

Walter Bower House – induction checklist for managers

No	Action	To be led by	Tick when complete
1	Read the University of St Andrews health and safety policy and visit the University's health and safety website	Inductee	
2	Read the Walter Bower House welcome booklet and visit the WBH website for up to date news and activities	Inductee	
3	Complete your EssentialSkillz online training package . The package consists of five core modules (some staff will have other supplementary or specialised training to complete) <ol style="list-style-type: none"> 1. WBH induction video 2. Fire safety awareness 3. Display Screen Equipment (DSE) training and assessment 4. Lone/home working 5. Slips, trips and falls 	Inductee	
4	Tell staff member that the fire alarm test day and time is Tuesday at 10am Click here to read health and safety information and listen to a recording of the fire alarm sound	Manager	
5	Conduct a tour of the building and show the staff member the location of the main facilities: <ol style="list-style-type: none"> 1. The café 2. The staff room 3. The contemplation room 4. Gym, changing rooms and drying room 5. Mail room 6. Cycle shelter 7. Your unit's general working area and your nearest: <ol style="list-style-type: none"> a. Tea prep area b. Toilet c. Printer 	Manager	
6	Work through checklist of safety issues during building tour: <ol style="list-style-type: none"> 1. Fire exits and means of escape from the building 2. Action to be taken in the event of fire and on hearing the alarm 3. How to contact the emergency services 	Manager	

	<p>4. Location of fire assembly areas A and B</p> <p>5. Operation and safety demonstration of ZipTap (boiling water)</p>		
7	<p>Show the staff member where to find their nearest first aid box, defibrillator and what to do if an accident or emergency occurs</p> <p>Inform the staff member who the dedicated first aiders are. A list is available on the noticeboard in the staff room</p> <p>Read the procedure for reporting accidents, incidents and near misses</p>	Manager	
8	<p>Inform the staff member that the designated smoking area for WBH is currently at the south entrance to the building</p> <p>Read the University smoking policy here</p>	Manager	
9	<p>Assign staff member a locker. Click here to view a video showing how to set a personal locker code or contact reception for help to set a code</p>	Manager	
10	<p>WBH is an office designed for Smart Working. Because our space is flexible with many different types of space, explain to staff member that DSE safety should always be considered and an assessment of their work area must be carried out prior to starting daily work activities</p>	Manager	
11	<p>Parking within Eden Campus is only permitted in designated parking bays. Arrange for a parking permit if necessary</p>	Manager	
12	<p>Inform staff member that no personal electrical items are to be used within WBH unless they have been authorised, PAT tested and added to the register held by Estates. If additional electrical items are required, the Building Services Coordinator must be informed</p>	Manager	
13	<p>Inform staff member that mental health and wellbeing information is available on the University occupational health service webpage</p>	Manager	

Employee Signature:

Line Manager Name:

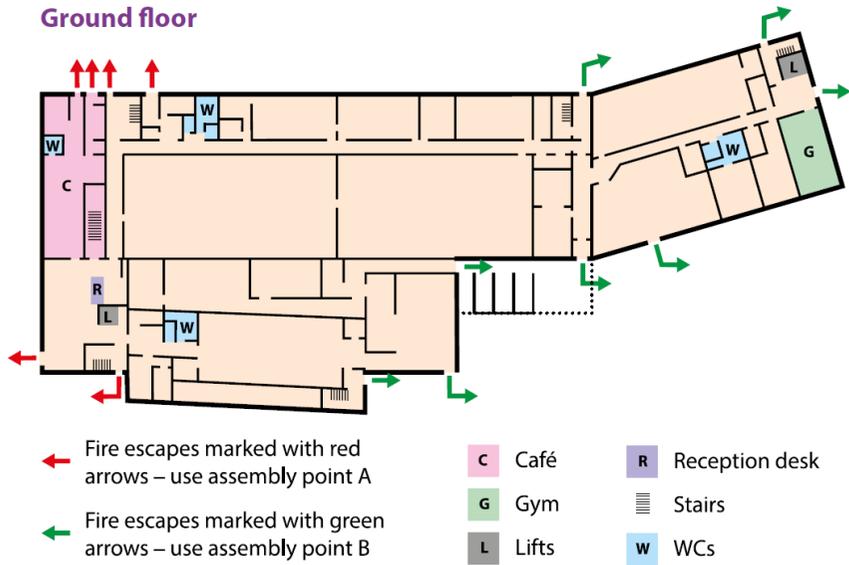
Date of Completion:

Signature:

