It is a pleasure to welcome you to The University of Manchester.

As a proud Manchester institution with a growing international reach, our vision is to be recognised globally for the excellence of our people, research, learning and innovation and for the benefits we bring to society and the environment.

I am delighted that by joining us you will be contributing to bringing this vision – as outlined in the University’s strategic plan Our future - to life.

We aim to provide the very best career opportunities for everyone at our University and I firmly believe that this is a place where aspirations can be met and opportunities for personal development are given priority. I am committed to building a culture where colleagues at all levels feel proud to be part of this institution, of its achievements, and of their own contribution to its success.

I encourage you to take some time to review the important information contained within this new starter pack and to attend the University welcome event for new colleagues.

With best wishes for your future with us.

Nancy Rothwell, President and Vice-Chancellor

The information in this pack is designed to help you in your first few weeks as a member of staff here at The University of Manchester. You’ll also find a wide range of information on our staff intranet StaffNet at www.staffnet.manchester.ac.uk and links are provided throughout this booklet. If you don’t have access to a computer in your role please talk to your manager about how to access further information. There are a number of PC clusters around campus which staff can use and you can find their locations and availability at: www.itservices.manchester.ac.uk/clusteravailability

FIND OUT MORE
You can find out more about our University’s vision and strategic plan Our future at: www.staffnet.manchester.ac.uk/our-future and there is a summary on page 2 of this booklet.

BOOK YOUR PLACE
You can book your place at the University Welcome Event for new staff at: www.staffnet.manchester.ac.uk/staff-learning-and-development/learning-pathways/new-starters/
Be part of Our future

Our future is our vision and strategic plan which will take us into our third century. It builds on the rich heritage of discovery, social change and pioneering spirit that is at the heart of our University and City.

OUR PURPOSE
To advance education, knowledge and wisdom for the good of society.

OUR VISION
We will be recognised globally for the excellence of our people, research, learning and innovation, and for the benefits we bring to society and the environment.

OUR VALUES
As an autonomous institution, we will strive to bring our shared values to life.

Knowledge
We are ambitious in our pursuit of new ideas, greater understanding and discovery.

Wisdom
We share and apply our knowledge and experience to guide balanced and evidenced decisions for ourselves and for society.

Humanity
We embrace and celebrate difference, respect and support each other, and act with integrity to benefit society and the environment by transforming and enriching lives.

Academic freedom
We support with enthusiasm and vigour the principles of freedom of thought and speech.

Courage
We think and speak freely, and act boldly to challenge assumptions and shape our future for the greater good.

Pioneering spirit
In the radical Manchester spirit, and inspired by our people, history and scale, we create the exceptional.

OUR STRATEGIC PLAN
The strategic plan sets out our University’s priorities for the first five years of our journey towards the vision. We have built our strategic plan around three core goals and four themes.

STAFF CARD
Before you start work, you need to visit People and OD Operations in the Simon Building to complete all the necessary documentation and employment checks. People and OD Operations will set you up on the payroll system and issue you with a staff card, which has your ID number on. This has several functions:
- It is used as a security measure to identify you as a member of staff.
- It will allow you access to University buildings and car parks.
- It enables you to use the library facilities.
- It is also used as a payment device for Food on Campus outlets.

STUDENTS
26,855 Undergraduate
9,380 Postgraduate taught
4,015 Postgraduate research
Total 40,250

ALUMNI
500,000 in more than 190 countries

INCOME
£1 billion (2018/19)

Estate (in hectares)
270

FIND OUT MORE
You can find Our Future in full at: www.staffnet.manchester.ac.uk/our-future

FIND OUT MORE ABOUT 1-4:
- Induction training and development plan
- MyView
- Staff ID card
- Need a new staff ID card

GETTING STARTED

DURING YOUR FIRST WEEK

Completion of this programme is a condition of your offer. It is essential that you work through the checklists on pages 11-16 with your manager. These act as a prompt to ensure that you obtain all the necessary information to help you settle in to your new role — not just practical information 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 pull-out checklists at the back of this pack:
- New staff induction checklist page 10
- Induction training and development plan page 11
- Health and safety policy pages 12-16

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

4. Complete the diversity in the workplace online training
The Equality Diversity and Inclusion team also arrange guided sessions if you would like some assistance whilst completing this.

