You join the University at what is a very exciting and potentially highly rewarding time as we make progress towards our challenging goal of creating a world-leading institution of higher education in Manchester. I am delighted that you will now be contributing to these endeavours.

We aim not only to foster a thriving academic and research community, but to provide the very best career opportunities for everyone within the University, where aspirations can be met and opportunities for personal development are given priority. I am committed to engendering a culture where staff at all levels can feel proud of this institution, of its achievements, and of their own contribution to its success.

I do hope you will take some time to review the important information contained within this new starter pack. It is intended to provide a “kick-start” to your induction into The University of Manchester. With best wishes for your future with us.

Nancy Rothwell, President and Vice-Chancellor
Our three core goals

1. World-class research
   Our ambition is to be a world-leading university where researchers produce work of the highest significance and impact. We will be distinguished by our interdisciplinary research for training outstanding researchers and gaining parity of esteem to discovery, application, knowledge transfer and impact.

2. Outstanding learning and student experience
   We will provide a superb and distinctive higher education and learning experience to outstanding students, irrespective of their backgrounds. We will produce graduates distinguished by their intellectual capabilities, employability, leadership qualities, and ability to contribute to society.

3. Social responsibility
   The University will make a difference to the social and environmental well-being of our communities and wider society through teaching, research, engagement and operations. To find out what it’s all about and how you can get involved – view www.socresponsibility.manchester.ac.uk

Our guiding principles and values

We will be guided in all of our activities by our motto ‘Cognitio, Sapientia, Humanitas’ (Knowledge, Wisdom, Humanity).

• We will be led by the discovery of new knowledge, and aim to maximise the impact of that knowledge through education, innovation and delivering value to society.

• We will be an independent and autonomous organisation that will work to uphold rigorously the principles of freedom of thought and speech, and which will encourage tolerance of diverse views and beliefs.

• We will be agile, flexible and adaptable, and will also value our rich academic heritage and traditions.

• We will be an accessible organisation, committed to advancing equality and diversity.

• We will be an ethical organisation with exemplary policies, procedures and behaviours.

• We will be committed to environmental sustainability, setting and meeting the highest possible standards across the full range of our activities.

Probation and induction

All new staff are subject to a probationary period, during which your manager will meet with you to review your progress. Your induction is a vital part of this probationary period.

Checklists to complete during the first week

It is essential that you work through the enclosed checklists with your manager. This is part of our commitment to ensure that you obtain all the necessary information to help you settle in to your new role – not just practical information about your environment but also about your role and our expectations of you, the roles of the team around you and how you can contribute to the strategic goals and values of the University.

You will find the following pullout checklists at the back of this pack on pages 11-16:

• New Staff Induction Checklist
• Induction Training and Development Plan
• Health and Safety Induction Checklist

Core induction training

You will receive details of the following sessions which you are required to complete.

• Attend the University welcome event
   This provides a short introduction to give you a wider understanding of the University and what it means to work here.

• Complete the health and safety induction online training
   This provides an introduction to the University’s arrangements for the management of health and safety and shows that we all have a part to play when it comes to keeping people safe and healthy at work.

• Complete the new academic programme
   Completion of this programme is a probationary requirement for new academic staff. You will be able to review your needs in relation to this programme with your Head of School and apply for exemption from some parts, if appropriate, according to experience.

• Complete the protecting information and data protection online training
   These two courses cover all aspects of how to handle information and keep it secure.

• Complete the diversity in the workplace online training
   You can access this training on the following link: The Equality and Diversity team also arrange guided sessions if you would like some assistance whilst completing this.
   www.staffnet.manchester.ac.uk/equality-and-diversity/training/diversity-in-the-workplace

Getting set up

Staff card

Before you start work you need to visit HR Services in the Simon Building to complete all the necessary documentation and employment checks. HR Services will set you up on the payroll system and issue you with a staff card.

This has several functions:

• It is used as a security measure to identify you as a member of staff
• It allows you access to buildings and car parks
• It enables you to use the library facilities.

