:
  
3. **Preparation Phase.** The process is owned by an individual referred to for the purposes of this policy as the 'person specific induction lead'. That individual will produce the programme and make sure that the new start receives the full programme. The 'induction lead' can be one of:
  - a. Academic Staff. **HoS PA.**
  
  - b. Professional Services. **HoS PA or Relevant Team lead to be agreed on a case by case basis.**
  
  - c. Fixed-term research staff, visiting scholar and doctoral students. **Res Administrator.**
  
  - d. Doctoral students. **PG secretary.**
  
  - e. Patient Partners. **VP Coordinator.**
  
  - f. Simulated Patients. **SP Coordinators.**

Preparation Phase – actions completed by 'induction lead'		
	Action	Responsible
Initiate Process	Details of appointment form copied to HoS PA / Research Administrator	Line Manager / Supervisor at time of appointment
Appoint a 'Buddy'	Appoint someone in the department / division / group to be a 'Buddy'	Line Manager / Supervisor
	Select 'Induction Lead'	HoS PA / Research Administrator from the list above
Send out New Start Package	Write, sign and send postcard to New Start.	Induction Lead
Induction timetable	Induction timetable to be drawn up and circulated. <b>Perhaps add a template in as an appendix</b>	Induction Lead
Welcome	Ensure a senior member of the School is available to welcome the new start on their first day, HoS PA adds this to diary.	Induction Lead
Preparation of workplace	Ensure workspace allocated, office keys available, telephone allocated, IT ordered etc.	Induction Lead, HoS PA, School Manager / Space Committee/ Henry Rae / LT team / Res Administrator

#### 4. Welcome phase.

Welcome		
New staff member meets line manager / sponsor / supervisor.		As per programme
Welcome from a senior member of School (in addition to Line Manager if required) <sup>1</sup> .		As per programme
Introduction to buddy.		As per programme
Introductions to / arrange meetings with other members of the School/Team.		As per programme
New start goes to Recruitment Office in Old Burgh School with passport and qualification certificates. Collect staff card <sup>2</sup> .		As per programme
New start obtains an IT username and password from the IT Helpdesk, either in advance or at the library.		As per programme
E-mail to School introducing and welcoming new start from School Manager / Res Administrator / PG Sec. add to staff database		School manager / Res Administrator / PG Sec
Tour of the School to include; workstation, toilets, café, kitchen, common areas, showers, lockers, pigeon holes, printers and copiers and entrances / exits.		As per programme

#### 5. Orientation – common to all.

Orientation		
Discuss the post / role		Line manager / supervisor / sponsor
Culture	Ensure they book on the next University Induction <sup>3</sup> course.	Line manager / supervisor / sponsor
	Brief on CPD, EDI, Unconscious bias training etc	Dir EDI
Contract	Confirm that contract matches expectations	Line manager / supervisor / sponsor
IT	Buddy to take the new start to meet LT team. LT team to configure IT, create accounts and configure software.	LT team
Access	Add new start to staff database/website and put access zones on staff card.	Teaching Administrator / Research Administrator
Parking	Assist in organising a car-parking permit by directing to the appropriate web-site link.	Buddy

**6. Orientation - Tier 1 for all people who operate in the building.** This applies to all employees, NHS employees engaged here, PG (R) students, visiting scholars, UG and PG (T) students. Orientation must include a core safety and security brief. Annex A lists the content and invites the new start and those giving briefs to sign and confirm that this mandatory activity has taken place. These signed forms must be returned to the Operations and Facilities Manager and then be scanned and posted in Medinternal.

All new university staff (including honorary staff) will be added to the university EHSS online training platform – [EssentialSkillz™](#) and be assigned mandatory health and safety training.

Mandatory Health and Safety Training consists of:

- Fire Safety Training
- Display Screen Equipment

<sup>1</sup> For PG Students this is DoPGR

<sup>2</sup> If new start has sent a photo then HOS PA phones ID cars to make appt. If new member of staff have sent in photograph in advance card is sent to HOS PA to pass on.

