

New employee induction information



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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.

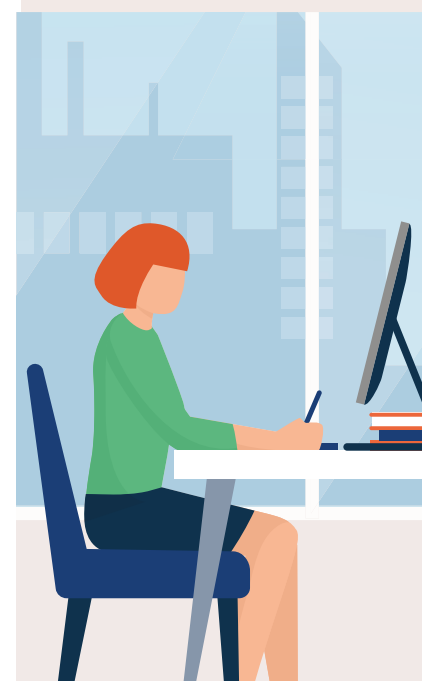


FIND OUT MORE

You can find *Our future* in full at:

www.staffnet.manchester.ac.uk/our-future

Getting started



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's also used as a payment device for Food on Campus outlets.

Staff should carry their staff card at all times.

IT ACCESS

Once People and OD has set you up on the payroll system you will be able to use your staff ID number to register and set up your IT account by following the online instructions at the link below.

You will need to wait 24 hours after visiting People and OD Operations before you are able to register.

FIND OUT MORE

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

MYVIEW

During your time with us you are required to inform the University of any changes to your personal details (eg) change of name, address, equality information, emergency contact details, etc. You can update these yourself by logging into 'MyView' on StaffNet. This facility also enables you to view your payslip online and to change your bank details if necessary.

FIND OUT MORE

Log in at: www.staffnet.manchester.ac.uk/people-and-od/current-staff/pay-conditions/myview/

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

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

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 a short 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

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.

FIND OUT MORE ABOUT 1-4:

www.staffnet.manchester.ac.uk/staff-learning-and-development/learning-pathways/new-starters/

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.

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.

You will find the following pullout 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

Important policies



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 irrespective of age, disability, ethnicity, gender, religion, belief or sexual orientation.

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 anytime 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.

FIND OUT MORE

Policies are regularly amended and new policies developed as we review their impact and as new legislation is implemented. All policies can be viewed at: <https://www.staffnet.manchester.ac.uk/people-and-od/atoz/>

Acceptable use of IT Facilities and Services Procedure

IT facilities are provided for work purposes, although reasonable personal use is permitted. 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.

FIND OUT MORE

www.itservices.manchester.ac.uk/aboutus/policy

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 handy guide summarises these financial controls.

FIND OUT MORE

www.staffnet.manchester.ac.uk/finance/internal/

Benefits



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.

FIND OUT MORE

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

For everyone

- An open programme of training events covering:
 - Personal development and effectiveness
 - Skill enhancement
 - Health and safety
- Bitesize sessions - introductory taster topics
- Personal and career development
- Accredited qualifications
- One to one coaching and mentoring

For managers

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

We also offer

- Team development
- Bespoke work to meet team, School, Faculty and business area needs
- Organisational development projects
- Mentoring

PENSIONS

We offer pension scheme membership to all colleagues which provide great benefits for you and your family.

- **Universities Superannuation Scheme** - for colleagues generally working in academic and academic-related roles. You can find out more at: www.uss.co.uk
- **Pension Saver** - available to support staff working in roles between grades 1 and 5. This scheme is run by Legal and General on behalf of the University and you can find out more at: www.staffnet.manchester.ac.uk/people-and-od/pensions/schemes/pension-saver/

PensionChoice is our salary exchange scheme for pension contributions to the USS and Pension Saver - funding a pension by salary exchange results in an increase in take home pay due to a reduction in National Insurance Contributions. You can find out more at: www.staffnet.manchester.ac.uk/people-and-od/pensions/pensionchoice/

LOCATION

The University's Pensions Team is based in room G.29 in the John Owens Building.

OPENING HOURS

Open between 9am - 5pm for general enquiries, to provide more detailed support and for pre-booked appointments.

FIND OUT MORE

About pensions at our University at: www.staffnet.manchester.ac.uk/people-and-od/pensions/

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.

FIND OUT MORE

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

FAMILY FRIENDLY

Our University has generous maternity, paternity, adoption and shared parental leave policies to support staff. We also run a peer support group for parents - see Staff Network Groups on page 9.