Staff should carry their Staff Card at all times.
It is very important that you read your contract of employment carefully as it contains essential information about standards of behaviour which you will be expected to meet. In addition the following policies outline some core behaviours which are central to the way we work. You will need to read and adhere to these policies:

1. Digital at Work and Study Policy – we do not tolerate bullying or harassment and expect all staff and students to treat each other with dignity and respect.
2. Equality and Diversity Policy – the University is proud of its diverse population and promotes equality of opportunity for all staff and students, irrespective of age, disability, ethnicity, gender, religion, belief or sexual orientation.
3. Acceptable use of IT Facilities and Services. Procedure – IT Facilities are provided for work purposes, although personal use is permitted during leisure time. However, using these facilities to view unsuitable internet sites or to send or receive inappropriate emails or inappropriate messages via social media at any time is considered a serious disciplinary offence.
4. Social Media Policy – outlines our approach to staff using social media.
5. Substance Misuse Policy – staff must not be under the influence of drugs or alcohol at any time during working hours.
6. Disciplinary and Grievance Procedures – if you have a grievance the initial step is to discuss this with your immediate supervisor or manager. It is important that you are aware of behaviours which are likely to be considered gross misconduct and may result in summary dismissal. Examples are listed in the Disciplinary Policy.
7. Consensual Relationships Policy – staff must declare personal relationships with other staff or students which may pose a conflict of interests.
9. Outside Work and Consulting Policy – all work outside the office must be disclosed and may require written approval, this includes paid, unpaid and voluntary work for any other organisation.
10. Financial/Regulations & Procedures – compliance is essential, a handy guide summarises these financial controls.

Academic staff must also read:
11. Gifts from Students Policy – gifts may be seen as an inducement and must be declared.

We hope you’ll agree the University is a great place to work – the following pages highlight some of the benefits and support available to you as a member of staff.

Helping you to maximise your potential
The University is committed to enabling you to fulfil your potential in your role. To this end all staff are offered an annual Performance and Development Review which should result in a personal development plan.

Staff Learning and Development offer a range of support – for details and to book courses visit: www.staffnet.manchester.ac.uk/employment/training/

Here is a summary of the development activities:

For individuals
- An open programme of training events covering:
  - Personal development
  - Personal effectiveness
  - Skill enhancement
  - Health and safety
- Bespoke sessions
  - i.e. introductory taster topics
- Personal and career development
- Psychometrics
- Accredited qualifications training programmes
- One to one coaching

For managers
- Leadership / management development
- Core based programmes for skill development
- Managers Essentials toolkit
- Online resources / learning

Other
- Team development
- Bespoke work to meet team, School, Faculty and Business Area needs
- Organisational development projects
- Networks
- Mentoring

Terms and Conditions of Employment
At Manchester we use the JNCHES national payscale for Universities. The rest of our terms and conditions are unique to our University – we offer generous leave allowances and various enhancements to pay. Your contract of employment provides details of your employment package, please read this carefully.

For more information visit:
www.staffnet.manchester.ac.uk/human-resources/current-staff/pay-conditions/terms-and-conditions-of-employment/

Family friendly
The University has generous maternity, paternity, adoption and shared parental leave policies to support staff. We also run a top support group for parents – see Staff Network Groups.

To help you save money on childcare we have a workplace nursery scheme providing working families tax and NI savings. If you use one of our two on-campus nurseries – Dryden Street Nursery or Echoes Day Nursery.

For details go to: www.manchester.ac.uk/rewards

Discounts to save you money day to day
You have free access to Uni Discounts, a leading discount website which provides hundreds of high street offers and discounts. We have negotiated a superb selection of entertainment, health and beauty, travel and eating out discounts with a range of other providers in Manchester and beyond – many just require you to show your staff ID card. Take advantage of these money saving deals.

You can discover more about our benefits, discounts and rewards at www.manchester.ac.uk/reward

Making a difference
Environmental sustainability
Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'

Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'

Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'

Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'

Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'

Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'

Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'

Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'

Our vision is to transform The University into a low carbon institution…'

Our work is to transform The University into a low carbon institution…'
Supporting information

Helping you give more to your causes

In 2014 the University launched a Workplace Giving Scheme to enable staff to maximise their giving to the causes of their choice. Donating via your pay is the only method of giving that allows your charity to receive the full taxable amount automatically every month unlike Gift Aid which is capped at 20%. Giving this way means your donation can be boosted by up to 45%.

www.manchester.ac.uk/workplacegiving

Thank You Scheme

At Manchester we appreciate when staff go that extra mile and so can you! The Thank You Scheme enables you to send e-cards to colleagues to show your appreciation. This helps us all by creating a supportive work environment.