<sup>3</sup> This is run by CAPOD in October, February and June; a half day course allows new staff to network, meet key University personnel, learn about the University's history and strategy. CAPOD sends invitations to staff who are new

- Manual Handling
- Slips, Trips and Falls

7. **Orientation brief Tier 2.** In addition to Tier 1 some individuals who work in areas with specific risks or protocols should complete a Tier 2 brief specific to them. These briefs can be delivered to groups (eg MD4002 lab students). The same protocols used for Tier 1 apply here; the forms should be completed, scanned and electronically retained. Tier 2 types:

- 2A. Research Lab users.** All individuals of any school or contract type who work in the wet labs. Delivered by Lab Manager, Safety Officer, and Research Lab Technician. Lab Manager has the lead role.
- 2B. DR users.** All individuals working in the DR. Given by Prosector/Assistant Prosector.
- 2C. Health and Social Care Research group.** All individuals working in that area. Given by a person nominated by Head of PBS Division.
- 2D. Teachers. All staff with a teaching remit.** The structures, governance and process employed by the School.

8. **Orientation brief - Tier 3.** This is reserved for individuals working on specific equipment with a unique safety component, for example using the bandsaw, accessing the cell store archive, using the Coding Room or using a unique piece of lab equipment. Use of this equipment or space will be governed by a specific risk assessment or protocol. It is the responsibility of the line manager / supervisor to identify the need for Tier 3 orientation then arrange that for the individual.

Specialised Area	Person responsible for induction	Checklist Reference
DR – Bandsaw use	Prosector/Assistant Prosector	3 A
DR – Embalming Room	Prosector/Assistant Prosector	3 B
Gamma Source	Radiation Officer/Safety Officer/School Manager/Ops & Facilities Manager	3 C
Cell Store Archive	Lab Manager/Lab Technician/John Mc (?)	3 D
Coding Room	PBS team	3 E
Consultation Room (201)	Jo Cecil (?)	3 F
Preparation Lab (202)	Jo Cecil (?)	3 G

9. **Taught students.** Course directors may find this checklist helpful in designing orientation week programmes. A mandatory safety and security brief must be included as part of orientation week and then refreshed at the start of each academic year. There is no requirement to record these briefs other than scheduling the activity on Galen / SOLAS. MD4002 students should complete a lab Tier 2 brief and that should be signed and retained.

10. **Research Students.** All students operating independently should be treated the same way as staff.

11. **Recording.** Tier 1, 2 and 3 induction checklist sheets attached. The signed and scanned data is stored in Medinternal.

## **TIER 1 INDUCTION CHECKLIST**

This checklist is designed to augment the information that will already have been sent to new starts. It is mandatory for all new starts.

Name:	
Position:	
Line Manager/Supervisor:	
Division/Prof Services Team:	
	<b>Tick</b>
<b><u>General Safety</u></b>	
• Safety and security policies in handbook / notices	
• First Aid provision. Who/How/Where	
• Reporting: first aid, incidents, accidents, near misses	
<b><u>Fire safety</u></b>	
• Bell test schedule. What to do in the event of a fire	
• Fire exits and muster point	
• Guide Students, VP, SPs from building if needed. Explain evac chairs	
<b><u>Signpost EssentialSkillz™ mandatory training</u></b>	
• DSE, Fire Safety, Manual Handling, Slips, Trips & Falls	
<b><u>Security</u></b>	
• 2 critical security concerns.	
• Semi-pro criminals here in the past.	
• Zero tolerance of bags left lying (yellow card system for students)	
• Prevent tailgating.	
• What to do if concerned. How to contact Janitors & Security & Response Team	
<b><u>Finance</u></b>	
• Generic advice on CPD and Discretionary Travel	
<b><u>Advice about providing a bio and the individual's web profile</u></b>	
• New starts send bio and picture to HoS PA.	
<b><u>Covid-19 Risk Assessment &amp; Health Self-Assessment</u></b>	
• Discuss Covid-19 measures. Email RA and health self-assessment. All staff need to sign off on RA and HAS.	

