

New Policy Centre user guide

LJMU have implemented a new policy centre.

Please follow the process below to locate the policy you are looking for.

Direct Link to the - New Policy centre.

<https://ljamu.insight4grc.com/policies>

🏠 / Staff home

Staff home

Useful links

Drag and drop your favourite links to the top of this list by selecting the dots on the right of each link. Please be aware that when you clear your cache, you will need to repeat this action.

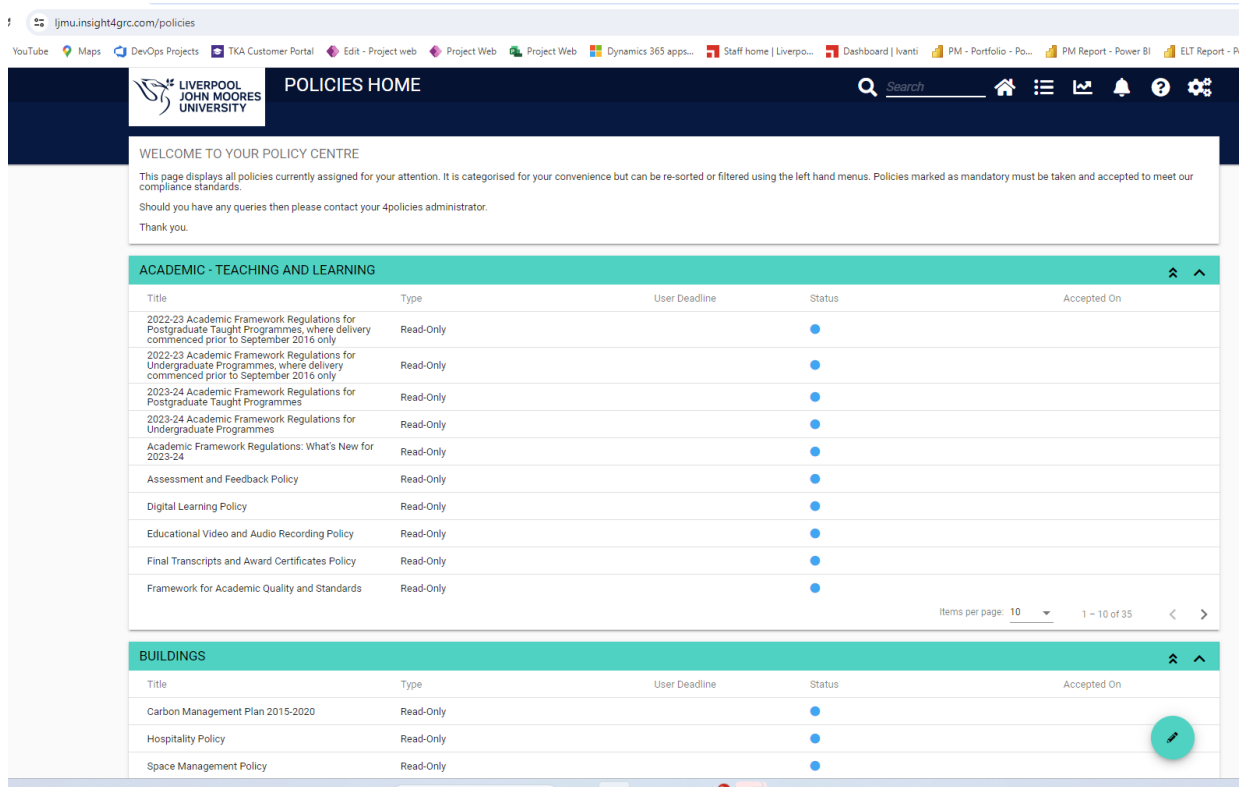
 [Reset order](#)

Actus	Canvas	Courseloop	CRM
Data Breach	eDoc	Email	Former Student Records System
GAP	Help with IT	HelpMe	Hireserve Hiring Manager
Impact Tracker	KnowBe4	LDE	Learn Upon
LinkedIn Learning	LJMU Course catalogue	Forgotten Password	My Account
My LJMU Sports app	Policy Centre	Printing	Report a Visitor
Report and Support	Room Booking	See my Tutor	SIS
Staff Infobase	Student Attendance	Symplectic	Technology to support learning