Find out more at:
www.manchester.ac.uk/reward

Valuing staff

We are proud to have a range of schemes which recognise the achievements of our staff and show our appreciation of their contribution – these include various awards for Distinguished Achievements, Exceptional Performance, Teaching Excellence, Making a Difference, and Volunteering.

Keep your eye on StaffNet to read about the great work going on.

Wellbeing

Its not all work!

We all need to take care of our own wellbeing - to take steps to recognise and reduce stress - to find balance in our daily lives.

You will find there are all sorts of activities across campus which you can take advantage of, many of which are free.

Look out for more information on the ‘Manchester 6 Ways to Wellbeing’:

- Take a lunchtime and after work activity to help you get fit, relax or de-stress – all sorts from yoga, body blast to mindfulness – there’s something for everyone.
- Go for a swim at the Aquatics Centre or Oxford Road – built for the Commonwealth Games
- Join the MCR strollers for a walk around the local area taking in historical landmarks and places of interest
- Attend a free music concert at the Martin Harris Centre, Coupland Street
- Pick an exhibition and wander around the Manchester Museum or the Whitworth if you prefer art – both on Oxford Road
- Attend an open lecture, seminar or a café debate – for topical discussions and a new point of view
- Join a lunchtime heritage tour to find out more about the University’s origins.

For details visit:
www.manchester.ac.uk/events/calendar

Seeking stimulation or something more cultural?

- Attend a music concert at the Martin Harris Centre, Coupland Street
- Attend an open lecture, seminar or a café debate – for topical discussions and a new point of view
- Join a lunchtime heritage tour to find out more about the University’s origins.

For details visit:
www.sport.manchester.ac.uk/fitness

Travel

The University is committed to reducing its environmental impact and actively encourages sustainable travel.

A comprehensive package is available to support you with your commute and business trips.

Costs of travel can also be reduced.

For full details of options please visit:
www.manchester.ac.uk/estates/services/es/travel

Your Commute – here’s a flavour of what’s on offer...

Public Transport

The University currently provides various public transport options for Greater Manchester. To plan your journey and find out more about Transport for Greater Manchester, visit the link above.

Annual season tickets can be purchased through the University’s interest free loan scheme.

The Oxford Road Link (147 bus)

The University supports a 10 minute frequency, high quality shuttle bus service from Manchester Piccadilly rail station. Staff can travel free across campus from Sackville Street with a staff ID card.

Cycling

The University supports a 10 minute frequency, high quality shuttle bus service from Manchester Piccadilly rail station. Staff can travel free across campus from Sackville Street with a staff ID card.

Cycling

The University supports a 10 minute frequency, high quality shuttle bus service from Manchester Piccadilly rail station. Staff can travel free across campus from Sackville Street with a staff ID card.

Getting around campus ……MAPS

You can pick up a free campus map from the Visitor Centre in University Place.

There’s an online interactive map at:
www.manchester.ac.uk/discover/maps/interactive-map/

Or download our App to use while you’re on the move:
www.disabledgo.com/

Where to eat

There are catering outlets in many of the buildings across campus. FoodinAdvance enables you to get 10% discount by topping up your staff ID card with money at FoodinAdvance outlets – for details visit:
www.foodincampus.manchester.ac.uk

The campus map will show you where to find FoodinAdvance outlets – for details visit:
www.foodincampus.manchester.ac.uk

The campus map will show you where to find FoodinAdvance outlets – for details visit:
www.foodincampus.manchester.ac.uk

If you want to bring a packed lunch ask your manager where the best place to eat it is. Your manager will also be able to tell you what the arrangements are locally for making drinks or having a tea break.
Supporting information

It is recognised that you may need advice and support from a variety of sources at different stages of your employment. The following services / personnel are here to help:

Human Resources
For general HR and payroll queries please use askHR, our online search at: www.staffnet.manchester.ac.uk/human-resources/aboutus/askhr

If you need further help you can call our helpline on 54499 or email HRServices@manchester.ac.uk

In addition we have an assigned HR partner who works alongside line managers providing support. Please visit: www.staffnet.manchester.ac.uk/human-resources/aboutus/contact-us

AskHR

Line manager
Your manager is your key contact for information and can guide you through your induction and probation period.