Signature of new start upon completion:

Date:

Signature of Line Manager / sponsor / supervisor upon completion:

Date:

## **TIER 2A INDUCTION CHECKLIST (Research Laboratory)**

Name:	
Position:	
Line Manager/Supervisor:	
Division:	
This induction constitutes the minimum safety information that must be provided prior to entering a hazardous facility. This induction does not constitute training on specific hazardous procedures or equipment within the lab which must be provided prior to use.	
	<b>Tick</b>
<b>Access</b>	
• Discuss it's a restricted area	
• Discuss card access hours	
<b>Fire safety</b>	
• What to do in the event of a fire	
• Fire exits and discuss the fire meeting point outside	
• Explain the safest exit is the best	
• Show the location of the fire extinguishers	
• Oxygen monitors	
• Emergency gas shut off	
<b>Lone working arrangements</b>	
• Lone Working procedure and the buddy system	
• Show the sign in book for lone working	
<b>Laboratory safety</b>	
• No food or drink	
• Eye wash facilities	
• Emergency gas shut off	
• No open toed shoes, bare legs etc.	
• Lab coats, what one, where and when	
• Other PPE requirements, gloves, safety glasses	
• Waste disposal	
• Glass wash service	
• Water systems	
• Bookable space procedure	
• First aid – where the kit is, who is the first aiders, procedure for reporting	
• Cell culture, Specific lab coats and waste disposal	
<b>Risk Assessment procedure before work</b>	
• Explain they must read and sign risk assessments prior to starting lab work	
• Explain training is required for specialised equipment	
<b>Stores Procedure</b>	
• Introduce stores staff	
• Explain the ordering procedure	
• A list of all items which we stock will be sent in an induction email	
<b>Access to other restricted areas required?</b>	
• Yes	
• No	
<b>If Yes, please provide details:</b>	
<b>Fault reporting</b>	
• An email will be sent with all relevant email addresses and links to report faults/issues in the laboratory space.	

**By signing below, you declare that you agree to observe all School of Medicine core safety requirements.**

Signature of Inductee:

Signature of Lab Manager:

Signature of Supervisor:

Date:

## **TIER 2B INDUCTION CHECKLIST (DR Facility)**

Name:	
Position:	
Line Manager/Supervisor:	
This induction constitutes the minimum safety information that must be provided prior to entering a hazardous facility. This induction does not constitute training on specific hazardous procedures or equipment within the facility, which must be provided prior to use.	
	<b>Tick</b>
<b><u>Access &amp; Security</u></b>	
• Discuss it's a restricted area and protocol for PIN/alarm system	
• Discuss card access hours	
• HMIA – special protocols, photography etc	
<b><u>Fire safety</u></b>	
• What to do in the event of a fire	
• Fire exits and muster point	
• Explain the safest exit is the best	
• Show the location of the fire extinguishers	
• Fire hazards in the DR (solvent, embalming fluid storage)	
<b><u>DR safety</u></b>	
• No food or drink	
• Appropriate dress	
• Sharps safety and instrument handling	
• Lab coats, what one, where and when. Laundry process.	
• Other PPE requirements, gloves, safety glasses (incl. Covid-19 PPE and protocols)	
• Waste disposal	
• First aid – where the kit is, who is the first aiders, procedure for reporting	
<b><u>Risk Assessment procedure before work</u></b>	
Explain they must read and sign risk assessments prior to starting work	
• Explain training is required for specialised equipment (Bandsaw & Embalming room). See tier 3A and 3B checklists.	
• Confirm Hep B immunization status. Organise with Occ Health if required.	
<b><u>Fault reporting</u></b>	
An email will be sent with all relevant email addresses and links to report faults/issues in the DR. Explain why temperature control and HVAC system are important in the DR.	
• <a href="mailto:medfaultreport@st-andrews.ac.uk">medfaultreport@st-andrews.ac.uk</a> ,	
• Inform team (Lead Anatomist, Prosector, Assistant Prosector) of any issues.	

**By signing below, you declare that you agree to observe all School of Medicine core safety requirements in the DR.**

Signature of Inductee:

Signature of Prosector/Assistant Prosector:

Signature of Supervisor:

Date:

### **TIER 2C INDUCTION CHECKLIST (Health and Social Care Research group)**

Using the template for 2A this needs to be worked up...

### **TIER 2D INDUCTION CHECKLIST (All teaching staff)**

Using the template for 2A this needs to be worked up...



