



# STAFF INDUCTION CODE OF PRACTICE

## Document Control

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# New Staff Induction Process Overview

## Induction Process 1

New staff member commences employment at beginning of academic year.



Attends corporate induction held in September and January



New staff member completes [Health and Safety Induction Checklist](#) with Head of School/ Department/ Line Manager. This may also be completed by the local Safety Coordinator.



Copies of the completed Health and Safety Induction Checklists retained by the School/ Department.

## Induction Process 2

New staff member commences employment during academic year



New staff member completes [Health and Safety Induction Checklist](#) with Head of School/ Department/ Line Manager. This may also be completed by the local Safety Coordinator. Checklist should be completed within two weeks from start date.



Copies of the completed Health and Safety Induction Checklists retained by the School/ Department.



Attends corporate induction held in September and January

The University recognises that in order for staff to be effective within their roles and work within a safe and healthy environment appropriate training and instruction must be provided. This requirement is set out in law under the Health and Safety at Work Act 1974 and details that as an employer, the University must provide information, instruction, training and supervision as is necessary and so far as reasonably practicable to ensure the health and safety of all its employees. This is expanded upon by the Management of Health and Safety at Work Regulations 1999 which identify situations where health and safety training is particularly important; which includes

- i. when new members of staff commence employment,
- ii. on exposure to new or increased risks and
- iii. where existing skills may require updating.

Regular training should be provided to staff working in roles where they are likely to be;

- Working or exposed to chemical hazards
- Working with radiation
- Working at Height
- Handling loads
- Supervising student fieldwork offsite and / or overseas

This list is not exhaustive, further information about training requirements can be provided by the Personnel Office on request

In addition, the Health and Safety (Training for Employment) Regulations 1990 ensure that those who may be working under the University's remit but not directly employed i.e. work experience and placement students, are adequately protected and informed of any potential risk to their health and safety by a rigorous training and induction process.

This code of practice applies to all newly appointed and existing staff members, including those who have taken on a new role within the University. Whilst this code endeavours to be authoritative, all staff are expected to be proactive within their own Induction to ensure that they receive relevant information and support them to work safely and enable them to contribute to the success of the University. To this end this code aims to set out the University's agreed Induction procedures and indicate how appropriate inductions shall be provided.

## **University Induction**

University Induction is mandatory for all newly appointed staff. Both Academic and Support staff are invited to attend a two day corporate induction programme closest to their start date. Corporate induction programmes are run twice a year as an introduction to the mission and values of the University, each programme shall provide information on the following:

- Overview of University and structures
- Student Recruitment
- Strategic Resource Management
- Legal Requirements including Mandatory Training requirements
- Health and Safety
- Equal Opportunities
- General Conditions of Employment
- Policies and Procedures
- Education and Training
- Employee Involvement

## **School/ Departmental Induction**

All newly appointed employees will be expected to commence a local induction within their own School or department as soon as practicable. Local inductions will serve to ensure that new members of staff feel familiar with how each department operates and most importantly, should enable new staff to familiarise themselves with operational aspects of health and safety, such as;

- Fire Safety
- Evacuation Procedures
- First Aid
- Accident Reporting Arrangements
- Work Related Hazards

Local inductions will also serve as an introduction to the department; provide site orientation and an opportunity to discuss responsibilities relating to the member of staff's new role, including performance monitoring and probation procedures.

## **Responsibilities**

- Personnel Office

The University's Personnel Office is responsible for co-ordinating all corporate induction programmes, ensuring all newly appointed staff are provided with sufficient information with regards to a University Induction. The Staff Development Co-ordinator will liaise with the key staff to ensure appropriate training is provided as part of the induction process.

The Health and Safety Advisor shall monitor and audit compliance with the Induction Code of Practice.

On request the Health and Safety Advisor will provide information and advice regarding induction which represents good practice, also advising staff regarding any associated health and safety training.

- Heads of School / Department

All Heads of School / Department or Line Managers are responsible for ensuring new staff members and / or existing staff members within a new role, have completed a departmental induction by allocating sufficient time to cover all aspects as set out in the Health and Safety Staff Induction Checklist. Elements of this local induction may be delegated as appropriate to a local Safety Coordinator or other responsible member of staff.

An adequate record should be maintained to support to the induction process.

As part of the local induction process, Subject Leads/ Heads of Department / Line Managers should also identify if any health and safety related training or further information is required for new members of staff. Some new employees will have particular training needs;

- New employees need basic induction training that explains how to work safely and outlines the University's arrangements for first aid, fire and evacuation.
- Existing staff that have moved roles, transferred to a different part of the University or have taken on additional responsibilities need to be informed of any new health and safety implications, included any additional hazards.
- Newly appointed or existing staff that have progressed to a managerial or supervisory position should complete relevant training to enable them to manage health and safety within their own area, as outlined in the University Health and Safety Policy.

- Those who visit the University as part of a placement or work experience arrangement may be particularly vulnerable due to a lack of experience and knowledge of working at the University and may be more vulnerable to accidents, therefore induction and training must be a priority. Adequate supervision must also be considered.
- Existing employees, particularly those returning to work following a substantial absence e.g. maternity leave, may also require refresher training to update skills and improve their knowledge in light of changes to health and safety legislation.

Each department should use existing workplace risk assessments to identify training needs that may be associated with a specific risk.

### **Further Reading**

*Health and Safety Training: A Brief Guide – HSE*