

**HR Front-sheet and Job Hazard Assessment form (INVIGILATORS)**

In order for the Human Resources Department to process this contract and create an account for the timesheet system (Talent Bank), this form must be completed in full and returned to HR with the **mandatory** forms.

Appoint as: **INVIGILATOR / LEAD INVIGILATOR / DIGITAL EXAMINATIONS INVIGILATOR** (delete as appropriate)

New employee: …**YES / NO**............. If **NO** please state Employee ID here: …….………..

Student: …**YES / NO**.......... If **YES**: UG or PG .......... Student no: ………..…………..

|  |  |
| --- | --- |
| **Full name** |  |
| **Department** | Timetabling and Awards Group (TAG) |
| **Sub Project code** | 10215100 |
| **Employment start date** |  |
| **Employment end date** |  |
| **Rate of pay** | (Delete as appropriate):  £10.22 per hour (Invigilator / Digital Examinations Invigilator)  £12.36 per hour (Lead Invigilator) |

|  |  |
| --- | --- |
| **Mandatory paperwork (please tick)** | |
| Verified of Right to Work  [Declaration of Right to Work form](https://intra.brunel.ac.uk/s/hr/Documents/Declaration%20of%20Rights%20to%20Work.docx)    (photo page & visa page &biometrics card (front & back) if applicable) |  |
| Job Hazard form |  |

**Checked by Print Name: ………………………. Signed: …….………………………….**

**Date sent to HR: …………………..…………**

***\*Incomplete forms / Documentation will result in the paperwork being returned to the recruiting department***

**Job Hazard Assessment Form (JHF)**

This form is completed by the Recruiting Manager as part of the Job Description as it is essential that any identified hazards have undergone appropriate Risk Assessments. The Health & Safety office should be contacted for advice if required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position title: | | Department: | | College: | |
| Start date: | | Contact number: | | Recruiting Manager: | |
| Job description attached (must incorporate identified hazards) | | | | | |
| Please tick all relevant workplace hazards identified with this position.Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitizers, Biological Agents Class 2 and above and GMOs. | | | | | |
| Display screen  equipment | Manual handling | | Prolonged standing  e.g. 1 hour plus | | Prolonged sitting  e.g. 1 hour plus |
| Biological agents:  Class 2 and above and  GMO Class 1 | Human blood, tissue or  fluids | | Respiratory sensitizers or  laboratory allergens  e.g. animals | | Skin Irritant/Chemicals |
| Work in confined places | Ionising radiation | | Noise (more than 80 dba-  8 hrs. taw) | | Lone working |
| Use of dangerous  machinery | Electrical hazards | | Shift work/night work | | Work outdoors |
| Neck & arm vibrating  equipment | Fork lift truck driving | | Work at heights | | Lasers |
| Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office: | | | | | |
| Physical demand of the job: | Lifting  Carrying  Bending  Pushing | | | | |
| If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency: | | | | | |
| Travel/Off-site working: | % of time: **……** | | UK | | Overseas |
| Driving for work: | None/Occasionally | | Daily | | Weekly |
| Management responsibility: | | Supervisor | | Non-supervisory | |
| Hours of work: | | Full time | | Part time **……** hours | |
| Non-standard contractual hours? (evenings/weekends)  Night workFrequency, number of hours, type of work outside standard hours: **…….** | | | | | |
| Other – including occasional or possible work hazards (please specify nature and frequency): | | | | | |

The hazards outlined in this form are all subject to prior departmental risk assessment and may also be subject to provision of health surveillance, immunisation or training organised initially by the manager by contacting the Health and Safety Department and/or Staff Development. As the line manager, you are responsible for ensuring that the Health and Safety Induction and appropriate risk assessments for new employees are carried out (as required). The Induction will cover the arrangements for Health and Safety Management at Brunel University London, to ensure that all new employees are aware of the risks from work activities and their environment and establish the means by which those risks are avoided or minimised.

I confirm that the appropriate risk assessments have been undertaken and relevant advice received from the Health & Safety office and that these are fully outlined in the Job Description/Person Specification:

Printed name.............................................................

Signed....................................................................... Date........................................................