Religion
The Chaplaincy services on campus offer pastoral and spiritual support. For information on the various places of worship available, visit: www.staffnet.manchester.ac.uk/religion

Trade Unions
The recognised campus trade unions are Unison, Ufta and University Colleges Union (UCU). You may be approached directly by one or more of the unions, if not, details of the services they provide can be found at: www.staffnet.manchester.ac.uk/human-resources/benefits/staffsupport/trade-unions

Counselling service
Our team of professional counsellors and psychotherapists offer confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general wellbeing.

We work in a confidential and focused way to help you get back on track. We also offer a wide range of groups and workshops and a number of self-help resources. Information on these can be found on StaffNet at: www.counsellingservice.manchester.ac.uk

To make an appointment please go to our website and complete the brief on line questionnaire:
email: counselling.service@manchester.ac.uk
tel: 0161 275 2858 (ext 52864 from an internal line)
Location: 5th floor, Crawford House, Precinct Centre, Booth Street East, Manchester M13 9Q5.

Occupational health
Our team of specialist doctors and nurses are available to provide advice on any issues concerning the effect of work on health and conversely the effect of health on your work. Any necessary screening and vaccinations, required by legislation, are also provided. Additionally the service provides advice regarding First Aid at Work and a network of first aiders is trained to work throughout the University.

The service is offered at two sites on the campus. You may contact the service directly for a confidential appointment or may be referred by your manager as necessary.

Both receptions are open 9-4pm Monday to Friday.

Sackville Street Site
tel: 0161 306 5806 (ext 65806 from an internal phone)
email: medical.health@manchester.ac.uk
Location: B22 The Mill, Sackville Street, Manchester.

Oxford Road Site
tel: 0161 275 2858 (ext 52868 from an internal phone)
email: waterlooschoolhealth@manchester.ac.uk
Location: Waterloo Place, 182/184 Oxford Road, Manchester.

Mediation service
Trained mediators are available to help both staff and students who are finding it difficult to resolve a disagreement or conflict at work or study. Staff are usually referred by their line manager or Human Resources, but they may also contact the service directly. Further details are available at: www.staffnet.manchester.ac.uk/mediation

Report and Support
The University aims to take a pro-active approach to tackling bullying and harassment by creating a culture of respect and trust. Staff can use our online Report and Support tool to report bullying, harassment, or discrimination. Reports can be passed to a trained advisor, who can get you the right advice and support. You can also report something anonymously.

We also aim to empower our staff to be an active bystander and take action against harassment, hate crime and sexual violence if they witness it through our ‘speak up, stand up’ campaign.

www.reportandsupport.manchester.ac.uk

Disability Advisory and Support Service (DASS)
The DASS has a dedicated disability adviser for staff to provide advice and support if you require any practical adjustments to your workplace.

You may contact the service directly or through your manager for a confidential talk or an appointment.

tel: 0161 306 7976 (ext 67976 from an internal phone)
ext: 65806
email: des@manchester.ac.uk
Location: 2nd floor, University Place, Oxford Road, Manchester M13 9PL

Opening times: 10-4pm Mon-Fri

For further information contact the Equality and Diversity team:
tel: 0161 306 5857 (ext 67976 from an internal phone)
ext: 65806
email: des@manchester.ac.uk
Location: 2nd floor, University Place, Oxford Road, Manchester M13 9PL

Or visit www.staffnet.manchester.ac.uk/equality-and-diversity/staff-network

Trade Unions
The recognised campus trade unions are Unison, Ufta and University Colleges Union (UCU). You may be approached directly by one or more of the unions, if not, details of the services they provide can be found at: www.staffnet.manchester.ac.uk/human-resources/benefits/staffsupport/trade-unions

Staff Network Groups
The University facilitates a number of network groups to enable you to meet and gain support from colleagues with similar work related interests.

Up to eight hours per year can be dedicated to network group activities from your standard working hours.

