



# **Personal & Professional Development Handbook**

# Welcome to York St John University and your Personal & Professional Development Handbook

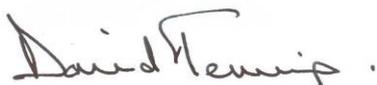
Dear Colleague

We have prepared this Personal & Professional Development Handbook as a tool for helping you to make the most of being a member of the York St John University community. Importantly, it is the contribution of staff that has enabled us to secure our recent success in becoming a university; and your role will ensure our future positioning within the wider higher education community.

This handbook serves as a guide to your induction and future personal and professional development. It is designed to support you in your work and we would welcome feedback on ways in which you think it might be improved. It is our intention to add pages or sections, as appropriate, so that it really works for you.

We hope that you will find it useable and useful!

Yours sincerely

A handwritten signature in black ink that reads "David Fleming". The signature is written in a cursive style with a period at the end.

Professor David Fleming  
Vice Chancellor

## What is the Personal & Professional Development Handbook?

This handbook has been designed to take you through the three levels of induction, on to Personal Development Planning and in some cases to Continuing Professional Development (for academic staff). For this reason it has been called the *Personal & Professional Development Handbook* to indicate its long term usefulness.

We are continuously striving to improve what we deliver and, if you have any suggestions for improvement to the Induction programme or this Handbook, we would like to hear from you! Please email [Staff.Development@yorks.ac.uk](mailto:Staff.Development@yorks.ac.uk).

### Objectives

The handbook acts as:

- A resource containing information relating to induction and your ongoing personal and professional development
- A reference tool that will allow information you are given to be organised for quick access
- A repository to hold materials relating to your ongoing development, specifically information circulated by the Staff Development Team.

### What is the format of the Handbook?

#### Part 1

This focuses on the overall induction process. It includes both generic and specific information regarding the three levels of induction - pre-arrival, local and YSJ induction. In addition, it contains useful information and key facts and figures about York St John University (YSJ).

A copy of the checklists that your mentor will guide you through are also included in this section. These have been designed to set out the key activities which you will need to undertake to integrate fully and quickly into your new role and life at the University. They cover activities to be completed on your first day, the rest of your first week, during your first month and finally during your second month and beyond.

## Part 2

This will largely be empty but with the capacity for you to compile a personal reference file, to plan your ongoing development and to organise materials relating to your ongoing development.

Our aim is to demonstrate the importance with which we hold your integration into the University and to indicate that your development is a continuum leading on from induction.

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## Part 1

### Background to your induction programme

#### Why is induction important?

The University has obligations and duties by law to provide you with information about your employment contract, its terms and conditions and health & safety in the workplace.

However, induction is much more than that. It is the whole process of helping you to get to know YSJ and its working environment and to be quickly effective in your new role.

This means providing you with all the information, support, advice and development you may need. However, we do recognise this may be different for each new member of staff and we have endeavoured to ensure the information is relevant to each individual.

#### What are the key elements of this induction programme?

- Physical orientation – describing where the facilities are
- Organisational orientation – showing you how you fit into the team
- Details of the University's history, products and service, its culture, vision and values
- A clear outline of the job role and responsibilities
- An opportunity to meet with key members of the team and the wider organisation with whom you will work and liaise
- Explanation of terms and conditions, policies and procedures

## What are the three stages of induction?

- Pre-arrival induction
- Local induction
- YSJ induction

### What is pre-arrival induction?

Well, by the time you receive this handbook, we hope you have experienced our pre-arrival induction which is aimed at making you feel welcome and valued.

This welcome is in the form of:

1. A letter from the HR team confirming the job offer and issuing your contract of employment
2. A letter from the Staff Development team issuing an overview of the induction programme and who will act as your mentor, who will be your day to day guide
3. A phone call from your manager welcoming you to the team

## What is local induction?

The successful integration of new staff is significantly affected by the quality of the induction that they experience in their immediate working environment. For this reason, this is the most significant part of the whole induction process. It starts at pre-arrival and continues until they have become settled into their new role.

## Aim

To put you at ease and to support you until you have become integrated into your new role and the team and feel like you are contributing effectively with a strong understanding of the faculty/department.

## Components

- This *Personal & Professional Development Handbook*
- The *Local Guide to Induction*, used by your mentor and manager
- A set of checklists which have been designed to set out the key activities which you will need to undertake on:
  - The first day
  - The rest of the first week
  - The first month
  - The second month and beyond
- Regular reviews of progress with your mentor
- Regular reviews of progress with your manager

NB: Both your manager and mentor have their own handbook which supports them as they guide you through your first few weeks.

## Learning Outcomes

As the result of effective local induction you should:

- Be comfortable and familiar with your immediate working environment and the University generally
- Understand your role and responsibilities
- Understand all relevant security issues
- Be aware of all office and departmental procedures as appropriate to your role

- Be familiar with all appropriate University departments, policies and procedures
- Be fully trained to use all equipment and IT processes relevant to your role
- Know where and how to access all materials and information relevant to the role
- Know how and where to find help if it is required

## What is YSJ induction?

This is designed to enable all staff at all levels to come together, feel welcome and appreciate the corporate nature of York St John. It is also a good opportunity to start to think about and plan future development needs.

## Aims

- To understand our University ethos and aims
- To begin to network with others within the University
- To become aware of the development opportunities available to you

## Components

- A half day event, including presentations from key speakers

## Learning Outcomes

As the result of effective YSJ induction you should:

- Feel more familiar with the sense of York St John as an individual institution within the Higher Education sector
- Be aware of the development opportunities available and the services of Staff Development for personal and professional development planning
- Understand what is expected of you with regard to key HR policies

## Who is responsible for Induction?

Overall responsibility for successful induction rests with your manager. They have planned and tailored your induction to meet your needs, the needs of the role and of the faculty/department and they will have engaged the support of a mentor to act as your day to day guide. You will also have the benefit of regular review meetings with your manager.

Of course, you also have a responsibility to contribute to your own induction and to commit to completing it.

### How to get the most benefit from your induction

- Take responsibility for your own learning
- Work with your mentor to organise your time and plan ahead to fit everything in
- Be flexible about setting time aside for induction
- Actively contribute to all the meetings and activities
- Ask for measurable objectives as soon as possible so you know what you need to achieve and how to achieve it
- Be prepared to ask for and receive feedback about how you are settling in

### Other roles and departments key to effective induction

#### HR

They are responsible for:

- Ensuring you are issued with an accurate contract of employment and associated information
- Complying with their legal obligations and duties to the law to provide HR policy and procedure training

## Staff Development

They are responsible for:

- Welcoming you to YSJ with details of your induction programme
- Responding to your training and development needs as they are identified
- Ensuring you are aware of and attend YSJ induction, which they will host
- Facilitating a session with you to ensure you are able to make the appropriate links to ongoing staff development
- Tracking your progress through induction

## Mentor

The relationship between the mentor and yourself should be based on trust, confidentiality and openness. It should be a productive and enjoyable experience.

The mentor is there to be your day to day guide.

They are responsible for:

- Meeting you on your first day and introducing you to your induction programme
- Introducing you to your new team and other members of the faculty/department and arranging future meetings as appropriate
- Conducting a guided tour of the key facilities at YSJ
- Guiding you through the induction checklists and other timetabled activities
- Liaising with HR and Staff Development as appropriate
- Introducing you to/setting up meetings with members of staff from other faculties & departments or external organisations as appropriate to your role
- Scheduling regular progress meetings with you and between you and your manager, and ensuring these are adhered to
- Providing support and advice, but not doing everything for you!

The relationship will be a success if:

- You establish some ground rules so you know when and how to contact your mentor and when and how to give or receive feedback

- You feel encouraged to make contact with your mentor, no matter how small your query or problem
- You plan a schedule of meetings that are a firm commitment on both sides
- You have an opportunity to reflect on the induction experience with your mentor
- You remain committed to getting the most out of your induction, throughout your induction

# University Mission, Strategic Aims, Ethos Statement, and Vision

## Mission

York St John is committed to the provision of excellent, open and progressive higher education that embraces difference, challenges prejudice and promotes justice, and is shaped by York St John's church foundation. Building on this foundation, YSJ will:

- Provide widely-accessible opportunities for life-long learning, underpinned by scholarship and research
- Extend and deepen YSJ's external contribution regionally, nationally and globally
- Foster a supportive, creative, critical and reflective community which promotes personal and professional development for both students and staff

## Strategic Aims

Every three years York St John submits its Corporate Plan for the next planning cycle to its main funding body, the Higher Education Funding Council for England. The Corporate Plan for 2007-12 contains eight strategic aims that inform both the planning and ways of working for each faculty and department. They are:

1. To be an inclusive and accessible university
2. To provide flexible student-centred curricula with excellent teaching
3. To be an employer of choice
4. To be a leading regional university with a strong commitment to internationalization
5. To be a learning organisation promoting lifelong learning through partnership and collaboration
6. To offer a transforming student experience
7. To build capacity and good practice in research and knowledge exchange
8. To be financially and environmentally sustainable.

## Ethos Statement

York St John is a Church of England University, with a distinctive vision, that secures student success. We welcome and encourage people of all beliefs continuously to question, discover and celebrate life through openness, struggle, laughter and reflection. In the daily life of YSJ we express our values and spirituality in a creative and challenging environment that enables people to develop their potential in a changing world.

## Vision

- Exceptional learning and teaching
- Exceptional student experience
- Exceptional graduates

## Facts & Figures

### About York

- York, a city at the heart of North Yorkshire, is found at the confluence of the Ouse and the Foss rivers
- It was the Vikings, who, during their brief reign, gave York its name, derived from Jorvik or Yorwik
- Population 198,000
- Economy: Industrial, commercial and transport. Factories produce chocolate, construction and engineering products, and scientific instruments. There is substantial office employment in insurance, health care and the rail industry. York also has a growing field of bioscience.
- Tourism makes a significant contribution to York's economy, as almost 4 million people visit the city each year. Most are leisure visitors, coming to York for its history, the many attractions and for its shopping. Many are here on business or for conferences. Over 10% of York's visitors come to see friends and relatives.

### About Studying at YSJ

- YSJ has been around since 1841, so the students are part of a long tradition of excellence in education. At the same time, they are part of an educational experience preparing professionals for the 21<sup>st</sup> Century.
- YSJ has over 5,000 students. It has a tradition of welcoming international students from China, Japan, the USA, South East Asia, Sri Lanka, Greece, Spain, Italy, other parts of Europe, as well as British students from all over the UK.

### Staff Profile

In June 2012, the staff at York St John numbered 664:

- 6 executive
- 242 academic
- 341 administrative
- 75 ancillary

The University has a strong commitment to promoting its research performance. YSJ recognises the importance of research as both a key feature of its role in H.E. and as a major contributor to the quality of academic activity undertaken.

# Equality, Diversity and Human Rights Policy Statement for Staff and Students

## Statement

York St John University is dedicated to providing an environment which supports a diverse range of staff and students. The University's commitment to '...the provision of excellent, open and progressive higher education that embraces difference, challenges prejudice and promotes justice...'<sup>1</sup> reinforces this obligation. In accordance with the Mission Statement the University is committed to produce, implement, review and monitor policies which promote equality, diversity and human rights and ensure an environment which is free from all forms of unfair treatment, discrimination and harassment for all those who study, work and engage with the institution.

The University is committed to encouraging and enabling staff and students to achieve their full potential and believes that no one should receive less favourable treatment while working or studying within the institution on the basis of, age, carer responsibilities, disability, class, marital or civil partnership status, gender identity, pregnancy and maternity, race, religion or belief, sex, sexual orientation, trade union activity, criminal background or any other category where discrimination cannot be reasonably justified<sup>2</sup>.

In offering a wide range of development opportunities for staff and students all policies and procedures are underpinned by the following values:

- a learning and work environment which encourages and enables diverse views, values and perspectives to be expressed and that opposes all forms of prejudice and discrimination;
- individual needs are addressed in a sensitive, supportive and flexible manner;
- individuals are offered opportunities to develop within a culture of reflection and continuous enhancement;
- all members of the University community are treated with mutual respect and sensitivity by other community members;
- processes and procedures are based upon principles of equity, transparency and responsiveness;
- equality of access, esteem and opportunity permeates all aspects of University provision.

## University as an Educator

The University's principal aim is to provide excellent, flexible, and relevant education which is accessible to all members of society. It collaborates with local education and training providers to widen local participation in further and higher education and to develop a range of study routes into the University. Applications are welcomed from

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<sup>1</sup> University Mission Statement

<sup>2</sup> discrimination could, for example, be reasonably justified in regard to an individual's ability to benefit from HE and also in the case of certain criminal offences with respect to training for the teaching and health professions

all groups in society and applicants who identify themselves as having special requirements benefit from procedures designed to ensure that they are aware of the facilities and provision offered by the University. *Unless there are professional criteria beyond our control*<sup>3</sup>, admission to the University is based solely on admissions criteria relevant to the programme of study concerned and *ability to offer appropriate facilities and support*<sup>4</sup> where required.

Recognising the diversity of students the University aims to:

- provide an environment free of harassment
- offer curriculum content which offers a balance of perspectives
- use non-discriminatory language in module and programme descriptions and in all student communications
- provide learning materials and facilities which are non-discriminatory
- accommodate individual requirements in respect of specific religious, disability and cultural needs
- communicate clearly expectations regarding behaviour of students and the treatment of fellow students and staff, including details of follow up action which is embodied within the University Disciplinary Code.

All students have a responsibility to ensure that this Policy Statement and the procedures that support it are implemented at all times.

Students who breach these requirements and commitments will be dealt with using the Student Disciplinary Policy.

## University as an Employer

The University aims to recruit, develop and retain a diverse community of staff and all policies and procedures will support this aim. Monitoring and review of our activities will inform the development of policies and procedures to ensure the fair and appropriate treatment of all staff.

In recognising the needs of staff, the University aims to:

- Ensure an appropriate and supportive working environment respecting the dignity of all members of the community.
- Create an environment free from unjustifiable discrimination on the grounds of age, carer responsibilities, class, criminal background, disability, gender identity, marital or civil partnership status, pregnancy and maternity, race, sex, sexual orientation, religion or belief, or trade union activities.
- Ensure recruitment, development and other key HR processes are dealt with using appropriate, fair and justifiable criteria.
- Provide a policy and procedure framework to ensure that staff may raise any concerns relating to equality issues and that these are dealt with in an appropriate manner.

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<sup>3</sup> Applicants to professional courses may be subject to the constraints set by professional bodies e.g. students who wish to become teachers are subject to checks on criminal convictions.

<sup>4</sup> The University is committed to making reasonable adjustments to accommodate particular needs.

- Create opportunities for career progression and staff development using appropriate, fair and justifiable criteria.

All University staff have a responsibility to ensure that this Policy Statement and the procedures that support it are implemented at all times. Managers have additional responsibilities for ensuring and monitoring implementation in their areas.

Members of staff who breach these requirements and commitments will be dealt with through the University's Disciplinary Procedure. Discriminatory conduct may constitute gross misconduct which may lead to dismissal.

## **University as a Purchaser of Goods and Services**

The University has a responsibility to promote equality in all its procurement and contracting arrangements. Within the parameters of UK and European legislation, the University will ensure that it encourages potential suppliers from diverse communities and purchases goods and services fairly.

It is essential that our suppliers are accountable to us, aspire to our vision and work within our Equality, Diversity and Human Rights Policy. All suppliers have a responsibility to ensure that they, and any staff or sub-contractors engaged by them to provide services to the University, operate within the terms of this Policy. Any breach of these requirements will be dealt with in accordance with procedures laid out in the contractual Terms and Conditions.

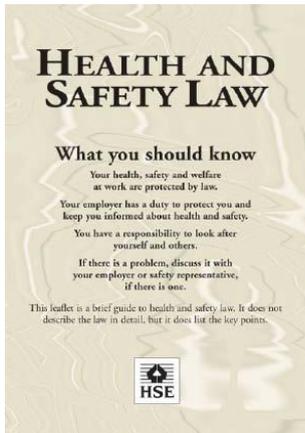
## **Legal Requirements**

The University recognises its obligations under the law. It is committed to providing equality of opportunity and upholding human rights by aiming to ensure that its practices and procedures follow legal requirements and good practice. The University will meet all its obligations under UK and European legislation.

When staff and students are engaged in University business and study overseas, policies and procedures of the host country will apply, in addition to University policies and procedures. The University will make students and staff aware of this before travelling

# Health and Safety Law

## What you should know



**Your health, safety and welfare at work are protected by law.**

**Your employer has a duty to protect you and keep you informed about health and safety.**

**You have a responsibility to look after yourself and others.**

**If there is a problem, discuss it with your employer or safety representative, if there is one.**

This leaflet is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

**Your employer has a duty under the law to ensure, so far as is reasonably practicable, your health, safety and welfare at work.**

**Your employer must consult you or your safety representative on matters relating to your health and safety at work, including:**

- any change which may substantially affect your health and safety at work, e.g. in procedures, equipment or ways of working;
- the employer's arrangements for getting competent people to help him/her satisfy health and safety laws;
- the information you have to be given on the likely risks and dangers arising from your work, measures to reduce or get rid of these risks and what you should do if you have to deal with a risk or danger;
- the planning of health and safety; and the health and safety consequences of introducing new technology.

**In general, your employer's duties include:**

- **making your workplace safe and without risks to health;**
- **ensuring plant and machinery are safe and that safe systems of work are set and followed;**
- **ensuring articles and substances are moved, stored and used safely;**
- **providing adequate welfare facilities;**
- **giving you the information, instruction, training and supervision necessary for your health and safety.**

**In particular, your employer must:**

- **assess the risks** to your health and safety;
- **make arrangements** for implementing the health and safety measures identified as being necessary by the assessment;
- if there are five or more employees, **record the significant findings** of the risk assessment and the arrangements for health and safety measures;

- if there are five or more employees, **draw up a health and safety policy statement**, including the health and safety organisation and arrangements in force, and **bring it to your attention**;
- **appoint someone competent** to assist with health and safety responsibilities and consult you or your safety representative about this appointment;
- **co-operate on health and safety** with other employers sharing the same workplace;
- set up **emergency procedures**;
- **provide adequate first-aid facilities**;
- make sure that the **workplace** satisfies **health, safety and welfare** requirements, e.g. for ventilation, temperature, lighting, and sanitary, washing and rest facilities;
- make sure that **work equipment is suitable** for its intended use, so far as health and safety is concerned, and that it is **properly maintained and used**;
- **prevent or adequately control exposure** to substances which may damage your health;
- **take precautions** against danger from flammable or explosive hazards, **electrical equipment, noise and radiation**;
- **avoid hazardous manual handling operations**, and where they cannot be avoided, reduce the risk of injury;
- provide **health surveillance as appropriate**;
- **provide free any protective clothing or equipment**, where risks are not adequately controlled by other means;
- ensure that appropriate **safety signs are provided and maintained**;
- **report certain injuries, diseases and dangerous occurrences** to the appropriate health and safety enforcing authority (see box below for who this is).

As an employee you have legal duties too. They include:

- **taking reasonable care** for your own health and safety and that of others who may be affected by what you do or do not do;
- **co-operating with your employer** on health and safety;
- **correctly using work items** provided by your employer, including personal protective equipment, in accordance with training or instructions; and
- **not interfering with or misusing anything provided for your health, safety or welfare.**

If you think there is a health and safety problem in your workplace you should first discuss it with your employer, supervisor or manager. You may also wish to discuss it with your safety representative, if there is one. You, your employer or your safety representative can get information on health and safety in confidence by calling HSE's Infoline telephone service on 0845 345 0055.

If you think your employer is exposing you to risks or is not carrying out legal duties, and you have pointed this out without getting a satisfactory answer, you can contact the enforcing authority for health and safety in your workplace. Health and safety inspectors can give advice on how to comply with the law. They also have powers to enforce it. HSE's Employment Medical Advisory Service can give advice on health at work. Your employer can give you their names and addresses.

You can get advice on general fire precautions etc from the Fire Brigade or your fire officer.

## **Health and Safety Law – What you Should Know HSE (1999)**

More detailed guidance on health and safety law is set out in HSE priced publications, such as:

*Essentials of health and safety at work* HSE Books 1994 ISBN 0 7176 0716 X

and in free leaflets such as:

*An introduction to health and safety. Health and safety in small businesses*  
Leaflet INDG259(rev1) HSE Books 2003 (single copy free)

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk) (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: [www.hse.gov.uk](http://www.hse.gov.uk)).

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com) or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This leaflet is available in priced packs of 25 from HSE Books, ISBN 0 7176 1702 5. It is also free to download from the HSE website.

Approved by the Health and Safety Executive 1 October 1999

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Published by the Health and Safety Executive

## Health and Safety Policy

The Health and Safety at Work Act 1974 places a duty upon the University to make provision for the health, safety and welfare of its employees, students and members of the public. These responsibilities extend to contract work conducted on behalf of the University.

It is the University's policy to promote the health, safety and welfare of employees, students and visitors and the University seeks the co-operation of all these groups in implementing this policy.

The University will:

- Provide and maintain a safe and healthy workplace.
- Provide information, instruction, training and supervision.
- Provide and ensure the use of safety procedures and any protective equipment that may be necessary.
- Encourage the active interest of all staff, students and visitors in the health and safety of themselves and others.

The University actively encourages consultation with employees' representatives and this will take place through a properly constituted and recognised Health and Safety Committee.

Financial and human resources will be allocated to support this policy. A Health and Safety Professional is employed to advise and assist the Governors, Vice Chancellor, Executive Group, Senior Management Group, persons with supervisory responsibility, staff and students on their responsibilities under the Act.

The University will ensure that staff are provided with appropriate health and safety training.

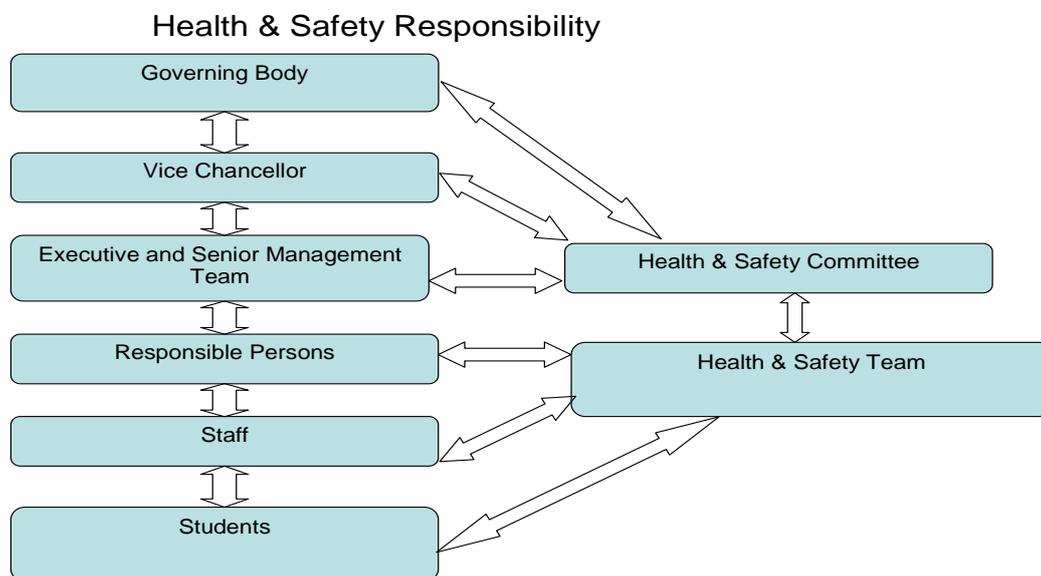
This policy will be periodically reviewed to ensure it remains appropriate to the University, the University Community and its activities.