5. 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.

FACTS AND FIGURES AT A GLANCE

RANKING
We are ranked 35th in the world in ARWU rankings 2021
28th in the world in QS world ranking
One of the world’s leading universities for impact towards the UN Sustainable Development Goals

STAFF
12,800 including 6,740 academic and research staff

SENIOR OFFICERS
Professor Dame Nancy Rothwell, President and Vice-Chancellor
Nazir Afzal OBE, Chancellor
Philippa Hird, Chairman of the Board of Governors
Jim Hancock, Pro-Chancellor

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Total 40,250

INCOME
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ESTATE (in hectares)
270

FIND OUT MORE
A diagram showing our key governance and management committees can be found at: www.staffnet.manchester.ac.uk/governance/what-we-do/

PROBATION AND INDUCTION
All new staff complete 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.

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

1. Attend the University Welcome event
This provides an introduction to give you a wider understanding of our University and what it means to work here.

2. Complete the health and safety induction online training
This provides an introduction to our 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.

3. Complete the protecting information and data protection online training

4. Complete the diversity in the workplace online training

5. Complete the new academic programme

CHECKLISTS TO COMPLETE DURING YOUR FIRST WEEK
It is essential that you work through the checklists on pages 11-16 with your manager. These act as a prompt to ensure that you obtain all the necessary information to help you settle in to your new role — not just practical information 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.

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- Health and safety policy pages 12-16

FIND OUT MORE
Follow the online instructions: www.itservices.manchester.ac.uk/help/new-staff/

FIND OUT MORE
Log in: www.staffnet.manchester.ac.uk/people-and-od/current-staff/employment-conditions/employee
The Directorate of People and OD is responsible for a range of policies which set out the University’s expectations of you and the support provided to enable you to fulfil your role. They reflect the culture and values of our University.

**ESSENTIAL POLICIES WHICH YOU NEED TO BE AWARE OF:**

Please read your contract of employment carefully as it contains essential information about all the support available to you. In addition the following policies outline some core behaviours which all colleagues are expected to follow.

**Dignity 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.

**Equality and Diversity Policy**

We are proud of our diverse population and we promote equality of opportunity for all staff and students to treat each other with dignity and respect.

**Social Media Policy**

This policy outlines our approach to staff using social media.

**Substance Misuse Policy**

Staff must not be under the influence of drugs or alcohol at any time during working hours.

**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.

**Consensual Relationships Policy**

Staff must declare personal relationships with other staff or students which may pose a conflict of interests.

**Fraud Awareness**

The Fraud Response Plan provides guidance to staff if they suspect fraud or irregular activity to be taking place.

**Outside Work and Consulting Policy**

All work for outside bodies must be disclosed and may require written approval. This includes paid, unpaid and voluntary work for any other organisation.

**Financial Regulations and Procedures**

Compliance is essential; a hardy guide summarises these financial controls.

**Export controls**

Our University is committed to providing an effective environment for our international activities and all staff and students must adhere to our export controls policy. Export controls are the rules governing the transfer of certain items from the UK. You have a legal obligation to ensure your work complies with export controls regulations, and to determine whether it requires an export controls licence.

We hope you’ll agree our 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**

Our University is committed to enabling you to fulfil your potential in your role. Staff are offered an Annual Performance and Development Review which should result in a personal development plan.

**Terms and Conditions of Employment**

At Manchester we use the INTECHES 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.

**FLEXIBILITY**

We offer all colleagues the opportunity to explore flexible working from day one of your employment – you can find out more at www.staffnet.manchester.ac.uk/people-and-od/current-staff/leave-working-arrangements/flexible-working/.

