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To Deans of Faculty, Heads of Schools & Directorates, Safety Advisors, Safety Representatives (via safety co-ordinators)

From Dr Melanie Taylor, University Safety Advisor

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Distribution Dr S A Robson, Prof P Heggs, Prof M Case, J Bridger, R Lewis, R Valentine

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## Health & safety aspects of staff induction

Managers will already be aware of the University Induction Handbook for Managers, which includes the University Code of Practice on Health & Safety Induction, and the induction checklist (at

<http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/induction.doc> )

In addition, Human Resources issue an induction pack to the majority of new employees, which includes reference to these documents and other key publications. I understand that certain new starters may not routinely receive these packs from HR. These include:

- casual employees, especially on a short term basis (eg in catering or cleaning)
- post-graduates taking up demonstration work
- visiting academics
- agency staff who retain employment by other organisations.

There may be others specific to your area of work.

It is a legal requirement to provide all employees with general information about health & safety law, local arrangements for fire safety, accident reporting, first aid etc, as well as specific information relating to risks and risk control measures relevant to them.

For small numbers of staff, the "Health & Safety Law – what you should know" leaflet is available free from <http://www.hse.gov.uk/pubns/law.pdf> . If you have a regular throughput of casual staff, it may be more cost effective to buy a poster of the same information and display it in a commonly used area. The posters are available from The Stationary Office, Blackwells and other booksellers, for around £7-8 ea. The health & safety induction checklist could be adapted and shortened, to focus on key issues for these employees.

**Action required** : Please circulate to managers and those involved in recruitment who may take on staff in the groups listed, and ensure that they provide the correct health and safety induction information to new employees, as promptly as possible after their start dates.

Dr Melanie Taylor  
University Safety Advisor