

Appendix 7 - Wardenal Service Job Descriptions

1. Warden



**University
of Southampton**

Job Description (HR5) 0556-06-P

School/Department:	Business and Community Services (B&CS)
Post:	Warden
Grade:	
Post Responsible to:	Assistant Director, B&CS
Posts Responsible for:	A team of Vice Wardens and Sub Wardenal Staff
Job Purpose:	To provide management and leadership to the Halls community and to a team of part time staff in support of a pastoral care and disciplinary service to the residents within University owned and managed accommodation.
Primary Responsibilities/Activities: (what, why, for whom)	

<ol style="list-style-type: none"> 1. To provide management and leadership in support of a pastoral care and discipline service, acknowledging that many of the duties will be carried out in the evenings, weekends and during University and Bank holidays 2. To monitor and manage the pastoral life of the University community resident in its halls, in order to foster a supportive and positive living experience for those students and to enable their development and integration into both the University and the local community. 3. To work closely with the Hall Manager and staff in all matters relating to the support of residents within the Halls 4. To ensure that specialist help and advice services are available to the residents and to maintain close liaison with other appropriate support services 5. To ensure that proper records of all personal or any other interactions with residents are maintained, actioned and monitored appropriately, with full adherence to data protection and confidentiality policies 6. To act as line manager for specific wardenal staff, as determined by the Assistant Director of B&CS, in relation to absences and availability, performance of duties, appraisal, training and personal development 7. To oversee the activities of the Junior Common Room and to be responsible for arrangements for the annual election of its officers 8. To advise on the resource requirements, tools and information needed to deliver and improve on the service 9. To ensure that appropriate and current training programmes are made available for wardenal staff involved with advice and help services 10. Assist in the development and implementation of practices and procedures as defined and introduced by the University 11. To liaise with the Community Relations Officer in CAMS (Corporate & Marketing Services) over complaints from local residents associated with perceived anti-social student behaviour. 12. Attend University committees and case conferences as agreed with the Assistant Director 13. To implement procedures for the recruitment and selection of new or replacement wardenal staff in support of the Asst. Director (Residential Services) 14. To set priorities for staff in relation to the provision of pastoral care and disciplinary services 15. To provide management information, as required by the Asst. Director or other senior officers of the University,, relating to the operation of the wardenal service, including both pastoral care and discipline activity 16. To ensure that all advice, support and disciplinary activity is conducted in accordance with B&CS's operational and administrative procedures 	% Time
<p>Internal & External Relationships: (with whom, nature & purpose of relationship)</p> <p>The post holder will be expected to undertake the duties as manager of an integrated support team reporting to the Asst. Director and will be expected to set priorities and engage in activities which promote the effective working of the whole team.</p> <p>The post holder will be expected to liaise with relevant members of the University including Halls' managerial staff, the University's other support services (in addition to external agencies), academic tutors and other School and Professional Services' staff as appropriate.</p> <p>It is expected that the duties will be performed in the light of relevant activities in Higher Education generally. The post holder will therefore be expected to be aware of the activities and initiatives being formulated nationally within the relevant specialist area, and will be expected to participate in such activities either regionally or nationally should they be relevant to, and of benefit to, the work being undertaken locally.</p>	
<p>Special Requirements:</p> <ul style="list-style-type: none"> • To undertake training and personal development activities relevant to the post. • Out of hours working will be required. • The post holder will be required to satisfactorily complete CRB clearance 	