**DISCOUNTS TO SAVE YOU MONEY DAY TO DAY**

You have free access to a leading discount website – UNIDiscounts which provides hundreds of high street offers and discounts. You can also access a superb selection of entertainment, health, fitness, beauty, travel and eating out discounts with a range of providers in Manchester and beyond.

**FIND OUT MORE**

You can discover more about our benefits, discounts and rewards at www.staffnet.manchester.ac.uk/people-and-od/benefits/.

**FIND OUT MORE**

You can find out more at www.staffnet.manchester.ac.uk/people-and-od/current-staff/leave-working-arrangements/special-leave/.

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WELLBEING

Our University is committed to providing a healthy working environment and improving the quality of working lives for all staff. Wellbeing is made up of two main elements – feeling good and functioning well. We want to provide a good working environment which enables you to flourish and achieve your full potential.

To promote and enhance the wellbeing of all colleagues we have developed Six Ways to Wellbeing which are: Connect, Be Active, Take Notice, Learn and Develop, Give and Be Healthy.

Find out more about the Six Ways to Wellbeing at:
www.staffnet.manchester.ac.uk/wellbeing/six-ways-to-wellbeing

Here are some useful links to ways in which you can look after your wellbeing whilst working at our University:
www.staffnet.manchester.ac.uk/community
www.staffnet.manchester.ac.uk/people-and-od/benefits/recognition/
www.staffnet.manchester.ac.uk/people-and-od/benefits/travel-to-work/

To find out more about network groups and clubs at Manchester:
www.staffnet.manchester.ac.uk

Take advantage of the huge range of sporting activities which take place on and off campus:
www.sport.manchester.ac.uk

Find out what’s on offer at the Sugden Sports Centre:
www.staffnet.manchester.ac.uk/community/staff-sport/gym-information

Join the MCR Strollers walking group:
www.staffnet.manchester.ac.uk/people-and-od/benefits/mcr-stroller/

Take advantage of a wide range of cultural activities, events and facilities both on and off campus:
www.staffnet.manchester.ac.uk/people-and-od/benefits/campus-facilities/

Check out our calendar of activities to find out what you can take part in:
www.staffnet.manchester.ac.uk/people-and-od/benefits/saving-money/

The University provides numerous ways to help save you money with staff benefits including discounts, salary exchange schemes, travel and study loans:
www.staffnet.manchester.ac.uk/people-and-od/benefits/campus-facilities/

FOOD AND DRINK

Food on Campus
Food on Campus runs a number of on-campus venues offering a wide variety of delicious, high quality food and drink options. In keeping with our University values, Food on Campus is proud of its sustainable ethos and uses local suppliers and only sources meat and fish from sustainable sources where animal welfare is assured, and is committed to making Greater Manchester single-use plastic free by 2020.

You can use your staff card to save 10% on-the-go in any campus venues offering a wide variety of delicious, high quality food and drink options.

Taste Manchester
Taste Manchester is our University’s delivered hospitality service, delivering refreshments, snacks, lunches, buffets, dinners and much more to any location around campus and City Centre Manchester.

菜单

Maps
There is an online interactive map to help you find your way around campus.
Find out more about the campus
Find out more at:
www.staffnet.manchester.ac.uk/discover/maps/interactive-map

Public Transport
The University is well served by public transport. Annual season tickets can be purchased through the University’s interest free loan scheme.
Find out more about the campus
Find out more at:
www.staffnet.manchester.ac.uk/people-and-od/benefits/travel-to-work/

Car travel
Staff car parking is available, along with car share schemes and a low emission vehicle scheme. There is currently a waiting list for car park spaces.

Find out more about the campus
Find out more at:
www.staffnet.manchester.ac.uk/people-and-od/benefits/travel-to-work/

Our environment
We’re committed to becoming a zero carbon university by 2038. We ask all staff and students to help achieve that by completing our 50,000 Actions programme where you can create your own environmental sustainability action plan and one for the team you’re part of.