### **TIER 3A INDUCTION CHECKLIST (DR Bandsaw)**

Name:	
Position:	
Line Manager/Supervisor:	
Division:	
This induction constitutes the minimum safety information that must be provided prior to entering a hazardous facility.	
	<b>Tick</b>
<b><u>Bandsaw</u></b>	
• Discuss it is a restricted area	
• Read risk assessment and SOP	
• Must work in pairs, minimum. Designate one lead technician	
• Discuss power switch lock-off and emergency stop procedures	
• Discuss Safe handling of specimens near blade and use of push-sticks	
• Discuss air filtering system	
• Clear the workspace	
• Discuss cleaning of the bandsaw	
• Discuss specialist first aid/follow up procedure for accidental amputation	
• <b><u>USE OF PPE &amp; how COVID impacts these</u></b>	
a. Labcoat	
b. Full face mask with organic vapour filters and dust filters	
c. Gloves. Nitrile gloves – double glove – NO chainmail gloves	
d. Non-slip footwear	

Signature of Inductee:

Signature of Prosector/Assistant Prosector:

Signature of Supervisor:

Date:

## **TIER 3B INDUCTION CHECKLIST (DR Embalming)**

Name:	
Position:	
Line Manager/Supervisor:	
Division:	
This induction constitutes the minimum safety information that must be provided prior to entering a hazardous facility.	
	<b>Tick</b>
<b><u>Embalming room</u></b>	
• Discuss it is a restricted area	
• Read risk assessment and SOP	
• No embalming without Hepatitis B immunisation	
• Discuss manual handling of cadavers	
• Discuss sharps handling technique and safety, including needlestick injury procedure	
• Discuss washing and hygiene procedures <b>COVID – additional washing of body before embalming, if possible, leave for a time before starting embalming</b>	
• Discuss pump operation	
• Discuss safe handling of fluids	
• Discuss procedure for chemical burns	
• Discuss cannulation and perfusion, both systemic and local	
• Discuss clean up and pump maintenance	
• Discuss record keeping and labelling	
• <b><u>USE OF PPE &amp; how COVID impacts these</u></b>	
a. Labcoat – Embalming room colour only – not to be used elsewhere in the DR	
b. PPE scrubs	
c. Full face mask with organic vapour filters or half face mask with organic vapour filters and face-shield	
d. Gloves. Nitrile gloves	
e. Apron – washable or disposable	
f. Non-slip, waterproof footwear	
g. Covid specific items: disposable arm sleeves	

Signature of Inductee:

Signature of Prosector/Assistant Prosector:

Signature of Supervisor:

Date:

### **TIER 3C INDUCTION CHECKLIST (Gamma Source)**

to come

### **TIER 3D INDUCTION CHECKLIST (Cell Store Archive)**

Name:	
Position:	
Line Manager/Supervisor:	
Division:	
This induction constitutes the minimum safety information that must be provided prior to entering a hazardous facility.	
	<b>Tick</b>
<b><u>Cell Store Archive.</u></b>	
• Discuss it's a restricted area	
• Discuss Oxygen monitors	
• Must have a buddy/work in pairs	
• Doors open for air flow	
• <b><u>USE OF PPE &amp; how COVID impacts these</u></b>	
h. Apron	
i. Visor (COVID: Wipe down with 70% EtOH between uses)	
j. Gloves (COVID: disposable gloves on BEFORE you put on the leather gloves)	
<b><u>Using the liquid nitrogen fill system</u></b>	
• How to operate the system	
a. First – show the emergency stop switch	
b. Open taps	
c. Show filling lance	
d. Explain you need to HOLD the button to fill	
e. Always in safe distance to what you are filling (no stretching)	
f. What to do in the event of a spill	
- Stop the fill and let the LN2 evaporate	
g. Explain how to safely transport the LN2 dewar	

**By signing below, you declare that you agree to observe all School of Medicine core safety requirements.**

Signature of Inductee:

Signature of Lab Manager:

Signature of Supervisor:

Date:

**TIER 3E INDUCTION CHECKLIST (Coding Room)**

**TIER 3F INDUCTION CHECKLIST (Consultation Room 201)**

**TIER 3G INDUCTION CHECKLIST (Prep Lab room 202)**