Department Business & Community Services

Post Warden

Criteria	Essential	Desirable
Qualifications/attainments	<ul style="list-style-type: none">• Be employed in an academic or academic related post within the University of Southampton	<ul style="list-style-type: none">• Be employed in a senior post within an academic or administrative department.• Any welfare related
Work related experience:	<ul style="list-style-type: none">• Experience of dealing with student pastoral and disciplinary issues• Experience of working in a team• Experience of leading and organising a team• Experience within a busy customer focused or service environment• Experience of conflict resolution	<ul style="list-style-type: none">• Experience of serving on committees• Experience of working within the Wardenal system or similar organisation
Skills/abilities and special aptitudes	<ul style="list-style-type: none">• Demonstrate a commitment to the core role of the University and the supporting role of the Wardenal system• To demonstrate the ability to lead a Wardenal team and residential community• Ability to work with minimum supervision• To liaise and work in a professional manner with a wide range of people, departments and organisations• Ability to handle confidential material with discretion and sensitivity• Experience of student residential environments• Good verbal and written communication skills	<ul style="list-style-type: none">• Knowledge of the current issues affecting the diverse range of students in residence

Special requirements	<ul style="list-style-type: none">• To live, where relevant, in the accommodation provided by the University• To commit for a set period of 1-5 years to the responsibilities of being a Warden• To be released from their department to attend meetings, training and other general requirements as agreed	
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Appendix 7 - Wardenal Service Job Descriptions

2. Deputy Warden

Job Description and Person Specification
(2627-08-P)



Job Description						
School/Department:	Business & Community Services					
Post Title:	Deputy Warden					
Please enter Level under appropriate Career Pathway	ERE	TAE	MSA	CAO	R.Nurse	Clinical
ERE Category	Academic Posts			Non-Academic Posts		
	Academic (mixed)	Research only	Teaching only	Enterprise	Education Development	
Posts Responsible to (and Level):	Warden					
Posts Responsible for (and Level):	Vice Wardens and Subwardens					
<p>Job Purpose: To supervise a team of part time staff in the support of a diverse, vibrant and study conducive community by providing a pastoral care and discipline service to the residents within University accommodation.</p>						

Key Accountabilities/Primary Responsibilities (6-10 bullet points maximum)	% Time
<ul style="list-style-type: none"> to work closely with the Warden, Hall Management and staff in all matters relating to the support of residents within the Halls to ensure wardenal staff have access to and awareness of up to date information relating to the specialist help and advice services available to the residents to facilitate the maintenance of resident records including monitoring and control of appropriate actions and adherence to data protection and confidentiality policies to assist in the line management of wardenal staff in relation to absence and availability, performance of duties, appraisal, training and personal development to assist the Warden in identifying and facilitating the training programmes for Vice Wardens and Subwardens to assist with the recruitment and selection of new staff to assist in the provision of management information 	

<ul style="list-style-type: none"> to ensure that all advice, support and discipline activity is conducted in accordance with B&CS' operational and administrative procedures to deputise for the Warden in his/her absence any other reasonable duties as determined by the Assistant Director, B&CS 	
<p>Internal & External Relationships: (nature & purpose of relationships)</p> <p>The post holder will be expected to undertake the duties as part of an integrated support team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team.</p> <p>The post holder will be expected to liaise with relevant members of the University including other B&CS staff, the University Support Services, Academic Tutors, other School and Professional Services staff, Emergency Services and the local community as appropriate.</p>	
<p>Special Requirements: To undertake training and personal development activities relevant to the post. Out of hours working will be required to include duty cover during University and Bank holidays.</p>	

Person Specification			
Criteria	Essential	Desirable	How to be assessed
Qualifications, Knowledge and Experience:	<ul style="list-style-type: none"> Be employed in an academic or academic related post or be a PG Research Student within the University of Southampton Experience of dealing with student pastoral and disciplinary issues 	<ul style="list-style-type: none"> Welfare-related experience 	
Planning and Organising:	<ul style="list-style-type: none"> Experience within a busy customer focused or service environment Prioritisation of workload of self and others 		
Problem Solving and Initiative:	<ul style="list-style-type: none"> Experience of conflict resolution 		
Management and Teamwork:	<ul style="list-style-type: none"> Experience of leading a team Experience of working within a team 		