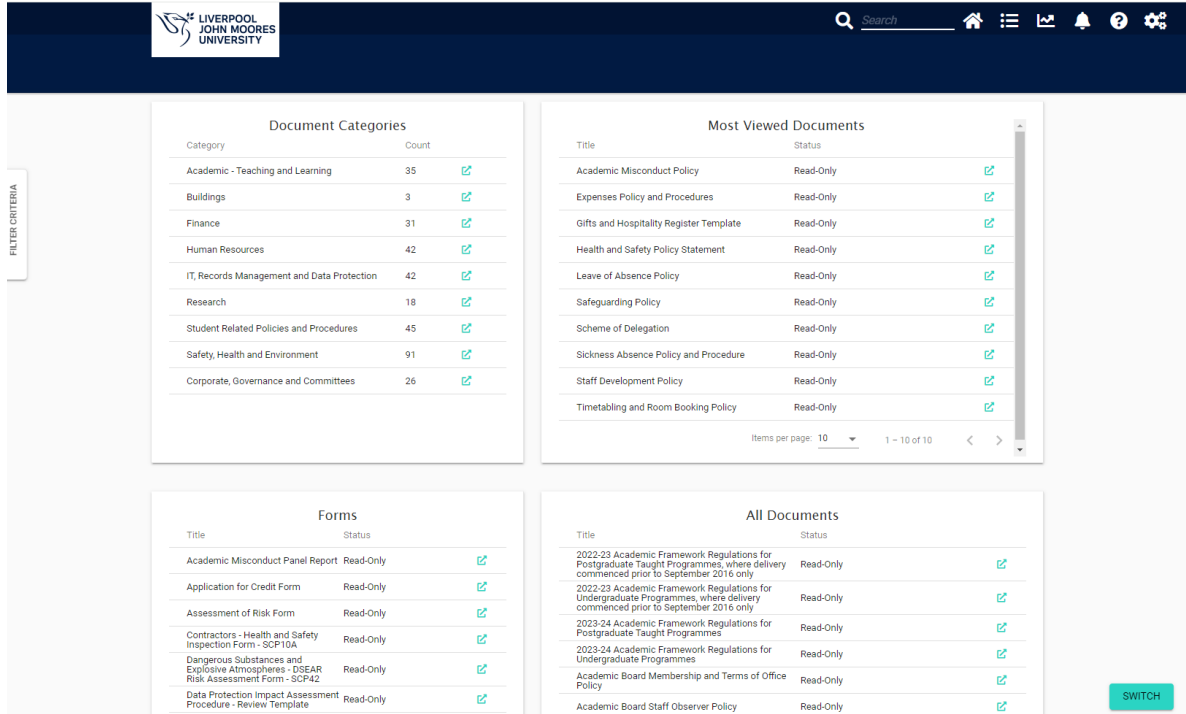
Note the LJMU website quick link on the staff page will also take you to the New Policy Centre.

Policy Centre user guide

There are two main views that allow you to navigate to policies – ‘Dashboard and ‘Policies’. The Policies page looks like this:



The dashboard view looks like this:



Method 1 – Search (easiest method)

User Guide Link: <https://ljmu.insight4grc.com/help/PolicyReporting#searching>

At the top of the page enter some text to locate the document you need. The text will be searched in the document title and description fields. The documents that match the criteria will show in a list. Click on the one you want. For this example we are looking for the “Electrical Safety – SCP5” policy.

The screenshot shows the 'POLICIES HOME' page. A search bar in the top right corner contains the text 'electr'. A dropdown menu displays the following results:

- 1548: Electrical Safety - SCP 5
- 1446: ERDF/ESIF Document Retention and Data Protection Policy 2007-13
- 1412: Smoking and Vaping - WCP 3

Below the search results is a table of policies under the heading 'ACADEMIC - TEACHING AND LEARNING':

Title	Type	User Deadline	Status	Accepted On
2022-23 Academic Framework Regulations for Postgraduate Taught Programmes, where delivery commenced prior to September 2016 only	Read-Only		●	
2022-23 Academic Framework Regulations for Undergraduate Programmes, where delivery commenced prior to September 2016 only	Read-Only		●	
2023-24 Academic Framework Regulations for Postgraduate Taught Programmes	Read-Only		●	
2023-24 Academic Framework Regulations for Undergraduate Programmes	Read-Only		●	
Academic Framework Regulations: What's New for 2023-24	Read-Only		●	
Assessment and Feedback Policy	Read-Only		●	
Digital Learning Policy	Read-Only		●	

The relevant policy page is now open. Click on the Policy Document to open (Note if this is an MS Word document, it will download locally for you).

