Work Health and Safety: Induction Checklist for Undergraduate Students

The following information is to be relayed by the lecturers of all units of study during the first class of each semester:

• **FIRE EXITS – Lecture theatre**
  Please draw students’ attention to the nearest fire exits of the lecture theatre you are teaching in.

• **EVACUATION PLANS - Carslaw**
  Carslaw Building evacuation plans are situated near the lifts and staircases on each floor.

• **EMERGENCY ASSEMBLY POINT**
  The emergency assembly point for the Carslaw Building is on the lawn areas in front of the New Law School building.

• **CONTACT LISTS**
  A contact list for First Aid Officers in the Carslaw Building and useful emergency numbers is available on each floor of the School (in the central stairwell). Our School First Aid Officer is Lucy Kennedy (Level 5, room 520).

• **HOUSEKEEPING**
  It is very important that all students obey simple housekeeping rules when in lecture theatres or visiting the School. Aisles should be kept clear and unobstructed at all times. This includes keeping bags and personal items off the floors. Shelving or other storage facilities should be used, where provided.

• **REPORTING HAZARDS AND INCIDENTS**
  Students should report ALL incidents and possible hazards on the University premises, including near-misses, to their lecturer or any other member of staff in the School. The staff member will in turn, report it via RiskWare and inform the School Manager for further action/follow up.

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**COUNSELLING AND PSYCHOLOGICAL SERVICES (CAPS)**
Staff should also consult the information provided on the CAPS website to be prepared to advise students about CAPS services / referrals or to consult with CAPS about any student issues: