**RHESTR WIRIO CYNEFINO I&D**

Mae'r Rhestr Wirio hon yn amlinellu'r hyn y dylid ei gynnwys, fel isafswm yn ystod sesiwn Cynefino I&D. Bydd y Cydlynydd I&D yn darparu’r sesiwn ynghyd â chopi o Bolisi I&D yr Adran (sy’n gweithredu fel Llawlyfr Adran).

Dylai'r Cydlynydd I&D a'r aelod staff/ymwelydd lofnodi'r Ffurflen gyda chopi yn cael eu cadw efo’r Cydlynydd I&D.

**TREFNIADAU CYFFREDINOL**

|  |  |  |
| --- | --- | --- |
| **Pwnc** | **Cwblhau / Esbonio** | **Cwblhau / Esbonio** |
| **Gweithdrefnau Brys** | Camau i'w cymryd mewn Tân / Larwm Tân |  |
| Lleoliadau Allanfa Tân a Phwyntiau Lloches |  |
| Lleoliad Pwynt Cynulliad |  |
| Manylion Cynorthwyydd Cymorth Cyntaf |  |
| Lleoliadau Bocs Cymorth Cyntaf |  |
| Manylion Cyswllt Brys |  |
| Sut i adrodd Pryder |  |
| **Adrodd am Ddamweiniau a Digwyddiadau** | Gweithdrefnau Adrodd am Ddamweiniau a Digwyddiadau |  |
| Lleoliad Ffurflen Damweiniau |  |
| **Lles** | Ystafell ymolchi / cegin / ystafell orffwys lles |  |
| Polisi Dim Ysmygu'r Brifysgol (rheol 5m ac ati) |  |
| Gweithdrefnau Adrodd Absenoldeb Salwch |  |
| Gweithdrefnau Gweithio Allan o Oriau |  |

**TREFNIADAU IECHYD A DIOGELWCH PENODOL**

|  |  |  |
| --- | --- | --- |
| **Pwnc** | **Cwblhau / Esbonio** | **Cwblhau (neu N/A)** |
| **Gweithgareddau Gwaith / Amgylchedd Gwaith** | Asesiad Risg Trosolwg *(lle mae ar gael)* |  |
| Polisi I&D *(rhowch fel rhan o sesiwn cynefino I&D)* |  |
| Offer Sgrin Arddangos *(angen cwblhau'r Hunanasesiad Hyfforddiant a OSA ar-lein)* |  |
| Gyrru ar Fusnes Prifysgol *(angen Yswiriant Defnydd Busnes, gwiriad Trwydded Yrru, Awdurdodi Gyrwyr)* |  |
| Gofynion Teithio / Gwaith Tramor *(Gweithdrefnau, Yswiriant Teithio Ar-lein y Brifysgol)* |  |
| Anghenion Hyfforddi I&D ychwanegol *(os oes angen ar gyfer y swydd)* |  |

|  |
| --- |
| **Datganiadau** |
| *Rwy'n cadarnhau fy mod wedi cael y wybodaeth uchod yn ystod fy sesiwn Cynefino* **(Enw, Llofnod a Dyddiad):** |
| **Aelod newydd o Staff / Ymwelydd:** …………………………………………………….……… ……………………………… …………….…… |
| **Person sy'n darparu sesiwn Cynefino:** ………………………………………………..……… ……………………………… …………….…… |

**H&S INDUCTION CHECKLIST**

This Checklist outlines what should be included, as a minimum during a H&S Induction. The H&S Coordinator will provide the Induction together with a copy of the Department’s H&S Policy (which acts as a Department Handbook).

The H&S Coordinator and the new staff member/visitor should sign the Form with a copy held by the H&S Coordinator.

**GENERAL ARRANGEMENTS**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Covered / Explained** | **Completed** |
| **Emergency Procedures** | Action to take in a Fire / Fire Alarm  |  |
| Fire Exit and Refuge Point locations |  |
| Assembly Point location |  |
| First Aider details |  |
| First Aid Box locations |  |
| Emergency Contact details |  |
| How to report a Concern  |  |
| **Accident and Incident Reporting** | Accident / Incident Reporting Procedure |  |
| Accident Form location |  |
| **Welfare** | Washroom / Kitchen / Rest Room |  |
| University Non-Smoking Policy (5m rule etc) |  |
| Sickness Absence Reporting Procedures |  |
| Out of Hours Working Procedures |  |

**SPECIFIC HEALTH AND SAFETY ARRANGEMENTS**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Covered / Explained** | **Completed (or N/A)** |
| **Work Activities / Work Environment** | Overview Risk Assessment *(where it is available)* |  |
| H&S Policy *(issue as part of H&S Induction)* |  |
| Display Screen Equipment *(need to complete the on-line Training & DSE Self-Assessment)* |  |
| Driving on University Business *(need for Business Use Insurance, Driving Licence check, Driver Authorisation)* |  |
| Overseas Travel / Work Requirements *(Procedures, University On-Line Travel Insurance)* |  |
| Additional H&S Training Needs *(if required for post)* |  |

|  |
| --- |
| **Declarations** |
| *I confirm I have been provided with the above information during my Induction* **(Name, Signature & Date):** |
| **New member of Staff/Visitor:** …………………………………………………………….……… ……………………………… …………….…… |
| **Person providing Induction:** …………………………………………………………….….……… ……………………………… …………….…… |