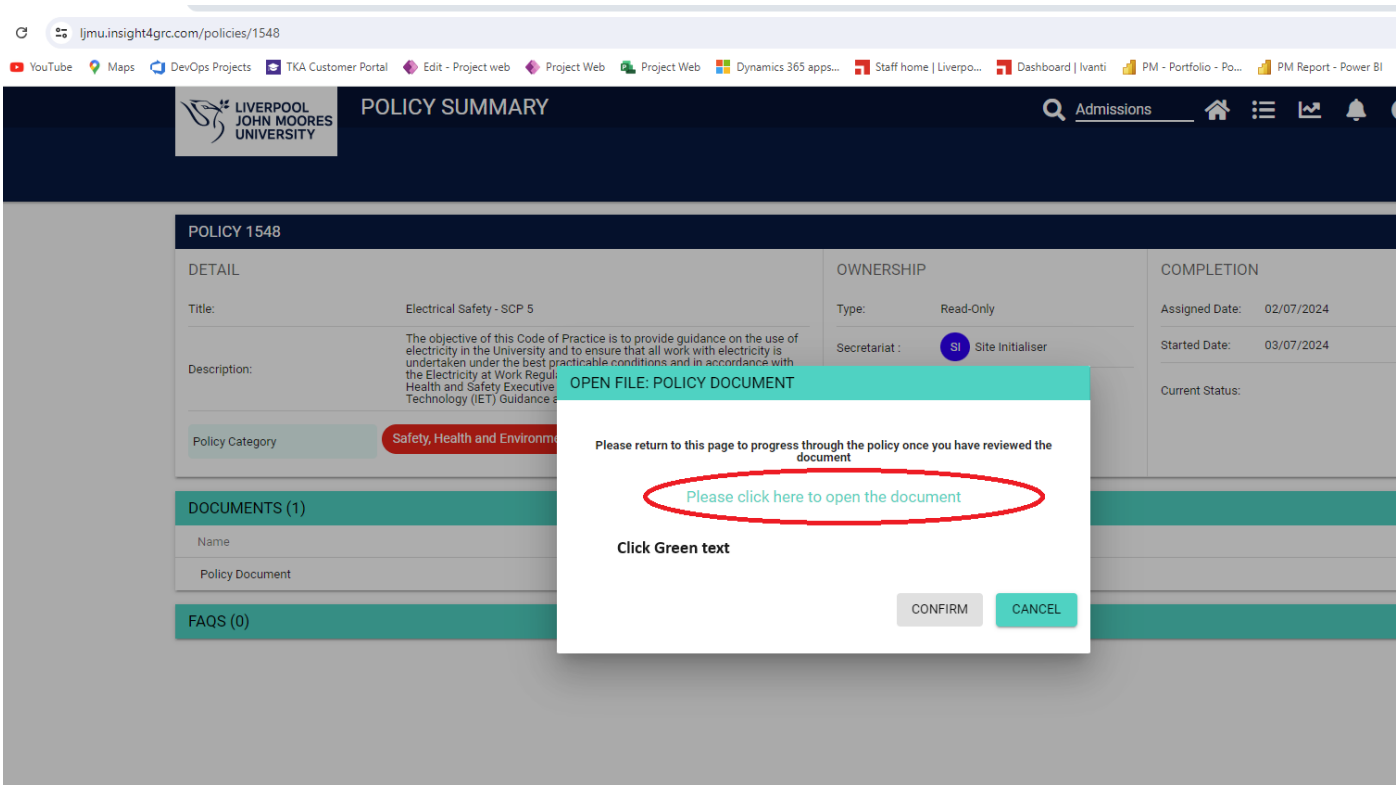
The screenshot shows the 'POLICY SUMMARY' page for 'POLICY 1548'. The page is divided into several sections:

- DETAIL:** Title: Electrical Safety - SCP 5. Description: The objective of this Code of Practice is to provide guidance on the use of electricity in the University and to ensure that all work with electricity is undertaken under the best practicable conditions and in accordance with the Electricity at Work Regulations 1989 and its Approved Code of Practice, Health and Safety Executive Guidance and the Institute of Engineering and Technology (IET) Guidance and Codes of Practice.
- OWNERSHIP:** Type: Read-Only. Secretariat: Site Initialiser. Project: Policies.
- COMPLETION:** Assigned Date: 02/07/2024. Started Date: 03/07/2024. Current Status: ●
- DOCUMENTS (1):** A table with one entry:

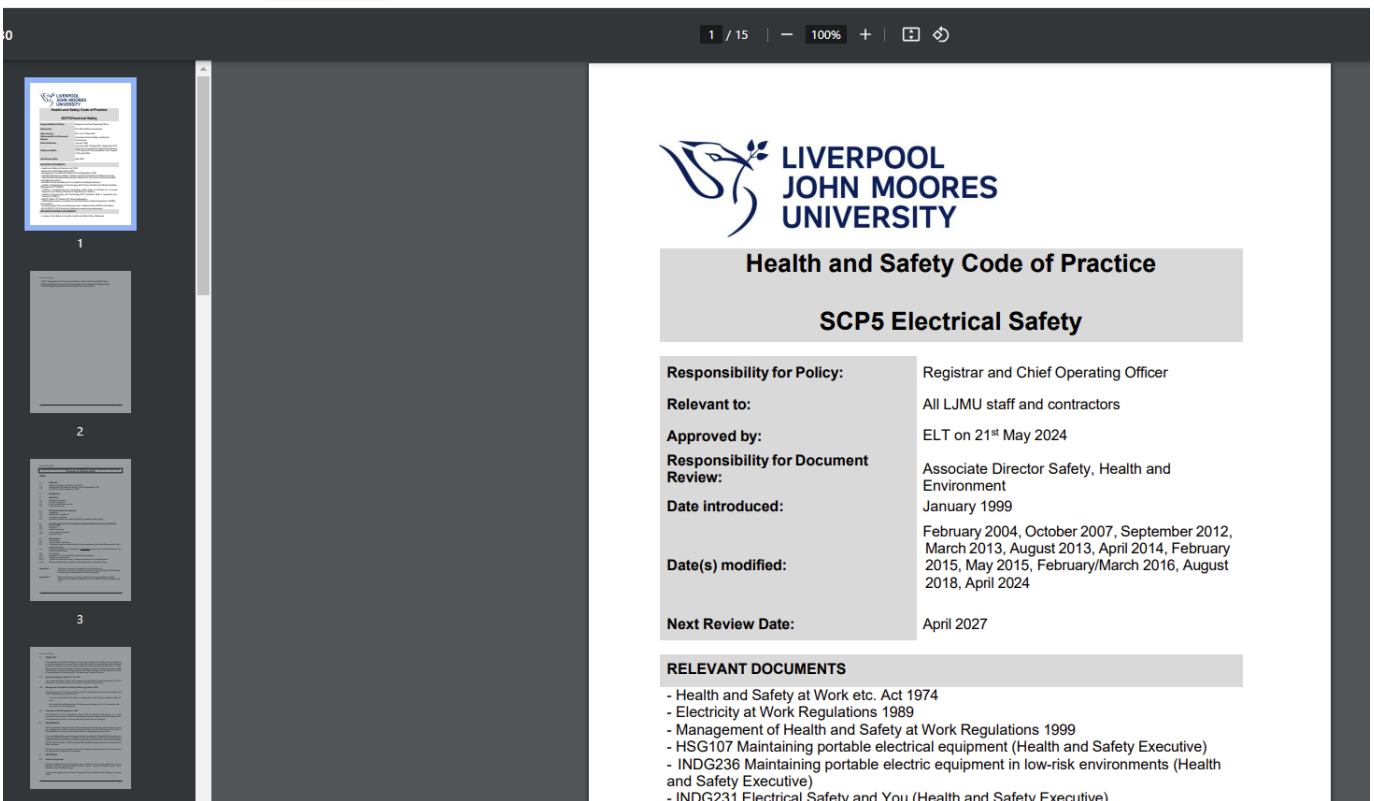
Name	Document Type	Read
Policy Document	Mandatory Library File	●
- FAQS (0):** A section for frequently asked questions.

At the bottom of the page, there is a link that says "Click the policy document to view".

Final step – click the green text to open the policy.

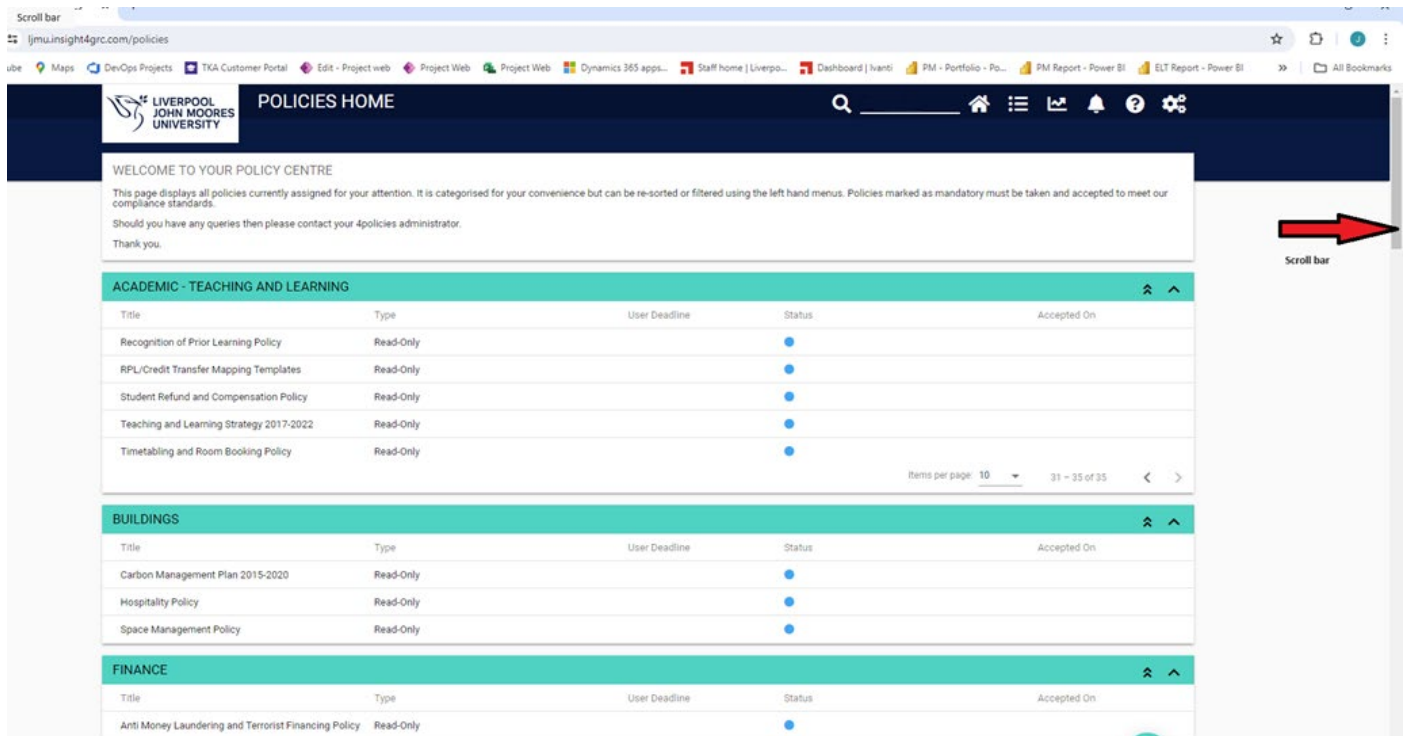


Your Policy will open for you to view.

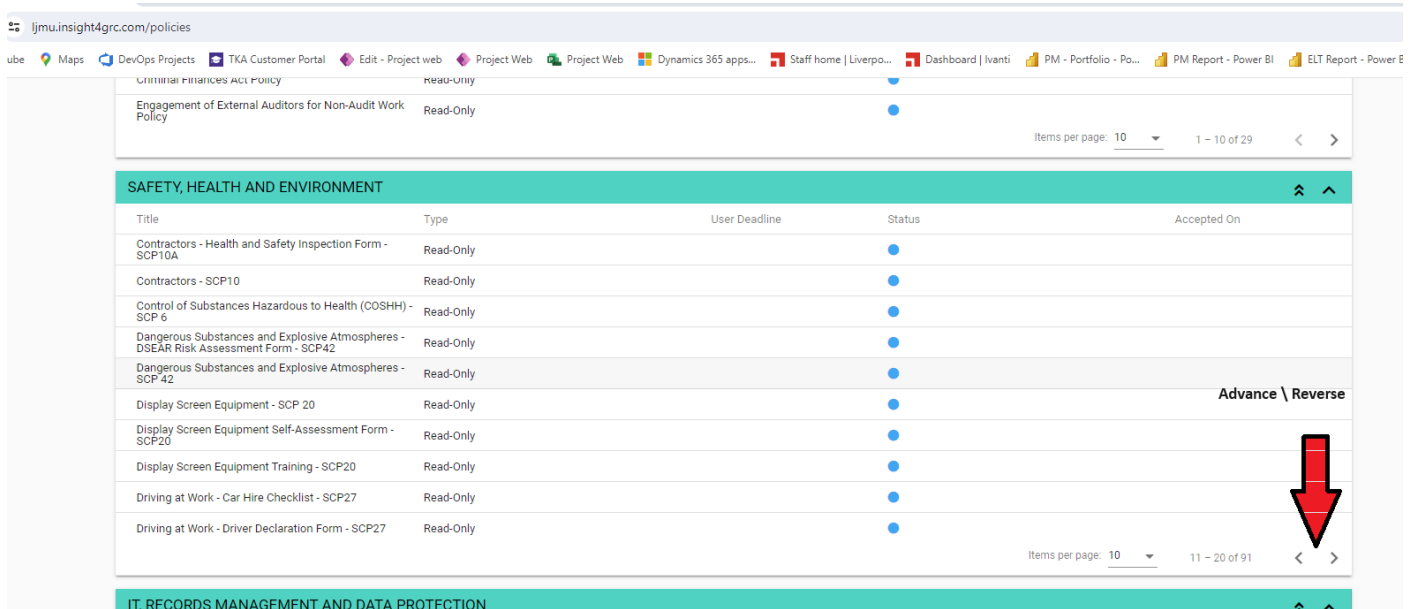


Method 2 - Scroll and Find

Step 1 Scroll down to the relevant category on the Policies Page.



Once at the relevant category use the advance or reverse to locate the required policy.



Click on the policy title to view the Detail.

SAFETY, HEALTH AND ENVIRONMENT				
Title	Type	User Deadline	Status	Accepted On
Driving at Work - Functional Questionnaire SCP27C	Read-Only		●	
Driving at Work - SCP 27	Read-Only		●	
Drones - SCP 46	Read-Only		●	
Drugs and Alcohol - WCP1	Read-Only		●	
Electrical Safety - SCP 5	Read-Only		●	
Environmental Management and Sustainability Strategy 2021-24	Read-Only		●	
Environmental Management, Energy Management and Sustainability Policy Statement	Read-Only		●	
Evacuation Procedures - SCP 2	Read-Only		●	
Fieldwork, Visits, Expeditions and Adventurous Activities Off University Premises - Fieldwork Risk Assessment Form - SCP14	Read-Only		●	
Fieldwork, Visits, Expeditions and Adventurous Activities Off University Premises - Functional Questionnaire - SCP14	Read-Only		●	

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Click on the Policy Document to open (Note if this is a form, it will download locally for you).

LIVERPOOL JOHN MOORES UNIVERSITY POLICY SUMMARY

Admissions

POLICY 1548

DETAIL		OWNERSHIP	COMPLETION
Title:	Electrical Safety - SCP 5	Type:	Read-Only
Description:	The objective of this Code of Practice is to provide guidance on the use of electricity in the University and to ensure that all work with electricity is undertaken under the best practicable conditions and in accordance with the Electricity at Work Regulations 1989 and its Approved Code of Practice, Health and Safety Executive Guidance and the Institute of Engineering and Technology (IET) Guidance and Codes of Practice.	Secretariat:	SI Site Initialiser
Policy Category:	Safety, Health and Environment	Project:	Policies
		Assigned Date:	02/07/2024
		Started Date:	03/07/2024
		Current Status:	●

DOCUMENTS (1)		
Name	Document Type	Read
Policy Document	Mandatory Library File	●

FAQS (0)

Click the policy document to view

Final step – click the green text to open the policy

The screenshot shows the 'POLICY SUMMARY' page for 'POLICY 1548' titled 'Electrical Safety - SCP 5'. A modal dialog titled 'OPEN FILE: POLICY DOCUMENT' is displayed in the center. The dialog contains the following text:

OPEN FILE: POLICY DOCUMENT

Please return to this page to progress through the policy once you have reviewed the document

[Please click here to open the document](#)

Click Green text

CONFIRM CANCEL

The background interface includes sections for 'DETAIL', 'OWNERSHIP', 'COMPLETION', 'DOCUMENTS (1)', and 'FAQS (0)'. The 'DETAIL' section shows the title 'Electrical Safety - SCP 5' and a description: 'The objective of this Code of Practice is to provide guidance on the use of electricity in the University and to ensure that all work with electricity is undertaken under the best practicable conditions and in accordance with the Electricity at Work Regulations 1989, Health and Safety Executive Technology (ET) Guidance...'. The 'OWNERSHIP' section shows 'Type: Read-Only' and 'Secretariat: SI Site Initialiser'. The 'COMPLETION' section shows 'Assigned Date: 02/07/2024' and 'Started Date: 03/07/2024'. The 'DOCUMENTS (1)' section has a table with columns for 'Name' and 'Policy Document'. The 'FAQS (0)' section is currently empty.

Your Policy will open for you to view:

The screenshot shows the policy document viewer for 'Health and Safety Code of Practice SCP5 Electrical Safety'. The document is displayed in a dark-themed viewer with a sidebar on the left showing page thumbnails (1, 2, 3). The main content area features the Liverpool John Moores University logo and the following information:

Health and Safety Code of Practice


SCP5 Electrical Safety


Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	All LJMU staff and contractors
Approved by:	ELT on 21 st May 2024
Responsibility for Document Review:	Associate Director Safety, Health and Environment
Date introduced:	January 1999
Date(s) modified:	February 2004, October 2007, September 2012, March 2013, August 2013, April 2014, February 2015, May 2015, February/March 2016, August 2018, April 2024
Next Review Date:	April 2027










RELEVANT DOCUMENTS


- Health and Safety at Work etc. Act 1974
- Electricity at Work Regulations 1989
- Management of Health and Safety at Work Regulations 1999
- HSG107 Maintaining portable electrical equipment (Health and Safety Executive)
- INDG236 Maintaining portable electric equipment in low-risk environments (Health and Safety Executive)
- INDG231 Electrical Safety and You (Health and Safety Executive)

Method 3 - Dashboard Navigation

The dashboard view provides various ways to navigate to the document you are searching for. Click the homepage icon  at the top of the page to access the dashboard.

To navigate by Category, click the relevant view button  next to the relevant category.











Document Categories		
Category	Count	
Academic - Teaching and Learning	35	
Buildings	3	
Finance	31	
Human Resources	42	
IT, Records Management and Data Protection	42	
Research	18	
Student Related Policies and Procedures	46	
Safety, Health and Environment	91	
Corporate, Governance and Committees	26	

A table will display with all of the relevant documents. You can scroll through the pages (at the bottom) if needed and then click on the relevant view button  to access the document you need.

Document Categories			
Reference	Title	Status	Type
1431	Academic Board Membership and Terms of Office Policy	Read-Only	Read-Only 
1432	Academic Board Staff Observer Policy	Read-Only	Read-Only 
1533	Anti-Bribery and Corruption Policy and Procedures, (including Gifts and Hospitality)	Read-Only	Read-Only 
1433	Board of Governors' Attendance Policy	Read-Only	Read-Only 
1439	Board of Governors' Membership and Terms of Office Policy	Read-Only	Read-Only 
1434	Board of Governors Mentoring Policy	Read-Only	Read-Only 
1435	Board of Governors Recruitment Policy	Read-Only	Read-Only 
1619	Business Continuity Management Policy	Read-Only	Read-Only 
1585	Ethics Policy Framework	Read-Only	Read-Only 
1490	External Speaker Approval Form	Read-Only	Read-Only 

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For the most viewed documents you can access them directly from the dashboard:

Most Viewed Documents	
Title	Status
Academic Misconduct Policy	Read-Only 
Expenses Policy and Procedures	Read-Only 
Gifts and Hospitality Register Template	Read-Only 
Health and Safety Policy Statement	Read-Only 
Leave of Absence Policy	Read-Only 
Safeguarding Policy	Read-Only 
Scheme of Delegation	Read-Only 
Sickness Absence Policy and Procedure	Read-Only 
Staff Development Policy	Read-Only 
Timetabling and Room Booking Policy	Read-Only 

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If you wish to locate a Form, you can use the 'Forms' panel to navigate to the one you need.

You can also use the Switch button SWITCH (bottom of the page) to access more dashboards specific to each category, such as the Safety, Health and Environment page.

The screenshot shows the top navigation bar of the Policy Centre dashboard, including the Liverpool John Moores University logo, a search bar, and various utility icons. Below the navigation bar, there are two side-by-side panels, each displaying a table of policies or forms related to Safety, Health and Environment.

Left Panel: Safety, Health and Environment

Title	Status	
Animals on University Premises - SCP23	Read-Only	↗
Approved Scaffolding Contractors - SCP44	Read-Only	↗
Arrangements for the Implementation of the Environment and Sustainability Policy - ECP2	Read-Only	↗
Arrangements for the Implementation of the Health and Safety Policy - MCP2	Read-Only	↗
Asbestos (Policy and Management Plan) - SCP 29	Read-Only	↗
Biodiversity - ECP6	Read-Only	↗
Children on University Premises - SCP 36	Read-Only	↗
Children on University Premises (Risk Assessment) - SCP36A	Read-Only	↗
Construction (Design and Management) Regulations - SCP 31	Read-Only	↗
Contagious or Communicable Diseases - WCP 4	Read-Only	↗

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Right Panel: Safety, Health and Environment Forms

Title	Status	
Contractors - Health and Safety Inspection Form - SCP10A	Read-Only	↗
Dangerous Substances and Explosive Atmospheres - DSEAR Risk Assessment Form - SCP42	Read-Only	↗
Display Screen Equipment Self-Assessment Form - SCP20	Read-Only	↗
Driving at Work - Driver Declaration Form - SCP27	Read-Only	↗
Fieldwork, Visits, Expeditions and Adventurous Activities Off University Premises - Fieldwork Risk Assessment Form - SCP14	Read-Only	↗
Lone Working Functional Questionnaire - SCP 25	Read-Only	↗
Manual Handling Risk Assessment Form - SCP 17	Read-Only	↗
Non-ionising Radiation - Laser Survey Form - SCP21	Read-Only	↗
Risk Assessment - Generic Form - SCP18	Read-Only	↗
Thermal Comfort and Ventilation Checklist - SCP47A	Read-Only	↗

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Method 4 - Filter Criteria

On the Dashboard or Policies view, click on 'Filter Criteria' tab (on the left).

FILTER CRITERIA

Project:

Owner: *Owner*

Assignee: *Assignee*

ANALYSIS CODES

Record Type +

Category +

Approval Committee / Board +

Responsibility +

FILTER
CLEAR
CANCEL

For this example, we are looking for a form relating to safety. Tick the relevant options from the 'Analysis Codes' section and then click 'Filter'.

FILTER CRITERIA

Project: 


Owner: *Owner*

Assignee: *Assignee*

ANALYSIS CODES

Record Type	<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Form <input type="checkbox"/> Terms or Reference <input type="checkbox"/> Statement
	DONE
Category	<input type="checkbox"/> Academic - Teaching and Learning <input type="checkbox"/> Buildings <input type="checkbox"/> Finance <input type="checkbox"/> Human Resources <input type="checkbox"/> IT, Records Management and Data Protection <input type="checkbox"/> Research <input type="checkbox"/> Student Related Policies and Procedures <input checked="" type="checkbox"/> Safety, Health and Environment <input type="checkbox"/> Corporate, Governance and Committees
	DONE
Approval Committee / Board	
Responsibility	
FILTER CLEAR CANCEL	

The Dashboard or Policies page will now only show documents that meet the selected criteria.

 LIVERPOOL JOHN MOORES UNIVERSITY

Document Categories

Category	Count	
Safety, Health and Environment	12	↗

Most Viewed Documents

Title	Status
Items per page: 10 0 of 0 < >	

Forms

Title	Status	
Contractors - Health and Safety Inspection Form - SCP10A	Read-Only	↗
Dangerous Substances and Explosive Atmospheres - DSEAR Risk Assessment Form - SCP42	Read-Only	↗
Display Screen Equipment Self-Assessment Form - SCP20	Read-Only	↗
Driving at Work - Driver Declaration Form - SCP27	Read-Only	↗
Fieldwork, Visits, Expeditions and Adventurous Activities Off University Premises - Fieldwork Risk Assessment Form - SCP14	Read-Only	↗
Lone Working Functional Questionnaire - SCP 25	Read-Only	↗
Manual Handling Risk Assessment Form - SCP 17	Read-Only	↗
Non-Ionising Radiation - Laser Survey Form - SCP21	Read-Only	↗
Risk Assessment - Generic Form - SCP18	Read-Only	↗
Thermal Comfort and Ventilation Checklist - SCP47A	Read-Only	↗


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All Documents

Title	Status	
Contractors - Health and Safety Inspection Form - SCP10A	Read-Only	↗
Dangerous Substances and Explosive Atmospheres - DSEAR Risk Assessment Form - SCP42	Read-Only	↗
Display Screen Equipment Self-Assessment Form - SCP20	Read-Only	↗
Driving at Work - Driver Declaration Form - SCP27	Read-Only	↗
Fieldwork, Visits, Expeditions and Adventurous Activities Off University Premises - Fieldwork Risk Assessment Form - SCP14	Read-Only	↗
Lone Working Functional Questionnaire - SCP 25	Read-Only	↗
Manual Handling Risk Assessment Form - SCP 17	Read-Only	↗
Non-Ionising Radiation - Laser Survey Form - SCP21	Read-Only	↗
Risk Assessment - Generic Form - SCP18	Read-Only	↗
Thermal Comfort and Ventilation Checklist - SCP47A	Read-Only	↗

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SWITCH

 LIVERPOOL JOHN MOORES UNIVERSITY
POLICIES HOME

WELCOME TO YOUR POLICY CENTRE

This page displays all policies currently assigned for your attention. It is categorised for your convenience but can be re-sorted or filtered using the left hand menus. Policies marked as mandatory must be taken and accepted to meet our compliance standards.

Should you have any queries then please contact your 4policies administrator.

Thank you.

SAFETY, HEALTH AND ENVIRONMENT
⤴ ⤵

Title	Type	User Deadline	Status	Accepted On
Contractors - Health and Safety Inspection Form - SCP10A	Read-Only		●	
Dangerous Substances and Explosive Atmospheres - DSEAR Risk Assessment Form - SCP42	Read-Only		●	
Display Screen Equipment Self-Assessment Form - SCP20	Read-Only		●	
Driving at Work - Driver Declaration Form - SCP27	Read-Only		●	
Fieldwork, Visits, Expeditions and Adventurous Activities Off University Premises - Fieldwork Risk Assessment Form - SCP14	Read-Only		●	
Lone Working Functional Questionnaire - SCP 25	Read-Only		●	
Manual Handling Risk Assessment Form - SCP 17	Read-Only		●	
Non-Ionising Radiation - Laser Survey Form - SCP21	Read-Only		●	
Risk Assessment - Generic Form - SCP18	Read-Only		●	
Thermal Comfort and Ventilation Checklist - SCP47A	Read-Only		●	

Items per page: 10 1 - 10 of 12 < >