Find out more here:
www.staffnet.manchester.ac.uk/people-and-od/benefits/mcr-stroller/
www.sustainability.manchester.ac.uk/travel/staff/travel-to-work/

Our campus covers 270 hectares and features more than 200 buildings ranging from the iconic Victorian to contemporary teaching and learning spaces, studios and labs. Here’s how to get to campus and find your way around.

Maps
There is a free shuttle bus service from Manchester Piccadilly rail station to the University which runs every ten minutes Monday to Friday from 5.30am to 8.20pm.
Find out more about the campus
Find out more at:
www.staffnet.manchester.ac.uk/travel/staff/travel-to-work/

The Oxford Road Link (147 bus)
There is a free shuttle bus service from Manchester Piccadilly rail station to the University which runs every ten minutes Monday to Friday from 5.30am to 8.20pm.
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Find out more at:
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You may need advice and support from a variety of sources at different stages of your time with us. The following services are here to help.

LIVING WITH COVID
We have lots of useful information available for colleagues whether you’re working on campus or remotely. This includes a range of guidance and resources as well as links to support on offer to all colleagues. You can find out more at: www.staffnet.manchester.ac.uk/people-and-od/and-diversity/staff-network/departmental-support/

STAFF NETWORK
Groups Our 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, Diversity and Inclusion team currently facilitates groups for:

- Staff with caring responsibilities
- Black Asian Minority Ethnic staff (BAME)
- Disabled staff
- International staff
- Lesbian, Gay, Bisexual and Trans staff (ALLOUT!)
- People impacted by cancer
- Women in IT
- Women@Manchester
- Staff approaching or considering retirement
- Staff returning from maternity, paternity or adoption leave
- Menopause support

For further information contact the Equality and Diversity team:
tele 0161 306 5857 (65857 from an internal phone)

COUNSELLING SERVICE
Our Counselling Service offers confidential help with any personal issues affecting work, self-esteem, relationships, sexual, mental health and general well-being. It is accessible to all University of Manchester members of staff. The Counselling Service is part of a wider network of help and support, and can advise on where else to seek help within the University and make referrals to NHS mental health services.

LOCATION
Counselling Service is based on the 5th Floor, Crawford House, Booth Street East, Manchester, M13 9QS
Building 31 on the Campus Map

CONTACT DETAILS
tele 0161 275 2864
e-mail counselling.service@manchester.ac.uk

OPENING HOURS
9am-4pm
Monday to Friday
Closed at weekends and on Bank Holidays.

EMPLOYEE ASSISTANCE PROGRAMME
We offer a free-to-call, independent 24/7 helpline which offers access to support from trained counselors and advisors who are ready to listen and provide help on everything from emotional and physical health, mental health, relationships, managing stress and anxiety, money issues and more.

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EQUALITY, DIVERSITY AND INCLUSION
The Equality, Diversity and Inclusion Team provides advice, support, training and guidance on equality and diversity related issues.

TRADE UNIONS
The recognised campus trade unions are Unions Unite and the University and College Union (UCU).

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### 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>
<th>SCHOOL/DEPARTMENT</th>
<th>START DATE</th>
</tr>
</thead>
</table>

**FIRST DAY – PEOPLE AND OD SET UP**

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

**FIRST DAY – DEPARTMENT SET UP**

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT and email account set up - discussed IT Acceptable Use Standard Operating Procedure for staff</td>
<td></td>
</tr>
<tr>
<td>Telephone set up</td>
<td></td>
</tr>
<tr>
<td>Zoom &amp; Microsoft Teams set up. Ensure access to relevant teams, channels and chats</td>
<td></td>
</tr>
<tr>
<td>Tour of building and facilities. Ensure necessary access is arranged with the Building Services team</td>
<td></td>
</tr>
<tr>
<td>Introduction to work colleagues</td>
<td></td>
</tr>
<tr>
<td>Introduction to key School/Faculty/Department contacts</td>
<td></td>
</tr>
<tr>
<td>Obtained names and contact details for key contacts in People and OD, IT helpdesk, etc</td>
<td></td>
</tr>
<tr>
<td>Completed Health and Safety Induction Checklist</td>
<td></td>
</tr>
</tbody>
</table>

