

Memo

To Safety Co-ordinators (for onward transmission to school safety advisors)

From Dr Melanie Taylor, University Safety Advisor

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Distribution Dr S A Robson

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Student induction processes

There have been a number of requests for co-ordinators to carry out induction health and safety training for new students during Freshers Week.

The Safety team does not have the resources to respond to such requests, and in any case, this is a task best carried out within schools by schools staff, as the details given to new students will vary between schools and buildings.

We are however preparing some presentation material on health and safety topics of general interest and relevance to new students (including fire safety, electrical safety, work with display screen equipment, etc). We will also prepare material which school safety advisors or others delivering the induction can select from (eg general laboratory safety, use of machinery, field trips, etc). We can provide an aide memoire about the subjects that ought to be considered during an induction session. The material will be made available to schools safety advisors by September.

If any school safety advisor would like assistance in preparing the induction session, they should contact their University Safety Co-ordinator.

Dr Melanie Taylor
University Safety Advisor