The Equality and Diversity team currently facilitate groups for:
- Staff with caring responsibilities
- Black Minority Ethnic staff (BME)
- Various religions
- Disabled staff
- International staff
- Lesbian, Gay, Bisexual and Trans staff (LGBT)
- People impacted by cancer
- Women in IT
- Women in Life Sciences
- Women professors
- Staff approaching or considering retirement
- Staff returning from maternity, paternity or adoption leave

For further information contact the Equality and Diversity team:
tel: 0161 306 5857 (ext 67976 from an internal phone)
ext: 65806
email: des@manchester.ac.uk
Location: 2nd floor, University Place, Oxford Road, Manchester M13 9PL

Or visit www.staffnet.manchester.ac.uk/equality-and-diversity/staff-network

Location
5th floor, Crawford House, Precinct Centre, Booth Street East, Manchester M13 9Q5.

Tel: 0161 275 2858
email: waterlooschoolhealth@manchester.ac.uk
Location: Waterloo Place, 182/184 Oxford Road, Manchester.
Health and safety policy

A word from the President

Staff and students at this University carry out an extremely wide range of activities, some of which involve risks that are new, or unpredictable, or just difficult. We cannot provide a risk-free environment. We can, however, strive to ensure that all of us make well-informed decisions, and are responsible and considerate about the risks we encounter during our studies and work.

This policy sets out the key principles which guide health and safety management, and the accompanying organisation and arrangements chapters describe in more detail what is expected of managers, staff and students. Everyone has an important part to play, but clear leadership from senior management is crucial and underpins all our actions. Recognise this, and accept your overall responsibility willingly. But, this task is not an easy one and we need to work together to provide a good health & safety management practices that are compliant with statute, comprehensive, effective and robust; but are also proportionate and achievable in the context of a research-intense organisation.

We aspire to excellence in all our endeavours and health and safety management is no exception.

Professor Dame Nancy Rothwell President and Vice Chancellor

Purpose of this policy

1 It is the policy of the University of Manchester to pursue high standards of health and safety management that are open, supportive and empowering, and responsive to the academic work environment. Our objective is to comply with our statutory obligations, and work beyond these towards good and best practice in the higher education sector.

2 In order to achieve this, the University recognises that health and safety is a core management function and best practice entails its full integration into the management of all other activities. The University will endeavour to ensure that adequate resources are provided to support this policy environment.

3 In this context, effective and effective management means:

a) embedding on a process of continual improvement

b) showing leadership and commitment to managing health and safety on a day-to-day basis and at a strategic level, and leading by personal example

c) acknowledging (and where appropriate) good practice

d) using the process of informal risk assessment to design out hazards, and achieve appropriate controls over risks that cannot be eliminated

e) facilitating the involvement of all employees in decisions affecting their health and safety at work and communicating effectively with them

f) deploying a wide range of communication techniques and strategies to reach staff, students and key stakeholders and to target information in the most appropriate manner

g) provision of competent personnel through effective training, professional development and support, wherever possible from within existing staff resource, but with recognition that some circumstances may require external specialist advice

4 Internal monitoring and auditing. The health and safety management system will be subject to internal monitoring and auditing throughout the University, and the outcomes from these processes will inform and improve management practices as part of the commitment to continual improvement.

5 Health & Safety Plan: improvements in the University’s health and safety management arrangements will be identified in a strategic planning process, and tracked by the Safety, Health & Environment Committee.

6 All staff must take reasonable care of themselves and all others who may be affected by their acts or omissions, and comply with both central and local policies and arrangements for safe working to enable the University of Manchester to discharge its legal duties with regard to health and safety. Some staff have specific responsibilities, and these are detailed in the organisation to implement the health and safety policy and the accompanying arrangements chapters.

7 All students: in the interests of health and safety, students must not interfere with or misuse any object, thing, structure or system of work provided by the University of Manchester. All staff and students, and their representatives, are encouraged to participate in decision-making processes locally and campus-wide, and must:

a) report any accident at work which results in personal injury or fire/flood; however minor, and every dangerous occurrence, including fire, using the approved form

b) report “near miss” incidents which have the potential to cause injury or fire, using the approved form

c) notify the Director of Occupational Health when suffering from a disease or medical condition which might cause by, or made worse by, work activities (this information will be treated as confidential)

d) not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others.

e) report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, without delay and in accordance with school / directorate arrangements.

f) undertake health & safety training and induction as appropriate for their role and work activities.

9 We aspire to excellence in all our endeavours and health and safety management is no exception.

10 All staff and students, and their representatives, are encouraged to participate in decision-making processes locally and campus-wide, and must:

a) report any accident at work which results in personal injury or fire/flood; however minor, and every dangerous occurrence, including fire, using the approved form

b) report “near miss” incidents which have the potential to cause injury or fire, using the approved form

c) notify the Director of Occupational Health when suffering from a disease or medical condition which might cause by, or made worse by, work activities (this information will be treated as confidential)

d) not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others.

2 Fire safety

A Action in the event of a fire including fire exits, fire evacuation route and assembly points and any alternative routes

B Correct method for calling the Fire Brigade

C Difference between ‘prepare to leave’ alarm and ‘evacuation’ alarm (if applicable)

D Location of fire alarm call points and how to activate them

E Day and time of weekly fire alarm tests

F Location of fire extinguishers

G Identification of which fire extinguishers can be used with different equipment and types of fire (as appropriate)

H Use of fire extinguishers and what to do after use (as appropriate)

I Explanation of non-use of lifts in fire

J Identification of any disabilities or difficulties in response to an emergency evacuation

3 Housekeeping

A Reasons for maintaining tidy work areas

B Reasons for safe practices in office environments

C Reasons for maintaining clear access in loading hazards caused by obstructing gangways, using fire extinguishers as door stops, etc

D Procedures for dealing with common causes of accidents, eg trips, slips, etc

4 Accidents and abnormal occurrences

A Accident reporting procedure and its importance

B Location of Occupational Health

C Location of the nearest first aid kit and contact details for first aiders

D Action in case of injury to self or others

E Procedure in the event of a dangerous occurrence

F Explain procedure for reporting and dealing with “near misses”, and any other occurrence which could have resulted in injury or illness

5 Smoking

A University Smoking Policy including the ‘5 metre rule’

6 Personal hygiene

A Reasons for personal hygiene, including risk of cross infection (if applicable)

B Reporting contact for notifiable diseases including examples of such diseases (if applicable)

7 Risk assessment

A Explanation of results of all relevant risk assessments and where they are kept

B General requirements for risk assessment in the workplace

C Specific requirements for assessment of exposure to substances hazardous to health (ICOSH rules)

D Specific requirements for risk assessment of display screen equipment (DSE Regulations)

E Explain procedures for assessing manual handling work and identify any training needs

F Any specific arrangements for handling materials or objects which are dangerous or difficult

This can be found at: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=654

SECTION A: Mandatory for all Staff

1 Health and safety policies

A Received copy of the University H&S Policy

B Received copy of the School / Directorate H&S Policy

C Check understanding of contents, with resolution of any language / culture issues

D Names of individuals with health & safety responsibilities

E Explanation of employer’s responsibilities with regard to the health & safety policies

2 Fire safety

A Action in the event of a fire including fire exits, fire evacuation route and assembly points and any alternative routes

B Correct method for calling the Fire Brigade

C Difference between ‘prepare to leave’ alarm and ‘evacuation’ alarm (if applicable)

D Location of fire alarm call points and how to activate them

E Day and time of weekly fire alarm tests

F Location of fire extinguishers

G Identification of which fire extinguishers can be used with different equipment and types of fire (as appropriate)

H Use of fire extinguishers and what to do after use (as appropriate)

I Explanation of non-use of lifts in fire

J Identification of any disabilities or difficulties in response to an emergency evacuation

3 Housekeeping

A Reasons for maintaining tidy work areas

B Reasons for safe practices in office environments

C Reasons for maintaining clear access in loading hazards caused by obstructing gangways, using fire extinguishers as door stops, etc

D Procedures for dealing with common causes of accidents, eg trips, slips, etc

4 Accidents and abnormal occurrences

A Accident reporting procedure and its importance

B Location of Occupational Health

C Location of the nearest first aid kit and contact details for first aiders

D Action in case of injury to self or others

E Procedure in the event of a dangerous occurrence

F Explain procedure for reporting and dealing with “near misses”, and any other occurrence which could have resulted in injury or illness