<p>Communicating and Influencing:</p>	<ul style="list-style-type: none"> • To liaise and work in a professional manner with a wide range of people, departments and organisations • Good verbal and written communication skills • Ability to handle confidential material with discretion and sensitivity 	<ul style="list-style-type: none"> • Experience of facilitating and delivering training 	
<p>Other Skills and Behaviours:</p>	<ul style="list-style-type: none"> • Ability to work with minimum supervision • Experience of student residential environments 	<ul style="list-style-type: none"> • Knowledge of the current issues affecting the diverse range of students in residence 	
<p>Special Requirements:</p>	<ul style="list-style-type: none"> • To live, where relevant, in the accommodation provided by the University • To commit for a set period of 1-5 years to the responsibilities of being a Deputy Warden • For your department to have undertaken to release you from your substantive commitments in emergency situations and to attend scheduled meetings and training by mutual agreement • Submit to and receive a satisfactory enhanced CRB check 		

Job Hazard Analysis Form - Appendix to Job and Person Specification

Please tick **one** of the following statements:

This post is an office-based job with routine office hazards e.g. use of VDU (if ticked, no further information needs to be supplied)	
This post has some hazards other than routine office e.g. more than use of VDU	

Please tick all those that apply, and put N/A if not applicable

Environmental Exposures	O*	F	C
Outside work	X		
Extremes of temperature (eg fridge/ furnace)	N/A		
Potential for exposure to body fluids ##	X		
Noise (greater than 80 dba - 8 hrs twa) ##	N/A		
Exposure to hazardous substances (eg solvents, liquids, dust, fumes, biohazards). Specify ##	X		
Frequent hand washing	N/A		
Ionising radiation.	N/A		
Equipment/Tools/Machines used			
Food Handling ##	N/A		
Driving university vehicles(e.g. car/van/LGV/PCV) ##	N/A		
Use of latex gloves (note: prohibited unless specific clinical necessity) ##	N/A		
Vibrating tools (e.g. strimmers, hammer drill, lawnmowers) ##	N/A		
Physical Abilities			
Load manual handling.	N/A		
Repetitive Crouching/Kneeling/Stooping	N/A		
Repetitive Pulling/Pushing	N/A		
Repetitive Lifting	N/A		
Standing for prolonged periods	N/A		
Repetitive Climbing i.e. steps, stools, ladders	N/A		
Fine motor grips (e.g. pipetting)	N/A		
Gross motor grips	N/A		
Repetitive reaching below shoulder height	N/A		
Repetitive reaching at shoulder height	N/A		
Repetitive reaching above shoulder height	N/A		
Psychosocial Issues			
Face to face contact with public	X		
Lone working		X	

Shift work/night work/on call duties	##			X
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O - Occasionally (up to 1/3 of time); **F - Frequently** (up to 2/3 of time); **C - Constantly** (more than 2/3 of time) ## denotes to HR the need for a full PEHQ to be sent to all applicants for this position.

FOR SCHOOL/SERVICE USE ONLY	ResourceLink Post Number			
Which post does this job report to Warden	HH03-WARD2			
Is this post a Line Manager?	Yes	X	No	
If yes, which posts directly report into it?	ResourceLink Post Number			
Post 1 Vice Warden	HH03-VWARD			
Post 2 Subwarden 10	HH03-SW10			
Post 3 Subwarden 5	HH03-SW05			
Post 4				
Post 5				
Post 6				
Post 7				
Post 8				
Please add additional rows as required				

Appendix 7 - Wardenal Service Job Descriptions

3. Vice Warden

Job Description and Person Specification (HR5)
Post Number: 2849-08-P



Job Description						
School/Department:	Business & Community Services					
Post Title:	Vice-Warden					
Please enter Level under appropriate Career Pathway	ERE	TAE	MSA	CAO	R.Nurse	Clinical
ERE Category	Academic Posts			Non-Academic Posts		
	Academic (mixed)	Research only	Teaching only	Enterprise	Education Development	
Posts Responsible to (and Level):	Warden, Deputy Warden					
Posts Responsible for (and Level):	Subwarden 5 & 10					
<p>Job Purpose: To help ensure that the residents can reside in a place where they may thrive both academically and socially, and to that end fulfil a supportive pastoral role. To promote the creation of an environment where individuals are sensitive to, and aware of, the need for co-operation and conduct which befits the surroundings. Further, to ensure that the University and Hall Regulations that govern Hall life are observed.</p>						

Key Accountabilities/Primary Responsibilities (6-10 bullet points maximum)	% Time
<ul style="list-style-type: none"> To work in a team with Subwardens, the Warden, Deputy Warden and other Vice-Wardens, remaining flexible in the manner in which Vice-Wardenal responsibilities are discharged and offering assistance to colleagues in discharging Wardenal duties at any time upon request. To be prepared to take part in informal teambuilding and socialising events such as meal times. To preserve harmonious relations with local residents and other interested parties. To facilitate the creation of a thriving academic and social community and to promote a pleasant Hall environment which is healthy and hazard-free? To fulfil such duties as are assigned by the Warden responsible and to assist in the creation of the duty rota when necessary. In addition, at the request of the 	

Warden, to provide additional cover and support for colleagues when necessary. To remain constantly on site during the hours of duty and to be contactable by internal or mobile telephone during such periods. To act responsibly and with sobriety throughout the hours of duty.

- To act as the first point of contact in the hall when necessary for students or members of the public who may wish to contact a member of University staff about an accommodation related incident.
- To display an awareness of the diverse needs and requirements of students in Hall and be prepared to respond appropriately in consultation with other members of the senior Wardenal team. To be aware of the student support services available to students.
- To hold and treat as confidential, any documentation relating to the Hall or residents as may be required and ensure that new arrivals are welcomed and adequately briefed throughout the year.
- To display an awareness and understanding of Halls Emergency procedures as they relate to a particular Hall and to report any breach of the above when necessary.
- To ensure all accidents/incidents are reported and an appropriate report form is completed as soon as is reasonably practicable after the event has occurred.
- To inform the Warden, as a matter of urgency, of any incident of personal, racial or sexual harassment involving any member of the University or any member of public. To preserve harmonious relations with local residents and other interested parties.
- To liaise frequently with the Warden and colleagues through a regular pattern of meetings, where necessary on a day-to-day basis, attending any briefings, training sessions, ordinary or emergency meetings as may be appropriate.
- To be responsible for all master keys. To ensure that they are never taken off site and that residents do not have access to them.
- For reasons of safety and security, ensure as far as possible that all guests are visiting at the invitation of Hall Residents and do not enjoy the use of Hall facilities at the inconvenience of any resident individual or group.
- To issue informal verbal warnings where these are considered necessary, and to issue formal warnings and fines when any significant breaches of Hall Regulations or other matters of concern occur. To provide appropriate and accurate details and attend any subsequent disciplinary hearing if necessary.
- To be the Department's representative for the JCR and Bar Club Committee as designated, ensuring that the organisation thereof is efficient, effective and where necessary well documented.
- With the support of the Hall Managers, Warden and Safety Office, ensure that JCR and club events are carried out in a safe manner and in line with University/Departmental Health and Safety Policies
- To stand in for the Warden by arrangement in the absence of more senior staff, and to represent him/her in whatever meetings may take place at such times, or as delegated by him/her
- To supervise and monitor the performance of designated Sub Wardens as may be required by the Warden. Provide them with whatever guidance or information is appropriate and work closely with all other members of the Wardenal and Management teams in all matters relating to the welfare and discipline of the residents and the good ordering of the Hall.
- Where the need arises, to carry out any other duties as may be deemed commensurate with the duties of the post.

Internal & External Relationships: (nature & purpose of relationships)

- Sub Wardens, Other Vice Wardens, Hall Wardens, Accommodation Office, Hall Managers, Halls Security staff, Reception staff, Porters, Assistant Director Business & Community Services, Students, Contractors, Academic Departments.

