

A. PROCEDURE OVERVIEW

NAME	
GROUP/DEPARTMENT	
DATE STARTED	
OVERVIEW OF WORK <i>(Provide a general description of the work you are to undertake)</i>	
ACCESS TO LABORATORIES REQUIRED	<i>Delete as Appropriate</i> YES/NO
IS THE ABOVE WORK A CONTINUATION OF AN EXISTING PROJECT – YES / NO (delete as appropriate)	<i>If it is a new project & the individual is likely to introduce new a hazard –please detail.</i>

B. HAZARD IDENTIFICATION & ASSESSMENT- From the List below; identify what hazards you are likely to be exposed to. **Where Yes is the case, all 3 columns must be completed by the supervisor**

Hazard Categories	Yes / No	If Yes, give details	Detail Actions Required
Biological Hazards (<i>including Pathogens, Human Tissues & Tissue Culture</i>)			
Genetic Modification of Micro-organisms, Plants or Animals			
Hazardous Chemicals or Dust			
Radioactive Material including X-Rays			
Animal Work			
Liquid Gases (<i>e.g. liquid nitrogen</i>)			
Electrical Hazards			
Display Screen Equipment (i.e. Computers, VDU's)			
Lone Working/ Out of Normal Hours			
Hazardous Machinery			
Lifting Heavy Loads			
Lasers			
Loud Noise			
Other			

Complete reverse side to this form and return to Health & Safety Manager with Card Access Form

Appendix A – Health & Safety Induction Agreement

Health, Safety and Welfare Policy Statement issued in compliance with the requirements of the Health and Safety at Work Act 1974 and Subsequent Regulations

It is the policy of the Wellcome Trust Centre for Human Genetics (WTCHG) to take all reasonably practical steps to ensure the safety, health and welfare of all employees, students, visitors, and members of the public on Centre premises. The Director, Professor Peter Donnelly, is responsible through the management team for all aspects of safety in connection with work carried out at this Centre.

If you are satisfied that you are aware of the safety arrangements in place, understand your responsibilities and agree to follow the rules of this Centre please sign and date below.

Signature of Person being inducted:

Date:

Every New Starter must have a Building Safety Induction which includes:

- The *Statement of Health & Safety Organisation*.
- Fire procedure
- First Aid
- Laboratory Rules
- The Accident Book
- Further Safety Training Courses

Local Induction with Supervisor to include:

- Supervisor must complete the Hazard Identification and Assessment table on page 1. They should use the Registration Risk Assessment Guidance document to complete the Actions Required.
- A copy of the Registration Risk Assessment Form should be kept in the Group's Safety Folder and the original should be returned to Facilities / Reception along with the Card Access Form authorised by HR.
- Supervisor should ensure that the Actions listed on page 1 are completed.

Signature of Supervisor:

Date:

Print Name:

Contact Telephone:

University cards will not be access activated until the Health & Safety Manager is satisfied that the above process has been followed.

Signature of Authorisation (Health & Safety Manager):

Date: