

To Vice-Presidents/Deans, Heads of Schools, Directors of Research Institutes,
PSS Directors, HoFAs

From Dr Melanie Taylor

Date 4 March 2010

cc Prof M Case, Dr D Barker, Dr S A Robson, Mr P Dixon, R Valentine,
School Safety Representatives

Reference Safety Circular 3/2010

Health & Safety Training – Local Health & Safety Induction

Heads of Schools, etc are asked to check their arrangements for providing information to their School / Local Safety Advisers about new staff, (including transfers from other parts of the University), and confirm these by completion of the attached questionnaire by 26 March 2010.

In late 2009 a study to determine how successfully the local Health & Safety Induction procedure had been embedded across the University was carried out by the Staff Training & Development Unit. The University's induction procedure and guidance are available, at <http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance.htm#1>

Local induction should be carried out by line managers (or their appointees), and should include completion of the Health & Safety Induction Checklist. This checklist is in the new starters "Employee Information" purple folder issued by Human Resources contacts, and also at http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/induction_checklist.doc

A problem with uptake of induction training was originally identified during a pilot study carried out in the Faculty of EPS in 2007, and a safety circular (4/2008) was subsequently sent to the Heads of Schools / Directorates requesting them to make local arrangements for the provision of this information to their appointed safety advisors. The recent study found that there are still significant parts of the University (approx 33%) where Local / School Safety Advisers are not given information about new starters. They cannot therefore monitor the effectiveness of the induction process, and individuals who have been missed will not be picked up.

Dr Melanie Taylor
University Safety Advisor

Mrs Rachel Valentine
STDU Health & Safety Training Advisor

Local Health & Safety Induction Questionnaire
March 2010

Name: _____ Tel: _____

School/Institute/Directorate: _____

1. Does your School/Institute/Directorate carry out local Health & Safety Induction?

YES **NO**

2. Are arrangements in place to ensure that the Local / School Safety Advisers receive regular information regarding new starters ?

YES **NO**

If YES, please confirm how this information is provided:
(eg monthly lists of new starters provided to by)

Thank you for taking the time to complete the questionnaire.

Please return to:

Paul.forster@manchester.ac.uk

or

Paul Forster
STDU, 2nd Floor
Humanities Bridgeford Street