**Shape

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Ref No.

**External Clients**

**Health and Safety Induction Form**

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| **Edinburgh Napier University Responsible Person:** |  |
| **Position in School / Service / Research Area:** |  |
| **Dean of School/Director of Service** |  |
| **External Client company name:** |  |
| **Contact number for company:** |  |
| **Emergency contact number for company:** |  |
| **Email address for company:** |  |

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| **General** | | **Delete as appropriate** |
| 1 | Have you read the Edinburgh Napier University “Guidance for management of external clients leasing rooms, laboratories or equipment from the University”? | **Yes / No** |
| 2 | Have you signed the External Client employees’ section of the guidance? | **Yes / No** |
| 3 | Are you fully aware that you **must** follow the guidance at all times? | **Yes / No** |
| 4 | Are you involved in the risk assessment process? | **Yes / No** |
| 5 | Do you have a copy of the risk assessment/COSHH/safe system of work, etc for the works you are about to undertake? | **Yes / No** |
| 6 | Have you been made aware of significant risks in your proposed work area by the Responsible Person? | **Yes / No** |

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| **Risk Assessments and Safe Systems of Work** | | **🗸 as appropriate** |
| 1 | All works carried out on University premises must be risk assessed in compliance with the Management of Health and Safety Regulations. |  |
| 2 | A suitable and sufficient written assessment of significant risks to comply with the Management of Health and Safety at Work Regulations must be in place prior to any work commencing. |  |
| 3 | All External Clients’ and subcontractors’ employees must have all the relevant risk assessments and safe systems of work made available to them before work commences. |  |

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| **Guidance Section**  *\*\*Manager/Supervisor: Please read and sign the declaration at the end declaring that you have read and understand this guidance\*\** | |
| 1 | **Reporting of Hazards**   * To be reported to your line manager/supervisor immediately. |
| 2 | **Accident/incident reporting**   * External Client must report all accidents, incidents and near-misses on Edinburgh Napier University premises to the School/Service Responsible Person. |
| 3 | **Fire and Emergency**   * Be aware of your surroundings at all times - if the fire alarm sounds get out of the building, using the nearest available exit. * Go to the nearest assembly point and wait for further instructions. * If you discover a fire, raise the alarm, call the Fire Service – dial (9) 999 and make your way out of the building. Make yourself known to University Security or Senior Fire Coordinator, so that the details regarding the fire can be passed on. Do not leave site until emergency has been concluded. |
| 4 | **Waste disposal**   * You are responsible for removing all rubbish created by your company in line with Edinburgh Napier University procedures. * If you are required to bring a skip on to the campus, you must get permission and it must also be an enclosed skip. Location to be agreed with Property & Facilities and the Health & Safety Office, prior to arrival. * Exit and emergency escape routes are to be kept clear at all times. |
| 5 | **Use of work equipment**   * The use of Edinburgh Napier University owned work equipment is **forbidden** unless contractually agreed. * Suitable and sufficient PPE to be worn at all times. |

**Declaration:**

*I declare that I have read and understood the above guidance*

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***External Client/Manager/Supervisor***

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_