



<input type="checkbox"/>	Read Covid-19 documents and complete associated paperwork
<input type="checkbox"/>	Learn how to sign into the Department
<input type="checkbox"/>	Safety Handbook safety induction – arrange with Lucy for Downing Site, Dudley for Bullard/BPI
<input type="checkbox"/>	Fire alarms, evacuation routes, assembly points, fire alarm test schedule, location of fire extinguishers, first aid arrangements, and how to report accidents. Bullard – windows
<input type="checkbox"/>	No smoking – Downing Site: arrangements for smoking
<input type="checkbox"/>	Point of contact or mentor for answering questions
<input type="checkbox"/>	Overview of Department structure and the role of key sections and staff
<input type="checkbox"/>	Collect keys, pay deposit where necessary
<input type="checkbox"/>	University Card from the Card Office – form to fill in/temporary pass if needed
<input type="checkbox"/>	Computer access – form to fill in; photocopiers/printers information
<input type="checkbox"/>	Informal visitors – form to fill in (BP Institute)
<input type="checkbox"/>	Arrangements for booking annual leave and reporting unplanned absence
<input type="checkbox"/>	Tour of working environment and facilities – own workspace and surrounding area, toilets, coffee room, recycling facilities/environmental issues, kitchen, (student kitchen at Bullard/BPI)
<input type="checkbox"/>	Working hours and break times where appropriate
<input type="checkbox"/>	Library – introduction to Sarah Humbert
<input type="checkbox"/>	Information on Seminars (Dept Earth Sciences) and BPI Seminars
<input type="checkbox"/>	Pigeon holes and mail, UMS info, stationery
<input type="checkbox"/>	University Travel Insurance , Field Risk Assessments, (and for graduate students: Leave to Work Away)
<input type="checkbox"/>	Additional help for newcomers to the UK – accommodation, bank account, NHS

Name	Signature	Date completed

Additional information for all paid Staff (complete within the first month)

<input type="checkbox"/>	Book Welcome to Cambridge induction event for new staff
<input type="checkbox"/>	Complete staff induction online
<input type="checkbox"/>	Complete Online Fire Safety Training
<input type="checkbox"/>	Complete Sustainability Induction
<input type="checkbox"/>	Complete Equal Opportunities and Diversity Essentials online training:
<input type="checkbox"/>	<i>After contract received from HR:</i> Log into Employee Self-Service to review/update own personal details and become familiar with how it works (e.g. for viewing payslips). Pay dates are found here.
<input type="checkbox"/>	Agree training needs and plan how these will be met with line manager/other appropriate colleague. PPD training courses.
<input type="checkbox"/>	Read policies on Equal Opportunities Dignity@Work, Children and Vulnerable Adults and Disciplinary Action, Grievances and Appeals
<input type="checkbox"/>	Complete Workstation Risk Assessment and send it to Lucy Matthews (DS) or Dudley Simons (Bullard)
<input type="checkbox"/>	Review information on University probation arrangements , discuss these with line manager/other appropriate colleague and schedule first probation review meetings
<input type="checkbox"/>	Car registration, bicycle parking, travel loans and cycle scheme
<input type="checkbox"/>	Complete the module from the Health and Safety office: ' Safeguarding Yourself and Others '
<input type="checkbox"/>	Postdocs check out: Office of Postdoctoral Affairs
<input type="checkbox"/>	Read Staff Guide or Assistant Staff Handbook for key details on terms and conditions, policies, practices, facilities, benefits and trade unions
<input type="checkbox"/>	Read about benefits for staff
<input type="checkbox"/>	Check University family friendly policies – Maternity and other family-related leave Returning carers Flexible working
<input type="checkbox"/>	Learn about Unconscious Bias via the Royal Society topic or University course

Name	Signature	Date completed