

# 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](http://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.

### 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](http://www.hse.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/toolkits/fire/](http://www.healthandsafety.manchester.ac.uk/toolkits/fire/)

### EMPLOYMENT RIGHTS

### FIND OUT MORE

Find out more about your employment rights at: [www.gov.uk](http://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 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/](http://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