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.

FIND OUT MORE

www.staffnet.manchester.ac.uk/people-and-od/benefits/

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/

Hybrid working is a popular option for many of our Professional Services colleagues and you can find out more at www.staffnet.manchester.ac.uk/people-and-od/current-staff/leave-working-arrangements/hybrid-working/

During COVID we are offering up to 15 days of Coronavirus Special Leave in addition to our usual Special Leave arrangements for emergency situations. You can find out more at www.staffnet.manchester.ac.uk/people-and-od/current-staff/leave-working-arrangements/special-leave/

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/



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.

FIND OUT MORE

You can view our export controls policy at: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=42760>

You can find more support and guidance on this issue at: www.staffnet.manchester.ac.uk/export-controls-info/

Your wellbeing

On campus



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 the Distinguished Achievement Awards, Rewarding Exceptional Performance, Teaching Excellence, Making a Difference, and Volunteering Awards.

FIND OUT MORE

Regular updates on these schemes can be found on StaffNet

www.staffnet.manchester.ac.uk

THANK YOU SCHEME

Our Thank You scheme makes it easy for colleagues to show their appreciation of each other by several e-cards, whilst line managers can give gifts up to the value of £100.

FIND OUT MORE

www.staffnet.manchester.ac.uk/people-and-od/benefits/recognition/

Cycling

We have a large cycling community and offer a Cycle to Work scheme which can save you 25-35% on the purchase of a bike and accessories up to £2,820 as well as spreading the cost over a 12 month period. We provide secure cycle sheds for staff and University Security provides a bike-marking scheme and discounted secure locks. Our bicycle user group is called UMBUG.

FIND OUT MORE

umbug.manchester.ac.uk

Running

The University has running clubs including a Run Commute group (UMRUN).

FIND OUT MORE

www.sustainability.manchester.ac.uk/travel/staff/running/

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

You can 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:

Find out about network groups and clubs at:

www.staffnet.manchester.ac.uk/community

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

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-strollers/

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/wellbeing

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/saving-money/

SIXWAYS
to wellbeing

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's an online interactive map to help you find your way around campus.

FIND OUT MORE

www.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

www.staffnet.manchester.ac.uk/people-and-od/benefits/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.

FIND OUT MORE

www.sustainability.manchester.ac.uk/travel/staff/buses/

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

www.estates.manchester.ac.uk/services/operationalservices/carparking

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 create your own environmental sustainability action plan and one for the team you're part of.

FIND OUT MORE

Find out more by emailing es@manchester.ac.uk or visiting: www.sustainability.manchester.ac.uk/get-involved/staff/50000actions/

50,000 Actions: www.socialresponsibility.manchester.ac.uk/news/november/10000-actions-is-now-50000-actions/

Sustainability website: www.sustainability.manchester.ac.uk

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% across Food on Campus outlets.

FIND OUT MORE

www.foodoncampus.manchester.ac.uk/
www.foodoncampus.manchester.ac.uk/food-in-advance

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.

FIND OUR MORE

www.tastemcr.com



CONFERENCES, MEETINGS AND EVENTS:

Keep it on Campus

We encourage staff to ensure that they book hotels, events and meetings here on campus.

Hyatt and Hyatt House

4* facilities at the Alliance Manchester Business School:

www.alliancembs.manchester.ac.uk/contact/hotel-bookings

Venues for meetings and events:

Contact our Conferences and Venues Team at: www.conference.manchester.ac.uk/venues/

and view possible venues at: www.estates.manchester.ac.uk/services/centralteachingspaces/

Supporting you



REPORT & SUPPORT

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 are 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/campus-management/

OCCUPATIONAL HEALTH

The University's Occupational Health Service provides confidential services to protect the health of staff and students, assessing and advising on fitness for work, training and study, so as to ensure that health issues are effectively managed.

LOCATION

Occupational Health is based on the 4th floor of Crawford House, Booth Street East, Manchester, M13 9QS

Building 31 on the Campus Map

CONTACT DETAILS

tel 0161 306 5806 tel 0161 275 2858
email millocchealth@manchester.ac.uk

OPENING HOURS

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

FIND OUT MORE

www.occhealth.manchester.ac.uk

COUNSELLING SERVICE

Our Counselling Service offers confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, 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

tel 0161 275 2864
email counselling.service@manchester.ac.uk

OPENING HOURS

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

FIND OUT MORE

www.counsellingservice.manchester.ac.uk/aboutus/

EMPLOYEE ASSISTANCE PROGRAMME

We offer a free to call, independent 24/7 helpline which offers access to support from trained counsellors 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.