Prof. David Fleming  
Vice Chancellor  
2010

Robin Hall  
Chair of Governors

## Organisation of Health & Safety

To show diagrammatically the line management responsibility for health and safety within the University



### Governing Body

The Governing Body has overall responsibility under the Health & Safety at Work Act.

### Vice Chancellor

The Vice Chancellor is responsible on behalf of the Governing Body for ensuring that the responsibilities of the University are fulfilled.

### Health and Safety Committee

The committee reports to the SMT and Governing Body. It acts as an advisory committee on matters of health and safety in the University and recommends any actions necessary to ensure the safety of staff, students, visitors and members of the public. Matters relating to Health and Safety will be reported to the Governors as necessary.

### Senior Managers

Senior Managers will be responsible for all health and safety matters in the areas for which they are accountable.

This can include:

- The preparation and implementation of a Workplace Safety Policy in conjunction with the Health and Safety Officer. This policy will contain details of those responsible for health, safety and welfare facilities and detail any hazards relating to the workplace.
- The nomination of a member of staff to be responsible for health, safety and welfare in their absence.

Recognising the special responsibilities of the Director of Facilities this post holder will also:

- Ensure that contractors and sub-contractors are aware of the conditions of the contract and their responsibilities in relation to safety, health and welfare and that these conditions are complied with.
- Ensure that statutory forms are displayed as appropriate.
- Ensure that statutory inspections are carried out and prescribed records are maintained.
- Ensure emergency evacuation systems and procedures are installed and maintained in buildings.

## **Responsible Persons**

Persons with supervisory responsibilities will be responsible for those areas under their control.

## **Staff**

Every member of staff has a responsibility to:

- Work safely with due regard for the health and safety of themselves and others, including other staff, students and members of the public.
- Report accidents and incidents that may lead to injuries or loss making conditions, and any unsafe or unhealthy conditions.
- Comply with workplace health and safety rules.

## **Students**

Every student has a responsibility to:

- Work safely with due regard for the health and safety of themselves and others, including other students, staff and members of the public.
- Report accidents and incidents that may lead to injuries or loss making conditions, and any unsafe or unhealthy conditions.
- Comply with workplace health and safety rules.

## Visitors

Visitors, whilst on University premises, using its facilities or taking part in activities must comply with the University's Health and Safety Policy or with any specific health and safety instruction given to them by a member of University staff.

Any independent or partner organisation which is operating solely or partly from university premises must comply in the same way. They must also designate a named individual who will take the lead in respect of health and safety for their staff whilst on our premises.

## Students' Union

Officers of the Students' Union shall conduct their activities in a safe and responsible manner and comply, where required, with the University's policies and procedures.

## Health & Safety Officer

The responsibilities of the Health and Safety Officer will include:

- Ensuring that new legislation and Approved Codes of Practice are monitored and that all levels of staff are advised accordingly.
- Developing programmes of inspection.
- Investigating accidents and incidents and developing accident prevention schemes.
- Providing appropriate and up to date health and safety information and advice.
- Attending the Health and Safety Committee and liaising regularly with Safety Representatives.
- Carrying out inspections of the University to ensure that safe methods of working are in operation and all regulations are being observed.
- Providing appropriate training in health and safety matters.
- Promote the culture of a healthy and safe workplace.

## Arrangements

The following information is designed to assist Faculties and Departments in ensuring that the University's Health and Safety Policy is effectively carried out.

## Distribution of Health and Safety Information

A copy of the University's Health and Safety Policy shall be given to all employees upon appointment and copies posted on notice boards. It is the responsibility of line management to ensure that employees receive all the necessary available written information regarding the maintenance of a safe and healthy working environment.

In addition, it is a function of safety representatives to keep their members informed of health and safety issues that concern them.

It should be pointed out that every person has a responsibility not only for their own safety but also the safety of others, and should report any matters affecting safety, health and welfare to their immediate responsible person.

## Statutory Inspections and Examinations

Statutory inspections and examinations of boilers, pressure vessels, hoists and lifts, cranes and lifting tackle, scaffolds, excavations, fire alarms, breathing apparatus, exhaust and ventilation equipment, etc. must be carried out by a competent person and a register kept by the Director of Facilities.

## Inspections

Regular inspections of all areas are essential for the maintenance of health and safety standards. The following schedule of formal inspections is proposed but an alternative cycle can be initiated by Senior managers based upon their risk assessment of their area of responsibility. The agreement of the Health & Safety Officer should be obtained in determining any alternative inspection cycle:

**Vice Chancellor** (or nominated Executive officer in the absence of the Vice Chancellor)

Will conduct an inspection of part of the site once per term

**Senior Managers**

Will conduct an inspection of those areas for which they have responsibility once per term.

**Responsible Persons**

Will conduct an inspection of that area for which they have responsibility once per term.

A record of the findings and corrective action taken arising from these inspections should be maintained. A copy of any inspections undertaken should be forwarded to the Health and Safety Officer.

The Health and Safety Officer will be available to advise and assist those tasked with the above inspection duties.

## Safe Systems and methods of Work

Procedures for maintaining a safe working environment and safe system of work will be defined in guidance material drafted in accordance with existing legislation.

Responsible persons are in the best position to ensure health and safety rules are observed and for reviewing/amending working practices which will ensure the health and safety of employees and others under their supervision in the work place.

Safety guidelines for safe systems of work will be updated as necessary.

## **Legislation**

The University will ensure that its activities comply with all health and safety legislation which is relevant to our approved activities.

## **Risk Assessment**

Risk assessments will be undertaken in accordance with the Management of Health and Safety at Work Regulations using the University's risk assessment procedure.

## **Accident Reporting and Investigation**

Accidents will be reported in accordance with the University's accident and incident reporting procedure and all reportable accidents as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be brought to the immediate attention of the Health and Safety Officer for onward reporting to the Health and Safety Executive.

## **First Aid**

The University will endeavour to ensure that sufficient staff are trained to become certificated first aiders thus providing first aid provision to staff, students and others. First aid boxes will be strategically positioned in all University buildings and staff will be made aware of their locations. The contents of the first aid boxes will be regularly monitored and restocked when required.

## **Health Surveillance**

In conjunction with the Occupational Health Service the University will determine those employees which may require health surveillance and incorporate such measures into pre-employment screening.

## **New Plant and Machinery**

The provision of new plant and machinery must comply with the Provision and Use of Work Equipment Regulations and the Supply of Machinery (Safety) Regulation. Prior to all use all operatives must be adequately trained and instructed.

## **Routine Examination and Maintenance of Equipment**

The University accepts the responsibility to ensure that regular maintenance checks are carried out on equipment and a record kept. This procedure should be followed whether the checks are undertaken by the University or by a contractor.

## **Emergency Procedures**

The most obvious emergency that could affect the University is fire. Fire evacuation procedures must be issued to new members of staff and students at their induction to the University. Reference must be made to the nearest fire control point, fire extinguisher, means of escape and assembly points.

Details of the emergency procedure will be displayed at locations throughout the University. The fire alarm systems will be tested weekly using a different control point each time and a log kept and fire practices for all buildings will be held at least once a year to ensure that procedures are effective. In addition, all means of escape must be kept free of obstructions and all fire doors must be easy to open at all times

## **Contractors**

Any person wishing to enter into a contract with the University to undertake work shall provide with their tender an undertaking that adequate facilities are available to the contractor's employees to familiarise themselves with the Health and Safety at Work etc. Act 1974, other legislation, codes of practice and guidance notes currently in force.

Each contractor submitting a successful tender will be issued with a copy of the booklet 'Requirements for Contractors'. A senior representative of the company must acknowledge receipt of the booklet by signing and returning the 'Contractor's Confirmation Slip'.

## **Consultation on Safety, Health and Welfare Issues**

A properly constituted Health and Safety Committee will be established which meets once a term chaired in accordance with the Committee Terms of Reference.

The Health and Safety (Consultation with Employees) Regulations require that the Representative of Employees Safety who is selected and represents non-union employees is consulted on issues of safety, health and welfare.

## **Health and Safety Communication**

Staff and students will be informed on health and safety issues via such means as a periodic newsletter, electronic mail and on the University's intranet site.

