

SCHOOL OF CHEMISTRY INDUCTION RECORD FOR NEW MEMBERS OF STAFF

Name of new member of staff: _____

Name of line manager: _____

Name of person responsible for induction if delegated: _____

Start date: _____

The following items should be included in your induction into the School of Chemistry as soon as practicable.

Your line manager is responsible for ensuring that you have the necessary information to enable you to operate effectively as a new employee as soon as possible, but he or she may delegate this responsibility to another member of staff. This list is not exhaustive and there will be other topics which may be covered according to which type of employee you are, which you may note if you wish. Your supervisor or line manager should provide most of this information, but it may be more practical in some cases to obtain it from colleagues or a mentor. **Staff located in MIB will need to refer to the MIB Induction Booklet**

PRIMARY INDUCTION - down to basics for your first few days.

Tick or Date

Fire alarm/drill procedures and location of emergency exits

Two stage siren fire alarm; intermittent – standby, continuous – evacuate

Assembly point on the grass in front of the Zochonis Building

Reception which is manned 24/7 Tel 54591, but out of hours access on swipe card; contact [Simon Holden](#) in G22, Tel 60577 to have your staff card activated.

Location of facilities: tea room, snack bar, toilets etc

Chilled drinking water is available from various machines and kitchens

Lunch, tea and coffee arrangements

Place of work, allocation of room, workspace, locker, desk etc

Security information – access to rooms – keys and swipe cards

Keys are supplied by [Peter Wilde](#) in the Workshop, Tel 54584.

In case of urgent access requirement, contact reception on 54591

Hours of work (if appropriate), annual leave and sickness reporting

Issue of any essential protective equipment (lab coats, safety glasses, gloves etc)

How to answer the telephone, transfer calls and make calls both internally and externally. www.itservices.manchester.ac.uk/telecoms/

Post arrangements – know your own correct postal address

Chemistry Building, University of Manchester, Oxford Rd, Manchester M13 9PL

PDRA & PGs pigeon holes near lifts; Academic and support staff behind Reception

Introduction to key staff members and their roles explained (both in the group and in the Section e.g. head of section, senior technician, senior secretary)

Human Resources (HR) - Ideally your line manager should take you to HR on your first day. Since this will usually mean a visit to another building it will also provide an opportunity for you to familiarise yourself with the layout of the campus and how to get about using the free bus service. You will need to show HR evidence of your identity and nationality, (e.g. birth certificate, passport), your P45 if you have one and your bank account details. Registration on the payroll is an essential process without which issue of the following will be seriously hindered:

Staff (swipe) card and Library card

Email address – how to set up your account, user name and password IP address etc.
[IT Services \(The University of Manchester\)](#) Access to the [Chemistry Internet](#) and [Chemistry Staff Intranet](#)

Room booking – [Chemistry seminar rooms](#), [Lecture theatres](#)

Car parking arrangements (how to obtain a permit)
<http://www.staffnet.manchester.ac.uk/stafflife/travel/cars/carparks/>

Photocopy cards are available from the Accounts Office, G29 on production of a cost code

HEALTH AND SAFETY ISSUES

Attendance at the School of Chemistry Health and Safety Induction seminar is mandatory and you should familiarise your self with the following as soon as is practicable

Health and Safety policy and appropriate detail (see manual)
<http://www.campus.manchester.ac.uk/healthandsafety/index.htm> www.chemistry.manchester.ac.uk/intranet/health

Location of first aid boxes and names of first aid staff

Emergency procedures

Location of fire extinguishers and description of type/use

Health questionnaire – send to Occupational Health

Accident reporting procedures

COSHH regulations and Risk Assessment procedures
<http://intranet.chemistry.manchester.ac.uk/intranet/health/forms.php>

Display screen equipment regulations (if using PC for more than 2hr at one time)

Manual handling procedures, working at height, use of trolleys, lifting devices etc

Waste disposal procedures (different bags for different waste etc)

Any section or research group-specific information

Chemistry Administration

Up to date details are on the [Staff Intranet](#)

Chemistry Technical Services

NMR liquids – [Roger Speak](#), Ian Goodbody, Steve Kelly, Tel 554581

NMR solids and developmental methods – [Barbara Gore](#),

Microanalysis& GC – [Martin Jennings](#), Anne Davies, Carole Webb, Tel 54595

Mass Spec – [Val Boote](#), Gareth Smith, Rehana Sung, Tel 54599

X-ray – [Chris Muryn](#), Tel 51418/51408

Stores & Accounts – [Allan Griffiths](#), Hal Mulrenan, Barry Blundell, Chris Higson, Ivor Williams, Tel 54607

Stores opening times: Counter – 9.30am -12 noon and 2.00 – 3.30pm. Solvents 11.30am – 12.30pm

Mechanical Workshop – [Peter Wilde](#), Malcolm Carroll, Terry Hayward, John Milhench, Chris Slann, Tel 54584

Electronics Workshop – [Andy Sutherland](#), [Steve Mottley](#), Siraj Mohammed, Tel 54641
is-chemistry@manchester.ac.uk

Teaching Laboratories

Synthesis Lab – 2nd Floor: [Graham Booth](#), Abbas Askari, Mike Hughes, Tel 64581 62751/2/3,
Measurements Lab 1st floor: Jim Minor, Len Ross, Dave Tyrer, Tel, 54645 62745/6

OTHER SOURCES OF INFORMATION

Introduction to the University Website www.manchester.ac.uk/ and [StaffNet](#)

The University induction course

The School of Chemistry induction course

Issue of Handbook(s) if applicable

How to order goods from external suppliers

How to obtain goods from stores

How to claim expenses

<http://www.staffnet.manchester.ac.uk/theguide/index.htm?page=documents&id=RegSec->Finance>

How to appoint new members of staff

Communication methods (e.g. [email distribution lists](#), [Chemistry internet Chemistry Intranet UniLife](#), [Staff Update](#) etc)

Who's Who in the School and School structure

What "Investors in People" means [Welcome to Investors in People](#)

Issue of personal development portfolio if available

Training – TDU and other opportunities [The Guide \(The University of Manchester\)](#)

The importance of evaluating training received

One-to-one training (what it is, who teaches what)

Date Induction completed: _____

Signed (new staff member): _____

Signed (supervisor): _____

EVALUATION OF INDUCTION

We hope that this is a useful document and that sufficient information was provided to help you through the start of your new job. In order to keep this scheme up to date and effective, please list below any improvements you might be able to suggest, and indicate how useful it was to you personally. Please copy your comments to your line manager or supervisor for future reference.

The Induction form, along with your job description, is the starting point for your future Performance and Development Reviews (PDRs) which should take place regularly throughout your employment at the University. You should use your first PDR to raise with your line manager any issues which have not been covered in your induction.

Induction of new staff is a lengthy and complex process and it is impossible to design one process which fits all categories of staff. However the School has a culture of staff development and staff are encouraged to request training which is relevant to their duties. It is School policy to allow staff sufficient time to undertake training which has been identified and agreed with their line manager during their PDRs.

My suggestions for improvement to the Induction process are as follows:

PLEASE KEEP THIS FORM IN YOUR PERSONAL DEVELOPMENT FILE

It may be required to evaluate the effectiveness of our induction procedures