- Special Requirements: To live in the accommodation provided by the University and to be available for duties during evenings, weekends and overnight, including bank and university set holidays.

Person Specification

Criteria	Essential	Desirable	How to be assessed
Qualifications, Knowledge and Experience:	<ul style="list-style-type: none"> • Must be registered as a full-time or part-time Postgraduate or mature Undergraduate Student, or be a paid member of staff working more than 10 hours a week at the University of Southampton • Experience of working within the Wardenal system or similar organisation. • Experience of leading and organising a team • Experience of working in a higher education environment • Experience of conflict resolution 	<ul style="list-style-type: none"> • Any welfare related qualification • First degree any subject • Experience of working in a support role • Experience of serving on committees 	Application & interview
Planning and Organising:	<ul style="list-style-type: none"> • Able to work on own initiative and with minimal supervision. 		Application & interview
Problem Solving and Initiative:	<ul style="list-style-type: none"> • Excellent decision-making skills 		Application & interview
Management and Teamwork:	<ul style="list-style-type: none"> • Able to liaise and work in a professional manner with a wide range of people and departments • Able to demonstrate a commitment to the core role of the University and the supporting role of the Wardenal System 		Application & interview

Communicating and Influencing:	<ul style="list-style-type: none"> Excellent spoken and written communication with fluency in English Able to handle confidential material with discretion and sensitivity 		Application & interview
Other Skills and Behaviours:		<ul style="list-style-type: none"> Knowledge of the current issues affecting the diverse range of students in residence 	Application & interview
Special Requirements:	<ul style="list-style-type: none"> Must be prepared to live in the accommodation provided by the University Must be available for duties during evenings, weekends and overnight, including bank and university set holidays. 		Application & interview

Job Hazard Analysis Form - Appendix to Job and Person Specification

Please tick **one** of the following statements:

This post is an office-based job with routine office hazards e.g. use of VDU (if ticked, no further information needs to be supplied)	<input type="checkbox"/>
This post has some hazards other than routine office e.g. more than use of VDU	<input checked="" type="checkbox"/>

Please tick all those that apply, and put N/A if not applicable

Environmental Exposures	O*	F	C
Outside work	✓		
Extremes of temperature (eg fridge/ furnace)			
Potential for exposure to body fluids	##		
Noise (greater than 80 dba - 8 hrs twa)	##		
Exposure to hazardous substances (eg solvents, liquids, dust, fumes, biohazards). Specify	##		
Frequent hand washing			
Ionising radiation.			
Equipment/Tools/Machines used			
Food Handling	##		
Driving university vehicles(e.g. car/van/LGV/PCV)	##		
Use of latex gloves (note: prohibited unless specific clinical necessity)	##		
Vibrating tools (e.g. strimmers, hammer drill, lawnmowers)	##		
Physical Abilities			

Load manual handling.			
Repetitive Crouching/Kneeling/Stooping			
Repetitive Pulling/Pushing			
Repetitive Lifting			
Standing for prolonged periods			
Repetitive Climbing i.e. steps, stools, ladders			
Fine motor grips (e.g. pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
Psychosocial Issues			
Face to face contact with public	✓		
Lone working			
Shift work/night work/on call duties	##		✓

O - Occasionally (up to 1/3 of time); **F - Frequently** (up to 2/3 of time); **C - Constantly** (more than 2/3 of time) **##** denotes to HR the need for a full PEHQ to be sent to all applicants for this position.