Health and safety information will be obtained and disseminated from external sources such as journals, newsletters, information technology, magazines and the Health and Safety Executive.

## **Training**

Staff and students shall receive such information, instruction and training to enable them to do their work in a safe and efficient manner.

The University shall prepare and implement a suitable training programme to include the following:

- i. *Induction Training* – all new employees should receive appropriate induction training to make them aware of their statutory duties, emergency procedures, risk assessments, etc.
- ii. *Management Training* – all sectors of management must receive the necessary training to enable them to effectively undertake their duties in the areas for which they are responsible.
- iii. *Specialist Training* – the University shall provide, when necessary, specialised training courses for employees.
- iv. *Fire Safety Training* – all members of staff shall receive training in the following aspects of fire safety:
  - Written fire instructions containing advice on fire prevention and the action to be taken in the event of fire; and
  - Where necessary, practical training in the use of fire fighting and fire alarm equipment.

The frequency of refresher training will be identified by the risk assessment.

## **Use of Fireworks on University Premises**

Because of the threat that they present to safety, fireworks are not permitted on any University site. This includes all garden and display fireworks e.g. Rockets, shells, cones and roman candles. These items must not be brought into or stored on University premises and must not be lit or set off under any circumstances. The only exceptions to this ban are party poppers and hand held sparklers. These must be used in accordance with safety instructions including a safe place to dispose of those that have been used.

## Health and Safety Information for Staff

### Who is Responsible for your Health & Safety?

- The University is responsible for ensuring your health, safety and welfare whilst you are at work. This means that we have a legal duty to make sure you are kept healthy and safe while you are working on our premises.
- However, you are also responsible for your own health and safety as well as that of those around you. This means you too also have a legal duty to look after your own safety, for that of your fellow employees as well as any students and visitors.
- Safety information is provided to help keep you safe and rules and regulations are there to protect you.

### Health & Safety Organisation

- The University has a Health & Safety Committee, which meets three times a year. This is Chaired by the Vice Chancellor and membership includes representatives from Faculties and Directorates, management, trade unions, and the Student Union. The Committee is responsible to the Governing Body for keeping under review the measures taken to ensure the health and safety of our employees our students and visitors.
- The University also has a Health & Safety Officer, Neil Rogers who advises the University on all aspects of health, safety and welfare and Steve Cluderay our Fire Safety Advisor. They are based in J Block (the Corridor above the Dining Room) Contact details: Ext. 6613 or email: [n.rogers@yorks.ac.uk](mailto:n.rogers@yorks.ac.uk) and [s.cluderay@yorks.ac.uk](mailto:s.cluderay@yorks.ac.uk)

### Fire Safety

**Fire Safety Training – All staff must complete our online fire safety training and assessment quiz. Go to ‘Fire Safety’ on the Staff Web Health & Safety Pages.**

#### **Fire Alarm Testing**

The University regularly tests the Fire Alarms in all of our residential and non-residential buildings. This is currently undertaken on a weekly cycle each Wednesday to ensure that the system in every building is checked once a month. When tested the alarm (a constant siren or bell) will sound for 15-20 seconds. You will not need to leave the building. *(To check the schedule of testing for your building go to the Staff Web Health & Safety pages)*

### Fire Drills

All University buildings will also have a fire drill at least once every 12 months. This could be at any time of the day. There will be a continuous sounding alarm

and in all instances you must leave the building immediately and follow the correct procedure overleaf.

## Fire Alarms

### ◆ If you hear a continuous sounding fire alarm you must:

√ Leave the building by the nearest available Fire Exit – (Follow the ‘Green Running Man’ or ‘Fire Exit’ signs) - closing all doors behind you

X Do not stop to collect personal belongings

X Do not use lifts

√ **Assemble in the designated assembly area. At Lord Mayor’s Walk this is always the lawns in front of the campus.** Fire Marshals will help guide you out of the building and onto the Assembly Point. They will be wearing high visibility jackets (tabards) and are there to help you - please follow their instructions. Have a look around you and see if the people you were with before the fire alarm went off and also outside. If you think someone is missing, tell one of the Fire Marshals.

X You must not re-enter any building until we have been told to do so by the Fire Services.

## Discovering a Fire

- Please pay attention to where the fire alarm call points are in your normal work area.
- If you discover a FIRE on University premises, **RAISE THE ALARM IMMEDIATELY by operating the nearest red fire alarm call point.** GET OUT and never risk your own or others’ safety
- The University does not expect anyone to try fighting a fire unless they are fully trained and competent to do so.
- Fire fighting equipment, alarm call points and fire notices are there to protect you. NEVER remove, or misuse any fire safety equipment. One day it may help save your life! If you think an extinguisher is missing or has been tampered with please report it to the Facilities Helpline on Ext. 6666.

## How to Report an Accident

If you or someone else has an accident call for a First Aider as follows:  
During Office Hours call Reception by dialling 0

Out of Office Hours or at Weekends call Security Office by dialling (71)6444.  
(All Officers are First Aid Trained and the Office is open 24 hours a day).

- Always report any accident or incident to your line manager, as soon as possible.

- Always help them to complete a copy of the Accident, Dangerous Occurrence or Near Miss form. Where possible, the form should also record the action that will be taken to prevent a reoccurrence and a copy must be sent to the Health & Safety Officer.
- If it is an emergency, dial 999 (if you are using a University telephone dial 9 then 999) and ask for an ambulance. Please also inform Security on 01904 876444 if you ever have to call for Emergency Services so that they can help direct the ambulance to the right University building.

## Electrical Safety

- Most offices and work areas have a lot of electrical equipment in them.
- In your work area, don't overload the plug sockets as this can be a cause of fire.
- Always ensure the socket is switched off before plugging anything in or taking anything out.
- Use extension leads in preference to multiple adaptors but never link extension leads together.
- Never touch any electrical item or light switches with wet hands.
- Under our Portable Appliance Testing ('PAT') policy staff should never bring personal items of electrical equipment onto University premises and anything brought in should be approved by their line manager and be PAT tested.

## The University Smoking Policy

- The Lord Mayor's Campus is designated as smoke free. The only exclusion is outside the front of the SU Building after 18.00.
- At our Student Residences smoking is only allowed in the grounds, away from doors and entrances.
- The aim of our no smoking policy is to protect and improve the health of people working, studying or visiting York St John and to provide a clean and pleasant campus environment.
- Smoking is an individual choice, but for anyone wanting help to quit smoking, support is available.

## Personal Safety

Although the University is a relatively safe place to work, there are still some basic do's and don'ts to ensure your personal safety;

### DO

- Report the loss or theft of keys or of other belongings to the Porters Lodge

- Lock your bike/car and other items of personal belongings securely whenever you leave them and make sure that nothing of any value is left on view.
- Report anything or anyone suspicious to Security on Ext 6444.
- Security can also be contacted by using the contact points in our Disabled Refuges.

### **DON'T**

- Let anyone you don't know into your work area. Check with your line manager if they are expecting a visitor before letting a complete stranger in.
- Prop the door to your work area open.
- Leave doors and windows open when you go out. We have had sneak thefts from our buildings.
- Give your door key to anyone you don't know.

### **Using Computers**

- For many of us, the greatest risks to our health and welfare may come from intense computer use contributing to stress issues as well as physical symptoms.
  - The University encourages all staff to take personal responsibility for safe computer use and all staff should complete online Display Screen Equipment (or 'DSE') training and an associated DSE Assessment. Go to [www.openerg.com/dse](http://www.openerg.com/dse)
  - If you use a computer (or other 'DSE') for your work, the University will refund the cost of an eye test and make a contribution towards the cost of glasses if you need them for computer use.
- **Your Manager is of course responsible for your welfare so please speak to them if you have any problems with computer use.**

### **Miscellaneous Information**

- You may be provided with some personal protective equipment (safety shoes, goggles, overalls etc) to enable you to do your job safely. This is provided for your health and safety and must be worn whenever you are at work. You must report any problems you may have with it to your line manager.
- Other people may have to enter your work area so please keep it clean and tidy.
- It is not difficult to spot a 'hazard' as something which has the potential to cause harm. Hazards can be unsafe actions (not using a ladder properly) or unsafe conditions (trailing cables). If you see a hazard and it is safe to do so, deal with it. If not, report it to your line manager.