5 Smoking

A University Smoking Policy including the ‘5 metre rule’

6 Personal hygiene

A Reasons for personal hygiene, including risk of cross infection (if applicable)

B Reporting contact for notifiable diseases including examples of such diseases (if applicable)

7 Risk assessment

A Explanation of results of all relevant risk assessments and where they are kept

B General requirements for risk assessment in the workplace

C Specific requirements for assessment of exposure to substances hazardous to health (ICOSH rules)

D Specific requirements for risk assessment of display screen equipment (DSE Regulations)

E Explain procedures for assessing manual handling work and identify any training needs

F Any specific arrangements for handling materials or objects which are dangerous or difficult

This can be found at: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=654
8 Safety advisers, representatives and committee
A Introduction to School Safety Advisor (SSA)  
B Explanation of SSA's role  
C Introduction to Trade Union Safety Representative  
D Explanation of Representative's role (as distinct from SSA's)  
E Explanation of the function of the Health & Safety Committee

9 Occupational health  
A Completion and return of the Pre-employment Health Checklist.  
B Explanation of the need to attend for statutory health surveillance (if applicable)

10 Health and safety training requirements
A Explanation of the provision of Health & Safety Training  
B Any specific mandatory Health & Safety Training (eg Lasers, GMOs)

11 Reporting building defects
A Explain how to report building/campus defects to the Estates & Facilities Helpdesk, and type of defect to report here  
B Provide details of any person appointed to report defects to the Helpdesk on behalf of the School/Directorate

SECTION B: This can be modified by the School Safety Advisor to take into account local hazards. Complete the sections which are applicable. Insert N/A if not applicable

12 Clothing
A Issue, care and cleaning arrangements of uniforms and overalls  
B Action in the event of clothing being contaminated

13 Personal Protective Equipment (PPE)
A Identification of where PPE is needed in the workplace  
B How to wear and take care of PPE  
C Assessment procedures for protective equipment  
D Issuing, storing, maintaining and replacing procedures  
E Use of eye protection and areas where such use is mandatory  
F Arrangements for obtaining eye protection  
G Limitations of PPE  
H Hearing protection  
I Procedures for assessment of loud noise

14 Use of computers
A Explain concept of a display screen equipment user  
B Arrangements for carrying out a workplace self-assessment and follow-up procedure  
C Explain need for regular breaks from using the computer  
D Explain arrangements for eye tests

15 Electrical equipment
A Checks required before use  
B Action if faults found  
C Procedure for testing portable electrical equipment  
D Procedures when new equipment is obtained

16 Chemical hazards
A Safe handling and storage methods for corrosive liquids  
B Safe handling and storage methods for compressed gases, including asphyxiants  
C Safe handling and storage methods for flammable solvents

17 Spillages
A Action in the event of spillages

18 Waste disposal
A General waste/rubbish disposal systems  
B Hazardous waste/rubbish disposal systems  
C Disposal of waste solvents  
D Disposal of other chemicals

19 Laboratories / workshops / kitchens
A Access arrangements for laboratories / workshops / kitchens  
B Training in use of equipment  
C Machine hazards  
D Correct safe operating procedures  
E Correct guarding  
F Methods and hazards of internal transport  
G Arrangements for equipment left running overnight including any permit systems

20 Use of other equipment
A Precautions to be taken when using gas cylinders  
B Use of regulators for gas cylinders and restrictions on interchangeability  
C Use of lasers including particular precautions for Class 3b and 4 lasers  
D Training and use of breathing apparatus  
E Any other equipment (please list below)

21 Radiological hazards
A Local rules for ionising and non-ionising radiation use  
B Access to advice on radiological hazards ie the Radiological Protection Supervisor and Advisor

22 Supervision of students
A Supervisor's responsibilities for supervision of students  
B Responsibilities on field trips

22 Other hazards
A Insert any other matters identified by the SSA as important in your particular department  
B Particular arrangements for equipment regarding statutory examinations, e.g. pressured vessels, lifting equipment  
C Explanation of site traffic system (as applicable)

To be completed by the new member of staff  
I agree that I have been given all relevant information covered by the above list