**FIRST WEEK – DEPARTMENT SET UP**

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussed working hours, start and finish times, breaks, including any flexible working arrangements</td>
<td></td>
</tr>
<tr>
<td>Shown facilities for breaks, meals, etc</td>
<td></td>
</tr>
<tr>
<td>Discussed School/Department customs and practices, dress code, communication channels, social activities</td>
<td></td>
</tr>
<tr>
<td>Discussed job description, requirements and expectations</td>
<td></td>
</tr>
<tr>
<td>Discussed policies and practices of particular importance to the area of work/School/Faculty/Department</td>
<td></td>
</tr>
<tr>
<td>Discussed probation arrangements, expectations, objectives and review dates</td>
<td></td>
</tr>
<tr>
<td>Identified initial training needs and completed Induction Training and Development Plan</td>
<td></td>
</tr>
<tr>
<td>Explained system for Performance Development Reviews and Personal Development Plans</td>
<td></td>
</tr>
<tr>
<td>Explained sickness reporting procedures, who to contact, by when</td>
<td></td>
</tr>
<tr>
<td>Explained how to book annual leave, departmental rules, cover arrangements</td>
<td></td>
</tr>
<tr>
<td>Read and understood Equality and Diversity Policy</td>
<td></td>
</tr>
<tr>
<td>Discussed the University’s vision and values – understand the key objectives and the roles of key staff in the School/Department</td>
<td></td>
</tr>
<tr>
<td>Booked to attend the University Welcome Event</td>
<td></td>
</tr>
<tr>
<td>Aware of the University’s sustainability initiatives</td>
<td></td>
</tr>
<tr>
<td>Completed the essential online training which includes: Health and Safety Fire awareness; Office Safety; Export Controls; Information, Security and Data Protection; Diversity in the Workplace</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>
</tr>
<tr>
<td>Read and understood the University’s Fraud Response Plan</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 fulfill your potential in your new role. This form should be completed through discussion with your line manager and an agreed action plan put in place.

<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB TITLE</th>
<th>SCHOOL/DEPARTMENT</th>
<th>START DATE</th>
<th>TARGET COMPLETION DATE</th>
<th>REVIEW DATE</th>
</tr>
</thead>
</table>

**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 |

**To be completed by your line manager**

<table>
<thead>
<tr>
<th>Name (block capitals)</th>
<th>Signed Date</th>
</tr>
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</table>

**To be completed by the employee**

<table>
<thead>
<tr>
<th>Name (block capitals)</th>
<th>Signed Date</th>
</tr>
</thead>
</table>
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 to the Health and Safety Executive via HSE’s website.

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 serious 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.

FIND OUT MORE

www.gov.uk

FIRE SAFETY

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

FIND OUT MORE

www.healthandsafety.manchester.ac.uk/firetoolkits/fire/

EMPLOYMENT RIGHTS

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

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 different. 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 organization and arrangements described in more detail in Chapters 4 to 8. The President expects of managers, staff and students. Everyone has an important part to play: but clear leadership from senior managers is crucial and underpins all our actions. Recognise this, and accept my overall responsibility willingly. But, the task is not an easy one and we need to work together to achieve good health and safety management practices that are compliant with statute, comprehensive, effective and robust, but are also proportionate and appropriate in the context of a research-intensive organisation.

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

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.
3. The University will endeavour to ensure that adequate resources are provided to support this policy.
4. In this context, efficient and effective management means:
   a) embarking 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) rewarding good practice;
   d) using the process of informed risk assessment to design out hazards, and achieve appropriate controls over risks that cannot be eliminated;
   e) factoring 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 resources, but with recognition that some circumstances may require external specialist advice.