FOR SCHOOL/SERVICE USE ONLY	ResourceLink Post Number		
Which post does this job report to			
Is this post a Line Manager?	Yes	No	✓
If yes, which posts directly report into it?	ResourceLink Post Number		
Post 1			
Post 2			
Post 3			
Post 4			
Post 5			
Post 6			
Post 7			
Post 8			
Please add additional rows as required			

Appendix 7 - Wardenal Service Job Descriptions

4. Sub Warden (5/10)

Job Description and Person Specification (HR5)
Post Number:



Job Description						3186-09-P	
School/Department:	Business & Community Services						
Post Title:	Subwarden 5/10						
Please enter Level under appropriate Career Pathway	ERE	TAE	MSA	CAO	R.Nurse	Clinical	
	Academic Posts			Non-Academic Posts			
ERE Category	Academic (mixed)	Research only	Teaching only	Enterprise	Education Development		
Posts Responsible to (and Level):	Vice-Warden						
Posts Responsible for (and Level):							
<p>Job Purpose: To help ensure that the residents can reside in a place where they may thrive both academically and socially, and to that end fulfil a supportive pastoral role. To promote the creation of an environment where individuals are sensitive to, and aware of, the need for co-operation and conduct which befits the surroundings. Further, to ensure that the University and Hall Regulations that govern Hall life are observed.</p>							

<p>Key Accountabilities/Primary Responsibilities (6-10 bullet points maximum)</p> <ul style="list-style-type: none"> To work in a team with other Subwardens, the Warden and Vice-Warden(s), remaining flexible in the manner in which Subwardenal responsibilities are discharged and offering assistance to colleagues in discharging Wardenal duties at any time upon request. To be prepared to take part in informal teambuilding and socialising events such as meal times. To facilitate the creation of a thriving academic and social community and to promote a pleasant Hall environment which is healthy and hazard-free? To fulfil such duties as are assigned by the Warden responsible. In addition, at the request of the Warden, to provide additional cover and support for colleagues when necessary. To remain constantly on site during the hours of duty and to be contactable by internal or mobile telephone during such periods. To act responsibly and with sobriety throughout the hours of duty. To act as the first point of contact in the hall when necessary for students or 	% Time
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<p>members of the public who may wish to contact a member of University staff about an accommodation related incident.</p> <ul style="list-style-type: none"> • To display an awareness of the diverse needs and requirements of students in Hall and be prepared to respond appropriately in consultation with the senior wardenal team. To be aware of the student support services available to students. • To hold and treat as confidential, any documentation relating to the Hall or residents as may be required and ensure that new arrivals are welcomed and adequately briefed throughout the year. • To display an awareness and understanding of Halls Emergency procedures as they relate to a particular Hall and to report any breach of the above when necessary. • To ensure all accidents/incidents are reported and an appropriate report form is completed as soon as is reasonably practicable after the event has occurred. To inform the Warden, as a matter of urgency, of any incident of personal, racial or sexual harassment involving any member of the University or any member of public. To preserve harmonious relations with local residents and other interested parties. • To liaise frequently with the Warden and colleagues through a regular pattern of meetings, where necessary on a day-to-day basis, attending any briefings, training sessions, ordinary or emergency meetings as may be appropriate. • To be responsible for all master keys. To ensure that they are never taken off site and that residents do not have access to them. • For reasons of safety and security, ensure as far as possible that all guests are visiting at the invitation of Hall Residents and do not enjoy the use of Hall facilities at the inconvenience of any resident individual or group. • To issue verbal warnings where these are considered necessary, and to recommend formal warnings to the Warden and Vice Warden when any significant breaches of Hall Regulations or other matters of concern occur. To provide appropriate and accurate details and attend any subsequent disciplinary hearing if necessary. • To liaise in support of the Vice Warden and Warden with the JCR and Club Committee as appropriate, ensuring that the organisation and management thereof is efficient, effective and where necessary, well documented. • Where the need arises, to carry out any other duties as may be deemed commensurate with the duties of the post. 	
<p>Internal & External Relationships: (nature & purpose of relationships)</p> <ul style="list-style-type: none"> • Other Sub Wardens, Vice Wardens, Hall Wardens, Accommodation Office, Hall Managers, Halls Security staff, Reception staff, Porters, Assistant Director Business & Community Services, Students, Contractors, Academic Departments. 	
<ul style="list-style-type: none"> • Special Requirements: To live in the accommodation provided by the University and to be available for duties during evenings, weekends and overnight, including bank and university set holidays. 	