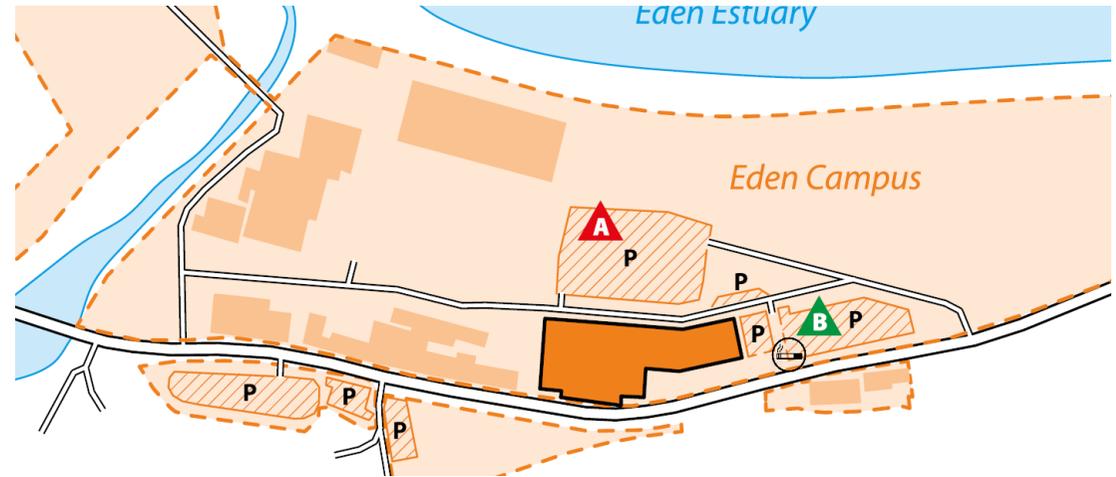
Document will be kept by manager for audit and compliance purposes

Resources

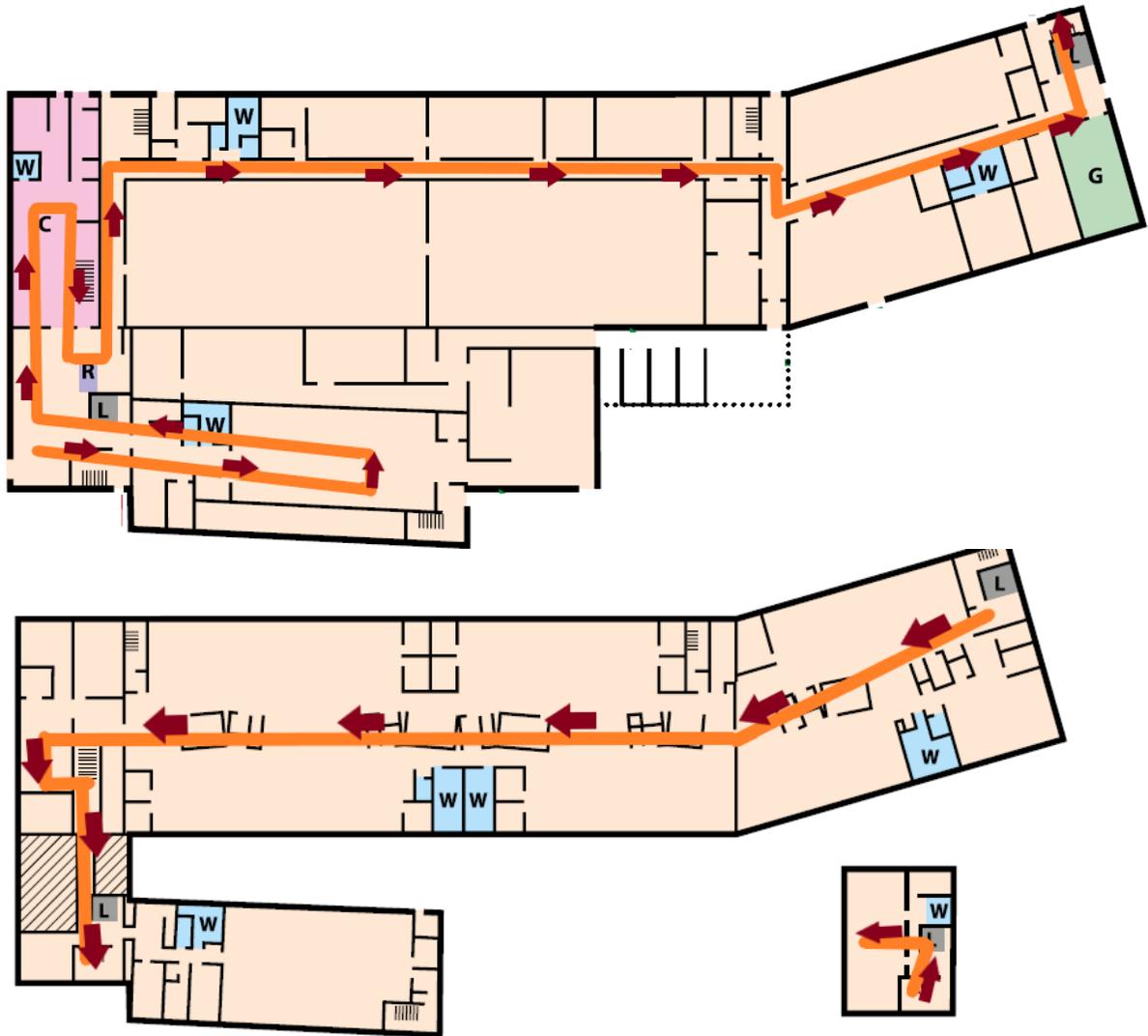
A. Location of fire exits



B. Location of parking, assembly points A and B, and smoking area



C. Suggested tour route around building



Ground floor

1. Start at reception
2. IT Services
3. Café
4. Library store
5. HR offices
6. Library offices
7. Showers/changing rooms
8. Drying room
9. Mail room
10. Gym

Go upstairs

First floor

1. First floor office area, indicating:
 - Meeting rooms
 - Quiet rooms
 - Tea prep areas
2. IT training room
3. Staff room
4. Walk over bridge
5. Indicate entrance of Enterprise Centre (restricted access)

Go upstairs

Second floor

1. Finish at conference room