- A 'risk' is the likelihood that a hazard will cause harm. We all assess risks every day (when we cross the road and drive a car) so we are all capable of making a judgement about whether something is safe or not. Assessing health and safety risks (i.e. doing a risk assessment) is no different. There are 3 simple steps to follow when doing a risk assessment;
  - Look for the hazards
  - Think about who could get hurt
  - Decide whether the risk is adequately controlled or not. If it isn't and it is safe to do so, do something about it. If not, report it to your line manager immediately.
- Whilst on campus you might spot hazards that need to be dealt with such as slippery floors, items blocking fire escapes, broken glass etc. If it is safe to do so please deal with it yourself and keep others away by notifying them of the danger.
- Always report anything you cannot deal with to the **Facilities Helpline on Ext. 6666** or report it to Reception.

### ....and finally

- Look after yourself and others at the University. We are a very safe place to work study and visit but if you have any questions or concerns, please raise them with your Line Manager or contact the Health and Safety Officer.
- More information is available from the Health & Safety pages on the Staff Web.

# Display Screen Equipment (DSE) User Guide

## Why?

Under the Display Screen Equipment or 'DSE' Regulations 1992 employers must provide and maintain an environment in which display screen equipment can be operated without risk to health.

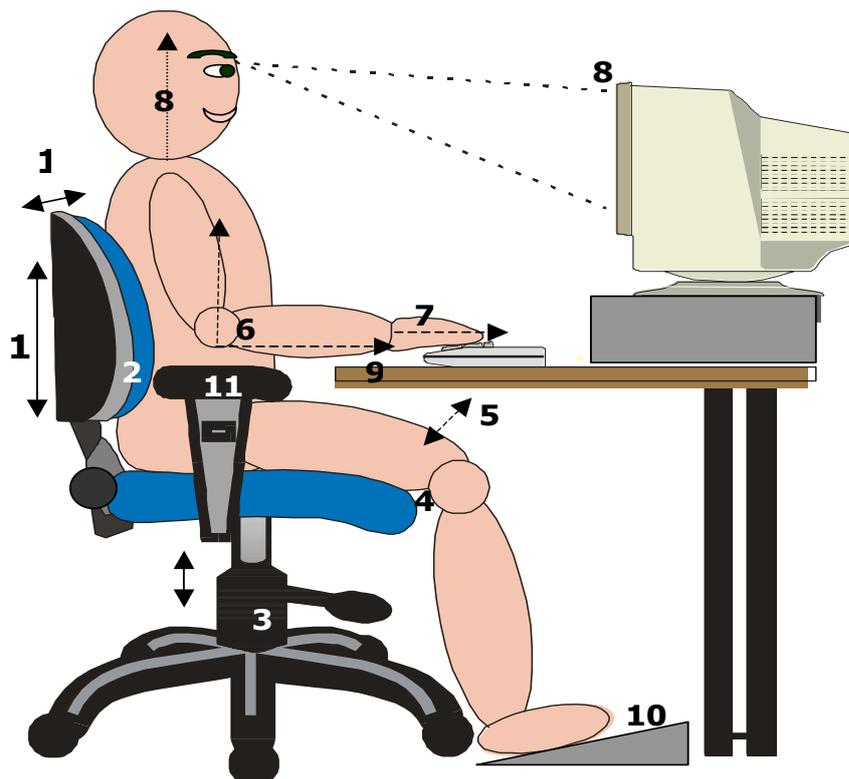
Although regular DSE use is not generally seen as high risk, it can lead to muscular, eye and other problems. As a result, and in accordance with the Regulations the university must inform and train those who regularly use such equipment to recognise and assess the risks, and to manage these risks by reducing them to the lowest level that is reasonably practicable.

## What?

Display Screen Equipment consists of several components including: a monitor or screen, keyboard, chair, mouse/input device, work surface or desk, telephone, and the immediate environment (including space, noise, lighting, humidity etc).

## Who?

The University defines a DSE "user" as anybody who normally uses DSE for continuous or near-continuous spells of an hour or more at a time, more or less every working day, or has to transfer information quickly to/from DSE. It covers anyone working at home, at another employer's workstation, part-time and temporary workers (including job share), and any "hot desking" arrangements.



## Ideal position

- 1) The seat back rest should be adjusted so you are sitting upright
- 2) Good lumbar support should be achieved (ie the lower back should be supported)
- 3) Seat height should be adjusted to achieve 4 to 7
- 4) There should be no excess pressure on the underside of your thighs and back of knees.
- 5) There should be room under the desk to allow changes in posture (no obstacles)
- 6) Forearms should be horizontal and elbows approximately at right angles
- 7) There should be minimal bending of the wrists and hands, they should be horizontal
- 8) Screen should be at arms length and height and angle should be adjusted to allow a comfortable head position with the neck and head straight
- 9) Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying. Place mouse close to keyboard
- 10) A foot support should be provided if your feet do not now touch the ground
- 11) If seat arm-rests are provided these should not prevent you from pushing your chair under the desk or should be adjustable in height

## How?

If you are a DSE user you are entitled to a DSE assessment.

Ideally this should be done on an annual basis, as well as when new equipment is introduced, following relocation, or if you experience any adverse physical symptoms or equipment faults. Ask your line manager who your DSE assessor is.

## What else must I do?

To prevent Work Related Upper Limb Disorders (WRULD) or Musculoskeletal Disorders (MSD):

- Adjust your equipment e.g. chair, keyboard, mouse, monitor etc to be comfortable (see points 1-11)
- Take regular activity breaks from your screen
- Change your position and stretch
- Immediately report any adverse physical symptoms (pain, swelling, tightness, cramps, tingling, numbness, stiffness, eyesight problems etc) or equipment faults to your line manager. They can then assist in asking for a DSE assessment and if necessary consider contacting the Occupational Health Service to investigate further.

For more details on any of this Health & Safety information, please contact:

Neil Rogers – Health & Safety Officer (Ext. 6613) or

Email: n.rogers@yorks.ac.uk

## Other general information

Your mentor will be able to tell you where to find/how to access the additional useful information and leaflets listed in the table below:

Item	Paper Copy	Intranet
Campus map		
Organisation chart of the University		
Organisation chart of your faculty/department		
List of faculties & departments containing named Deans/Directors and contact details		
Faculty calendar		
Staff Handbook		
Health & Safety Policy		
Equal Opportunities Policy Statement		
Acceptable Use Policy for University IT Systems		
Promoting Diversity, Promoting Equality Policy		
Employing People with Disabilities Policy		
Academic staff handbooks e.g. lecturers handbook or assessment handbook		
Departmental handbooks		
Others:		

# Induction Checklists

## Overview of the checklists

On the following pages, you will find a set of checklists designed as a framework to guide you through the local induction process.

The checklists are generic, so you may find some of the activities are more relevant than others. However, this is where careful forward planning by and with your manager and mentor will be vital. They will already have some ideas about how best to customise the information and activities according to your role, faculty or department, level of experience and knowledge.

In some cases, faculties and departments have developed their own, bespoke checklists which may be used alongside those provided here.

Local induction should generally be completed within two months of your start date. However, this is a guide. It may suit you to work through your induction more quickly or more slowly. You will have regular meetings with both your mentor and manager to review this and amend the programme as appropriate. If you work part time or hold a temporary contract, the time can be amended accordingly.

The Staff Development department will play an active role in tracking your progress through induction. In some cases they will ask to review the Handbook once your induction has been completed. If this takes place, your Handbook will be returned to you swiftly to enable you to continue to use it to plan your ongoing personal & professional development.

Please find checklists overleaf which have been designed to cover:

- Your first day
- The rest of your first week
- Your first month
- Your second month

These are included for your reference; your mentor retains the master copy of the checklists.

## The first day

The first day in any new job can be daunting. There are so many people to meet and things to learn, as well as finding your way around and settling into your new job.