FIND OUT MORE

www.staffnet.manchester.ac.uk/people-and-od/benefits/staff-support/workplace-health/mental-health/employee-assistance-programme

PEOPLE AND ORGANISATIONAL DEVELOPMENT (OD)

You can find out about the services offered by People and OD at www.staffnet.manchester.ac.uk/people-and-od/

You can find the answers to most day-to-day questions at our People and OD FAQs: www.staffnet.manchester.ac.uk/people-and-od/aboutpeopleod/contact-us/peopleod-faqs/

Details of who to contact in People and OD can be found at: www.staffnet.manchester.ac.uk/people-and-od/aboutpeopleod/contact-us/

TRADE UNIONS

The recognised campus trade unions are Unison, Unite and the University and College Union (UCU).

FIND OUT MORE

www.staffnet.manchester.ac.uk/people-and-od/benefits/staff-support/trade-unions/

YOUR FAITH

The Chaplaincy services on campus offer pastoral and spiritual support. For information on the various places of worship available, visit:

FIND OUT MORE

www.staffnet.manchester.ac.uk/people-and-od/benefits/staff-support/faiths/

Equality, diversity and inclusion strengthen our University and we aim to create an inclusive and supportive environment so that everyone can participate fully and reach their full potential.

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 professors
- 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:

tel 0161 306 5857
(65857 from an internal phone)

FIND OUT MORE

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

DISABILITY ADVISORY AND SUPPORT SERVICE (DASS)

DASS supports all disabled staff employed by the University as well as colleagues working with disabled staff and the service is entirely confidential. DASS can provide support to staff in many ways, from assessing staff for aids and equipment, advising on reasonable adjustments or helping to enable access or parking arrangements. DASS sees staff with a range of difficulties including but not limited to:

- Autism Spectrum Disorders/ Asperger's Syndrome
- Dyslexia, Dyspraxia and other specific learning difficulties
- Mental health difficulties
- Mobility impairments
- Sensory impairment
- Unseen disabilities like Epilepsy/HIV/ AIDS/Chronic Fatigue

DASS is open for calls Monday to Friday 10am to 4pm tel 0161 275 7512 or 07899 658 790 (Text only for d/Deaf students/staff)

You can also email dass@manchester.ac.uk or visit us on the 2nd floor of University Place.

FIND OUT MORE

www.staffnet.manchester.ac.uk/disabled-staff-support/

REPORT AND SUPPORT

Our University takes 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.

FIND OUT MORE

www.reportandsupport.manchester.ac.uk

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.

FIND OUT MORE

www.staffnet.manchester.ac.uk/mediation

THE EQUALITY, DIVERSITY AND INCLUSION

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

FIND OUT MORE

equalityanddiversity@manchester.ac.uk or visit www.staffnet.manchester.ac.uk/equality-and-diversity

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.

NAME

JOB TITLE

SCHOOL/DEPARTMENT

START DATE

FIRST DAY – PEOPLE AND OD SET UP	DATE	INITIALS
Visited People and OD Operations - completed starter documentation and ID checks		
Provided bank details		
Discussed pension options, understands Pension Choice and auto-enrolment requirements		
Obtained Staff Card		
Visited Occupational Health (if required to)		
Received New Staff Induction and Information booklet		

FIRST DAY – DEPARTMENT SET UP	DATE	INITIALS
IT and email account set up - discussed IT Acceptable Use Standard Operating Procedure for staff		
Telephone set up		
Zoom & Microsoft Teams set up. Ensure access to relevant teams, channels and chats		
Tour of building and facilities. Ensure necessary access is arranged with the Building Services team		
Introduction to work colleagues		
Introduction to key School/Faculty/Department contacts		
Obtained names and contact details for key contacts in People and OD, IT helpdesk, etc		
Completed Health and Safety Induction Checklist		