FIND OUT MORE

About our Health and Safety policy at: www.staffsite.manchester.ac.uk/compliance-and-risk/documents/
**HEALTH AND SAFETY INDUCTION CHECKLIST**

Listed below is a checklist of health and safety matters, some general and some applicable only to certain Schools and certain jobs. These matters should be covered (as applicable) as soon as possible after your start date. The line manager/School Safety Adviser should initial each section when complete.

### SECTION A: MANDATORY FOR ALL STAFF

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
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#### 1 HEALTH AND SAFETY POLICIES

<table>
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- A. Received copy of the University Health and Safety Policy
- B. Received copy of the School / Directorate Health and Safety Policy
- C. Checked understanding of contents, with resolution of any language / culture issues
- D. Names of individuals with safety responsibilities
- E. Explanation of employees responsibilities with regard to the health and safety policies

#### 2 FIRE SAFETY

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- 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 callpoints and how to activate them
- E. Day and time of weekly fire alarm test
- 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 responding to an emergency evacuation

#### 3 HOUSEKEEPING

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- A. Reasons for maintaining tidy work areas
- B. Reasons for safe practices in office environments
- C. Reasons for maintaining clear access including 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

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<th>Date</th>
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- 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

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- A. University Smoking Policy including the '5 metre rule'

#### 6 PERSONAL HYGIENE

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</table>

- 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

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<tr>
<th>Date</th>
<th>Initials</th>
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</table>

- A. Explanation of the 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

#### 8 SAFETY ADVISERS, REPRESENTATIVES AND COMMITTEE

<table>
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<tr>
<th>Date</th>
<th>Initials</th>
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</table>

- 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 and Safety Committee

#### 9 OCCUPATIONAL HEALTH

<table>
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<tr>
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</table>

- 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 DATE INITIALS

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
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</table>

- A. Explanation of the provision of Health and Safety Training
- B. Any specific mandatory Health and Safety Training (eg Lasers, GMOs)

#### 11 REPORTING BUILDING DEFECTS DATE INITIALS

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
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</table>

- A. Explain how to report building/campus defects to the Estates and 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.

### 12 CLOTHING

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
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</table>

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

#### 13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
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</table>

- 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
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</tbody>
</table>

- 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

<table>
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<th>Date</th>
<th>Initials</th>
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<tbody>
<tr>
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</table>

- 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- 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 DATE INITIALS

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
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<tbody>
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</table>

- A. Action in the event of spillages
<table>
<thead>
<tr>
<th>18 WASTE DISPOSAL</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A General waste/rubbish disposal systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Hazardous waste/rubbish disposal systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Disposal of waste solvents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Disposal of other chemicals</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19 LABORATORIES / WORKSHOPS / KITCHENS</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Access arrangements for laboratories / workshops / kitchens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Training in use of equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Machine hazards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Correct safe operating procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Correct guarding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F Methods and hazards of internal transport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G Arrangements for equipment left running overnight including any permit systems</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>20 USE OF OTHER EQUIPMENT</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Precautions to be taken when using gas cylinders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Use of regulators for gas cylinders and restrictions on interchangeability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Use of lasers including particular precautions for Class 3b and 4 lasers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Training and use of breathing apparatus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Any other equipment (please list below)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>21 RADIOLOGICAL HAZARDS</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Local rules for ionising and non-ionising radiation use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Access to advice on radiological hazards ie the Radiological Protection Supervisor and Advisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>22 SUPERVISION OF STUDENTS DATE INITIALS</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Supervisor’s responsibilities for supervision of students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Responsibilities on field trips</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>22 OTHER HAZARDS DATE INITIALS</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Insert any other matters identified by the SSA as important in your particular department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Particular arrangements for equipment regarding statutory examinations, e.g. pressurised vessels, lifting equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Explanation of site traffic system (as applicable)</td>
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</tr>
</tbody>
</table>

**To be completed by the new member of staff**

I agree that I have been given all relevant information covered by the above list

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

**To be completed by line manager / appointed person**

I confirm that the above named has received safety induction training as indicated on this checklist

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

**To be completed by the School Safety Advisor**

I confirm that I have been introduced to the above member of staff

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