NAME (BLOCK CAPITALS) SCHOOL/DIRECTORATE

To be completed by Line Manager / Appointed Person  
I confirm that the above named has received safety induction training as indicated on this checklist

NAME (BLOCK CAPITALS) SIGNED DATE

To be completed by the School Safety Advisor  
I confirm that I have been introduced to the above member of staff

NAME (BLOCK CAPITALS) SIGNED DATE
Health and safety law
What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you
1. Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
2. In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
4. Free of charge, give you the health and safety training you need to do your job.
5. Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
6. Provide toilets, washing facilities and drinking water.
7. Provide adequate first-aid facilities.
8. Report major injuries and fatalities at work to our Incident Contact Centre: 0845 300 9923. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk
9. Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
10. Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone’s health and safety is protected.

What you must do
1. Follow the training you have received when using any work items your employer has given you.
2. Take reasonable care of your own and other people’s health and safety.
3. Co-operate with your employer on health and safety.
4. Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at risk.

If there’s a problem
1. If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
2. You can also look at our website for general information about health and safety at work.
3. If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE’s website: www.hse.gov.uk

Fire Safety
You can get advice on fire safety from the University’s Fire Officer.

Employment Rights
Find out more about your employment rights at: www.gov.uk

New staff induction checklist
To be completed by you with your line manager. A copy of the completed form will be kept by your line manager on your personnel file.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School/department</th>
<th>Start date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First day – HR set up</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visited HR Services – completed starter documentation and ID checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided bank details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussed pension options, understands Pension Choice and auto-enrolment requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtained Staff Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visited Occupational Health (if required to)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received of New Staff Induction and Information booklet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First day – Department set up</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT and email account set up - discussed IT Acceptable Use SOP for staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone set up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tour of building and facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to work colleagues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to key School/Faculty/Department contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received names and contact details for key contacts in HR, IT helpdesk, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Health &amp; Safety Induction Checklist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First week – Department set up</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussed working hours, start and finish times, breaks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showed facilities for breaks, meals, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussed school/department customs &amp; practices, dress code, communication channels, social activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussed job description, requirements and expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussed policies and practices of particular importance to the area of work/school/faculty/department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussed probation arrangements, expectations, objectives, and review dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identified initial training needs and completed Induction Training and Development Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explained system for Performance Development Reviews and Personal Development Plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explained sickness reporting procedures, who to contact, by when</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explained how to book annual leave, departmental rules / cover arrangements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read and understood Equality and Diversity Policy - completed Diversity in the Workplace online training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussed the University’s vision – Manchester 2020 – understand the key objectives and the roles of key staff in the school/department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booked to attend the University Welcome Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aware of the University’s sustainability initiatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed the online Data Protection training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed the Health and Safety online training (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read and understood the University’s financial rules and regulations and the Code of Conduct for University staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read and understood the University’s Fraud Response Plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Induction training and development plan

As a new member of staff or as someone who is changing roles you may have training and development needs to help you fulfil your potential in the new role. This form should be completed through discussion with your line manager and an agreed action plan put in place.

### To be completed by the Employee

<table>
<thead>
<tr>
<th>NAME (BLOCK CAPITALS)</th>
<th>SIGNED</th>
<th>DATE</th>
</tr>
</thead>
</table>

### To be completed by the Line Manager

<table>
<thead>
<tr>
<th>NAME (BLOCK CAPITALS)</th>
<th>SIGNED</th>
<th>DATE</th>
</tr>
</thead>
</table>

### Identify any training needs below, together with agreed actions to address them

<table>
<thead>
<tr>
<th>Specific to the role</th>
<th>Target completion date</th>
<th>Review date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation skills, administrative, IT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership, Management/Supervisory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Target completion date

**Start date**

**School/Department**

**Job title**

**Identify any training needs below, together with agreed actions to address them**

**Specific to the role**

| Organisation skills, administrative, IT |
| Leadership, Management/Supervisory |
| Customer Service |
| Health and Safety |
| Other |

**Target completion date**

**Review date**

**Induction training and development plan**

**Designed by the Division of Communications and Marketing**

The University of Manchester, Oxford Road, Manchester M13 9PL

Royal Charter Number RC000797

M2547 05.19