There are several things that can be done to ease you in which are outlined on the table below

Activity	Comments
Mentor meets and greets you at reception, takes you for coffee to do introductions and an explanation of their role & issues the <i>Personal &amp; Professional Development Handbook</i>	
<p>Mentor introduces you to your manager.</p> <p>Meeting with manager to welcome you to the team and to cover:</p> <ul style="list-style-type: none"> <li>▪ Brief overview of their role and how it fits into the team as a whole</li> <li>▪ Brief overview of your role and how it fits into the team as a whole</li> <li>▪ Explanation of the induction process and the relationship with your mentor</li> <li>▪ Explanation of the meetings and introductions which have been arranged to include the aim and objectives of those meetings</li> <li>▪ Discussion of frequency and preferred methods of ongoing contact</li> <li>▪ Clarify any immediate queries</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Agree the dates to meet with your manager to review your progress through the induction process</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Agree the dates to meet with your mentor for the duration of the induction period</li> </ul>	

Activity	Comments
<p>Mentor to obtain work diary and book in commitments such as:</p> <ul style="list-style-type: none"> <li>▪ YSJ Induction session</li> <li>▪ Meetings between yourself and mentor</li> <li>▪ Meetings between yourself and your manager</li> <li>▪ Meetings with team members</li> <li>▪ Relevant departmental meetings</li> <li>▪ External meetings if applicable</li> <li>▪ Other staff development training sessions</li> </ul>	
<p>Manager to take you through health &amp; safety information</p>	
<p>Manager to encourage you to read the Acceptable Use Policy for University IT Systems</p>	
<p>Manager to ensure you complete the Information Management E-Learning package if your role includes handling data.</p>	
<p>Mentor to discuss the following house-keeping and administrative issues:</p> <ul style="list-style-type: none"> <li>▪ Parking arrangements during work, out of hours and for visitors</li> <li>▪ Security arrangements in your immediate place of work for storing valuables, locking of doors, use of passes, out of hours access</li> <li>▪ Your internal telephone number and the team fax number</li> <li>▪ YSJ term times and closure dates</li> </ul>	
<p>Mentor to take you on a tour of the faculty/department, pointing out:</p> <ul style="list-style-type: none"> <li>▪ Your desk/office space and its contents</li> <li>▪ Where to hang your coat/store bags</li> <li>▪ Nearest rest rooms</li> <li>▪ Closest kitchen facilities</li> <li>▪ Photocopier, fax and printer and how to use them</li> <li>▪ Manager and senior management offices</li> <li>▪ Meeting rooms (if any)</li> <li>▪ Relevant classrooms</li> </ul>	

Activity	Comments
<p>Your mentor to take you on a tour of the campus, taking in the following:</p> <ul style="list-style-type: none"> <li>▪ Fire assembly point</li> <li>▪ Alternative rest rooms</li> <li>▪ Chaplaincy</li> <li>▪ Staff common room</li> <li>▪ Security, Reception, Porter's Lodge, Post Room</li> <li>▪ Registry</li> <li>▪ Finance Department</li> <li>▪ HR Department</li> </ul>	
<p>Whilst in the HR Department ensure/check:</p> <ul style="list-style-type: none"> <li>▪ You give in your P45/P46</li> <li>▪ You have your photograph taken and your staff ID/library card made</li> <li>▪ You receive back any birth or exam certificates</li> </ul>	
<p>Continue the tour, taking in:</p> <ul style="list-style-type: none"> <li>▪ Student Union</li> <li>▪ Student Services</li> <li>▪ Sports Hall &amp; Gym</li> <li>▪ Fountains Learning Centre</li> <li>▪ Print Services</li> </ul>	
<p>Whilst in the Fountains Learning Centre:</p> <ul style="list-style-type: none"> <li>▪ Visit the Library and obtain your login ID/password</li> <li>▪ IT and Media Services</li> <li>▪ Internet Café</li> </ul>	
<p>Continue the tour, taking in other areas of the Campus:</p> <ul style="list-style-type: none"> <li>▪ Shop</li> <li>▪ The POD &amp; dining room and other places to take lunch or breaks</li> <li>▪ The quickest route to the shops</li> <li>▪ Halls of Residence and the location of other sites</li> </ul>	

<b>Activity</b>	<b>Comments</b>
<p>Your mentor will familiarise you with your immediate work area and check you know how to:</p> <ul style="list-style-type: none"> <li>▪ Log on to your computer and change your password</li> <li>▪ Access the Staff InfoHub and staff information point</li> <li>▪ Show you how to navigate through the Staff InfoHub / staff information point and what information you can find there</li> <li>▪ Access the internet</li> <li>▪ Access and use Microsoft outlook for email and calendar</li> <li>▪ Use the telephone including pick up, divert and voice mail</li> <li>▪ Discuss personal use of the telephone/internet</li> </ul>	
<p>Finally, you will have the opportunity to review your first day with your mentor and ask any initial questions.</p> <p>Then agree start time and location for day 2</p>	

## Health and Safety Induction Checklist

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Faculty:** \_\_\_\_\_ **Start date:** \_\_\_\_\_

*Policy & Emergency procedures (Points 1, 2 & 3) must be covered in the first day.*

*The full Induction Checklist Initial induction should to be completed within two weeks of starting. The relevant box(es) should be ticked after discussion. For items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction (normally the line manager) should sign the form, keep a copy and send a copy to the Health & Safety Officer.*

1. Health and Safety Policy & Information	Yes	No	Comments
<p>1.1 Has the <i>University's Health and Safety Policy</i><sup>1</sup> been explained to the new starter and a copy provided?</p> <p>1.2 Has the new starter received a copy of the leaflet 'Health &amp; Safety Information for Staff' and been told which member of staff to speak to about any local Health &amp; Safety issues?</p> <p>1.3. Has the role of the following Services been explained, as well as how to contact them if advice or help is needed:</p> <p style="padding-left: 40px;">Security Service (<b>Emergency Number – tel. 6444</b>)</p> <p style="padding-left: 40px;">Facilities Helpline (tel. 0 or 6666 or <a href="mailto:facilities.helpline@yorks.ac.uk">facilities.helpline@yorks.ac.uk</a>)</p> <p style="padding-left: 40px;">Health &amp; Safety Officer (tel. 6613 or <a href="mailto:n.rogers@yorks.ac.uk">n.rogers@yorks.ac.uk</a> )</p> <p>1.4. Has the new starter been shown the local Notice Board with Health and Safety information?</p>			<p><sup>1</sup> Available on Staff web Health and Safety pages</p> <p>(as above)</p>
2. Emergencies and Fire Arrangements	Yes	No	Comments
<p>2.1 Has the new starter completed the staff online Fire Safety Training?</p> <p>2.2 Has the new starter been introduced to the trained Fire Marshals within their team?</p>			<p><sup>2</sup> Available from 'Fire Safety' on the Health &amp; Safety web pages.</p>
3. Welfare Facilities/First Aid & Accident Incident Reporting	Yes	No	Comments
<p>3.1 Has the new starter been informed of the location of the toilets, washing facilities, kitchens etc (as appropriate)?</p> <p>3.2 Has the new starter been informed of the procedure to call a University First Aider?</p> <p>3.3 Has the new starter been informed of the procedure to report an accident, incident or dangerous occurrence?</p>			
<b>Declaration</b>			
<i>I certify that the above Policy &amp; Emergency subjects have been explained:</i>			
Induction conducted by:			Date
New Staff signature:			Date

