PROCESS FOR DAY ONE INDUCTION AND OBTAINING SWIPE CARD

ACADEMIC AND SUPPORT DEPARTMENTS

* Unsupervised by a member of ICL’s staff
** Extraclim, Adams Environmental, AMEC, etc

Projects in Occupied building
Design Stage Project manager and BM give Pre-construction and Day One Induction

Projects Contractors
(ICT, Projects, FM)

Who carries out Day One 
(Building Specific) Safety Induction?
The person in control or their delegate

For forms and guidance
Follow this link to Safety Induction web page
http://www3.imperial.ac.uk/safety/training/induction
Follow this link to Security ID Card/Access web page
http://www3.imperial.ac.uk/facilitiesmanagement/security/services/idcard

Property

Contractor resident in building**

Tenants

Tenants Commercial premises
(Lab/process space)

Day One Induction given to representative before Swipe card issued by Property

ICL to receive
Tenants’ hazard survey (as in incubator)
+ give Day One Induction to tenant representative before issuing swipe card

Resident contractor gives Full Day One Induction to any holding sub-contractors

Tenants Residential Domestic premises

New Tenants issued with LIP to include building specific relevant Day One information

Landlord’s Information Pack

Identification
Students - valid registration card
Staff - employment contract/employment letter
Contractors/visitors - letter from department requesting card
Guest cards – email to id.card@imperial.ac.uk

Employees (support and academic)
Research Students (registered MPhil/PhD and project students)
External UROPs
Over 5 day visitors

Day One Induction, checklist signed by inductor
Take completed form to Security Desk for swipe card issue with other ID***

Teaught students UG/PG
Resident in Hall

Halls/residences Hall Day One Induction (immediately after swipe card issue if card issued by Hall)

Accommodation Office issues with general safety and security advice and guidance

Supervisor issues Contract issued/visitor information sheet which must be signed off by DSO or Building Manager as appropriate before swipe card issue

Supervisor gives Day One induction, which must be signed off by DSO or Building Manager as appropriate before swipe card issue

Principal Contractor or Project manager gives Sub-contractors Site Induction including Day One when?

Principal Contractor gives Site Induction including Day One if relevant

Principal Contractor gives Full Day One Induction to any holding sub-contractors