FIRST WEEK – DEPARTMENT SET UP	DATE	INITIALS
Discussed working hours, start and finish times, breaks, including any flexible working arrangements		
Shown facilities for breaks, meals, etc		
Discussed School/Department customs and practices, dress code, communication channels, social activities		
Discussed job description, requirements and expectations		
Discussed policies and practices of particular importance to the area of work/School/Faculty/Department		
Discussed probation arrangements, expectations, objectives and review dates		
Identified initial training needs and completed Induction Training and Development Plan		
Explained system for Performance Development Reviews and Personal Development Plans		
Explained sickness reporting procedures, who to contact, by when		
Explained how to book annual leave, departmental rules / cover arrangements		
Read and understood Equality and Diversity Policy		
Discussed the University's vision and values – understand the key objectives and the roles of key staff in the School/Department.		
Booked to attend the University Welcome Event		
Aware of the University's sustainability initiatives		
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		
Read and understood the University's financial rules and regulations and the Code of Conduct for University staff		
Read and understood the University's Fraud Response Plan		

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 your new role. This form should be completed through discussion with your line manager and an agreed action plan put in place.

NAME

JOB TITLE

SCHOOL/DEPARTMENT

START DATE

IDENTIFY ANY TRAINING NEEDS BELOW, TOGETHER WITH AGREED ACTIONS TO ADDRESS THEM	TARGET COMPLETION DATE	REVIEW DATE
Specific to the role		
Organisation skills, administrative, IT		
Leadership, management/supervisory		
Customer service		
Health and safety		
Other		

To be completed by your line manager

NAME (BLOCK CAPITALS)

SIGNED

DATE

To be completed by the employee

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 serious risk.

FIRE SAFETY

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

FIND OUT MORE

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

EMPLOYMENT RIGHTS

FIND OUT MORE

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

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.hse.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 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 managers is crucial and underpins all our actions. I 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 achievable in the context of a research-intensive organisation.

We aspire to excellence in all our endeavours and 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. The University will endeavour to ensure that adequate resources are provided to support this policy.
3. 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) 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. From time to time, the University will also undertake appropriate benchmarking and external auditing exercises.
5. Health and Safety Plan: Improvements in the University's health and safety management arrangements will be identified in a planned strategy, and tracked by the Health, Safety and Wellbeing Committee.
6. All staff: Must take reasonable care of themselves and all others who may be affected by their acts and 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 thing, object, structure or system of work provided by The University of Manchester.
8. 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 ill health, 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 ill health, using the approved form;
 - c) notify the Head of Occupational Health when suffering from a disease or medical condition which may be caused 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;
 - a) 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.
 - b) undertake health and safety training and induction as appropriate for their role and work activities;
 - c) familiarise themselves with relevant risk assessments for their work activities;
 - d) assist any visitors who may not be familiar with University procedures, to the best of their abilities.
9. For staff and students working in NHS Trust premises: Chapter 20 of the University's health and safety arrangements describes the general principles governing health and safety management in these shared workplaces.
10. Review and update arrangements: The policy will be reviewed annually by the Health, Safety and Wellbeing Committee, and revised or updated as necessary.
11. Consequences of non-compliance: Health and safety management should provide a very positive contribution to the overall efficient and effective management of the University. Non-compliance with this policy will therefore be viewed as a serious matter, ultimately subject to the University's statutes on disciplinary procedures for staff and for misconduct of students.

Exclusions from this policy

For the avoidance of doubt, this policy is for The University of Manchester only. It does not cover organisations which are separate legal entities.

FIND OUT MORE

About our Health and Safety policy at:

www.staffnet.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

1 HEALTH AND SAFETY POLICIES	DATE	INITIALS
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	DATE	INITIALS
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 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	DATE	INITIALS
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 OCCURENCES	DATE	INITIALS
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	DATE	INITIALS
A University Smoking Policy including the '5 metre rule'		

6 PERSONAL HYGIENE	DATE	INITIALS
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	DATE	INITIALS
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 (COSHH regulations)		
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		

8 SAFETY ADVISERS, REPRESENTATIVES AND COMMITTEE	DATE	INITIALS
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	DATE	INITIALS
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
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
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. Complete the sections which are applicable. Insert N/A if not applicable

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

13 PERSONAL PROTECTIVE EQUIPMENT (PPE)	DATE	INITIALS
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	DATE	INITIALS
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	DATE	INITIALS
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	DATE	INITIALS
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
A Action in the event of spillages		

18 WASTE DISPOSAL	DATE	INITIALS
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	DATE	INITIALS
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	DATE	INITIALS
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	DATE	INITIALS
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 DATE INITIALS		
A Supervisor's responsibilities for supervision of students		
B Responsibilities on field trips		

22 OTHER HAZARDS DATE INITIALS		
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. pressurised 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	
SIGNED	DATE

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