4. Risk Assessments & Training	Yes	No	Comments
<p>4.1 If the work of the new starter involves a significant amount of DSE<sup>3,4</sup> use, have they completed the online training and assessment?</p> <p>4.2 Has the following been discussed with the new starter, - where these are appropriate to their work:</p> <ul style="list-style-type: none"> <li>i. General workplace health &amp; safety (housekeeping, safe storage, local rules etc)?</li> <li>ii. Safe lifting techniques?</li> <li>iii. Work with hazardous substances, and the location of COSHH assessments and Safety Data Sheets, if applicable?</li> <li>iv. Safe use &amp; maintenance of machinery and equipment.</li> <li>v. Risk assessments and safe systems of work specific to the work of the new starter (if not covered above)?</li> </ul> <p>4.3 Have the H&amp;S training needs of the new starter been identified? (please record in section 7 below).</p>			<p><sup>3</sup> DSE' = Display Screen Equipment (computer work)  <sup>4</sup> Available from the staff web H&amp;S AtoZ pages under DSE or Computer</p>
5. Work Outside Hours	Yes	No	Comments
<p>5.1 Has the new starter been briefed on the University guidance on Lone Working?<sup>5</sup></p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><sup>5</sup> Available from the staff web H&amp;S AtoZ pages under Lone Working</p>
6. Personal Protective Equipment (If applicable)	Yes	No	Comments
<p>6.1 Has the new starter been briefed on any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?</p> <p>6.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?</p> <p>6.3 Has the new starter been briefed on the procedure for reporting defective or damaged PPE and obtaining replacements?</p>			
<p>7. List here any health and safety training needs identified (including timescales for attendance) and any additional H&amp;S information required by / for the new starter:</p>			
Declaration			
<p><i>I certify that the whole health and safety induction checklist has been completed and explained:</i></p> <p>Induction conducted by: (please include job title) _____ Date _____</p> <p>New Staff signature: _____ Date _____</p>			

## The rest of the first week

Activity	Comments
Your mentor will meet you at the beginning of each day to ensure you know what you are doing and who you are meeting	
Most of this week will be taken up with meetings with other colleagues in your faculty/department to enable you to get an overview of how your role fits in with the rest of the team.	
<p>Mid-week you will meet with your manager again to discuss:</p> <ul style="list-style-type: none"> <li>• Job description and initial thoughts about objectives</li> <li>• Any immediate training and development needs and how they will be met</li> <li>• Pay arrangements and expenses claim procedures</li> <li>• Hours of work and local arrangements e.g. usual office practice to cover lunches, breaks etc</li> <li>• Holiday and Bank Holiday entitlement and booking procedures. Ensure you are allocated an annual leave sheet.</li> <li>• Flexi scheme</li> <li>• Sickness reporting</li> <li>• Standards of behaviour particularly relating to reporting structure, supervisory or managerial responsibility, level of authority</li> <li>• Performance appraisal</li> <li>• Probationary period and when the review meetings will take place</li> <li>• Union membership</li> <li>• How to access the Staff Handbook and where to find information about sickness absence procedures, HR policies and procedures and the probationary period</li> </ul>	
Your manager will introduce you to the Head of Department or Director/Dean who will welcome you to YSJ	
Academic staff will be introduced to the University and their own timetable and curriculum	

<b>Activity</b>	<b>Comments</b>
<p>You will have the opportunity to plan and arrange meetings for the coming weeks with other faculties/ departments and external partners as appropriate to your role.</p> <p>Your manager and mentor will be able to provide guidance and support</p>	
<p>At the end of the week you may choose to meet informally with the mentor to review your first week.</p>	

## Housekeeping & Administrative Information:

**Parking arrangements**

**Security arrangements**

**Internal telephone number**

**Team Fax number**

**Other useful numbers:**

**Term times & Closure dates**

**Location of Fire Assembly Point(s)**

## Questions for the End of the First Week

### Where?

- Do visitors' park?
- Is the fire assembly point?
- Is the Staff Common Room?
- Is the Staff Development team located?
- Is the post room?
- Are the classrooms you will use the most?

### What?

- Are the security arrangements for your immediate place of work?
- Is the Staff Information Point? Where is it located?
- Is the policy regarding the personal use of telephones and the internet?
- Jargon have you learnt in your first week?
- Is the sickness reporting procedure?

### How?

- Does your job fit into the structure of your faculty/department?
- Do I access e-learning staff training packages, such as equality and diversity online training?

### Who?

- Is the Vice Chancellor?
- Is your dean of faculty or head of department?
- Is your immediate manager and how do you contact them?
- Are your customers?

### When?

- Is your YSJ induction session?
- Is your Cross Cultural Awareness training (if applicable)?
- Are the term times and University closure dates?
- Are you able to take annual leave? What is the booking procedure?

## The first month

Activity	Comments
During the first month you will be invited to attend the YSJ induction session.	
You will be invited to attend Cross Cultural Awareness training if you work with students.	
You will be invited to attend an Equality & Diversity session	
<p>The remainder of the first month should see you concentrating on getting to know your role.</p> <p>This may involve any of the following activities:</p> <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Research</li> <li>• Reading</li> <li>• External visits</li> <li>• Attending training</li> <li>• Carrying out some elements of the role</li> </ul>	
<p>Your mentor will hold regular informal meetings with you (at least once per week) to ensure you:</p> <ul style="list-style-type: none"> <li>• Are settling in</li> <li>• Have everything you need</li> <li>• Know your way around</li> <li>• Are up to date with your induction programme</li> <li>• Have answers to any queries or questions as they arise</li> <li>• Have support to resolve any issues or problems as they arise</li> </ul>	
<p>Your manager will hold regular meetings with you to ensure:</p> <ul style="list-style-type: none"> <li>• All meetings etc are progressing successfully</li> <li>• Any job related tasks/activities set by your manager are progressing successfully</li> <li>• You are meeting regularly with the mentor and getting the support you need from them</li> <li>• You have an opportunity to raise any issues or points of clarification as they arise</li> </ul>	

Activity	Comments
<p>Your manager will hold a formal review meeting with you at the end of your first month to:</p> <ul style="list-style-type: none"> <li>• Review your job description to ensure you understand what your role is</li> <li>• Review the specific job related objectives set for the first month</li> <li>• Discuss the specific objectives to be achieved during the second month</li> <li>• Highlight any additional training and development needs not already covered</li> <li>• Provide an opportunity to feedback on progress to date</li> </ul>	
<p>For academic staff: Check you are becoming familiar with the following:</p> <ul style="list-style-type: none"> <li>• QAA</li> <li>• Faculty administrative procedures</li> <li>• Personal tutoring</li> <li>• Student feedback</li> <li>• Teaching delivery</li> <li>• Assessment</li> <li>• Exam Boards</li> <li>• Enrolment</li> <li>• Admissions</li> <li>• Resits</li> </ul>	
<p>For academic staff: Before the end of the month:</p> <ul style="list-style-type: none"> <li>• Your manager will talk to you about your research output and ask you to complete the research database entry form (on the Staff Information Point) and return to the Research &amp; Enterprise Office</li> </ul>	
<p>For academic staff: Before the end of the month:</p> <ul style="list-style-type: none"> <li>• Your manager will ask you to contact your module director to discuss assessment issues</li> </ul>	

## The second month

Activity	Comments
<p>By the second month you should be familiar with and carrying out key elements of your role. However, you may feel that there are many things you still need to ask or clarify. You will have ongoing meetings with your mentor who will provide you with the opportunity to ask questions and resolve issues.</p>	
<p>In addition, you will have ongoing meetings with your manager to:</p> <ul style="list-style-type: none"> <li>• Discuss personal experiences and needs during induction and to ensure there are no gaps or omissions</li> <li>• Explain how to find help once the induction phase is complete and the formal relationship with the mentor ceases</li> <li>• Feedback on work completed to date</li> <li>• Provide the opportunity for you to raise any questions or issues</li> </ul>	
<p>For academic staff you will continue to familiarise yourself with:</p> <ul style="list-style-type: none"> <li>• QAA</li> <li>• Faculty administrative procedures</li> <li>• Personal tutoring</li> <li>• Student feedback</li> <li>• Teaching delivery</li> <li>• Assessment</li> <li>• Exam Boards</li> <li>• Enrolment</li> <li>• Admissions</li> <li>• Resits</li> </ul>	
<p>At the end of the induction process your manager will:</p> <ul style="list-style-type: none"> <li>• Review the induction process to discuss what worked and what lessons can be learnt for other new members of staff</li> <li>• Ensure you are clear about your ongoing personal objectives</li> <li>• Ensure you are clear about how to access training and development options</li> </ul>	





# Part 2

## Personal & Professional Development

## Staff Development Team Contact Details

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Details on Staff Development courses and events are published on the York St John University website on the Staff Development webpages.