Person Specification			
Criteria	Essential	Desirable	How to be assessed
Qualifications, Knowledge and Experience:	<ul style="list-style-type: none"> • Must be registered as a full-time or part-time Postgraduate or mature Undergraduate Student, or be a paid member of staff working more than 10 hours a week at the University of Southampton • Experience of working in a team • Experience of working within a pastoral care role • Experience of working in a higher education environment 	<ul style="list-style-type: none"> • Any welfare related qualification • First degree any subject • Experience of working in a support role • Experience of conflict resolution • Experience of leading and organising a team • Experience of serving on committees 	Application & interview
Planning and Organising:	<ul style="list-style-type: none"> • Able to work independently 		Application & interview
Problem Solving and Initiative:	<ul style="list-style-type: none"> • Good decision-making skills 		Application & interview
Management and Teamwork:	<ul style="list-style-type: none"> • Able to liaise and work in a professional manner with a wide range of people and departments • Be committed to the role of Sub Warden 		Application & interview
Communicating and Influencing:	<ul style="list-style-type: none"> • Excellent spoken and written communication with fluency in English • Able to handle confidential material with discretion and sensitivity 		Application & interview
Other Skills and Behaviours:		<ul style="list-style-type: none"> • Knowledge of the current issues affecting the diverse range of students in residence 	Application & interview
Special Requirements:	<ul style="list-style-type: none"> • Must be prepared to live in the accommodation provided by the University • Must be available for duties 		Application & interview

	during evenings, weekends and overnight, including bank and university set holidays.		
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Job Hazard Analysis Form - Appendix to Job and Person Specification

Please tick **one** of the following statements:

This post is an office-based job with routine office hazards e.g. use of VDU (if ticked, no further information needs to be supplied)	<input type="checkbox"/>
This post has some hazards other than routine office e.g. more than use of VDU	<input checked="" type="checkbox"/>

Please tick all those that apply, and put N/A if not applicable

Environmental Exposures	O*	F	C
Outside work	✓		
Extremes of temperature (eg fridge/ furnace)			
Potential for exposure to body fluids	##		
Noise (greater than 80 dba - 8 hrs twa)	##		
Exposure to hazardous substances (eg solvents, liquids, dust, fumes, biohazards). Specify	##		
Frequent hand washing			
Ionising radiation.			
Equipment/Tools/Machines used			
Food Handling	##		
Driving university vehicles(e.g. car/van/LGV/PCV)	##		
Use of latex gloves (note: prohibited unless specific clinical necessity)	##		
Vibrating tools (e.g. strimmers, hammer drill, lawnmowers)	##		
Physical Abilities			
Load manual handling.			
Repetitive Crouching/Kneeling/Stooping			
Repetitive Pulling/Pushing			
Repetitive Lifting			
Standing for prolonged periods			
Repetitive Climbing i.e. steps, stools, ladders			
Fine motor grips (e.g. pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			

Repetitive reaching above shoulder height			
Psychosocial Issues			
Face to face contact with public	✓		
Lone working			
Shift work/night work/on call duties	##		✓

O - Occasionally (up to 1/3 of time); **F - Frequently** (up to 2/3 of time); **C - Constantly** (more than 2/3 of time) ## denotes to HR the need for a full PEHQ to be sent to all applicants for this position.

FOR SCHOOL/SERVICE USE ONLY	ResourceLink Post Number		
Which post does this job report to			
Is this post a Line Manager?	Yes	No	✓
If yes, which posts directly report into it?	ResourceLink Post Number		
Post 1			
Post 2			
Post 3			
Post 4			
Post 5			
Post 6			
Post 7			
Post 8			
Please add additional rows as required			