



GREENWOOD ACADEMIES TRUST

Induction Checklist

Employees, agency and temporary workers should work together with their manager to complete the following Health & Safety Induction Checklist on their first day of employment. The completed checklist should then be kept in their personal file.

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| 1 | Conduct a site tour of the employee's main work base. Include the following key areas: <ul style="list-style-type: none"> • fire exit routes and final exit doors • location of fire alarm call points • location of fire extinguishers • fire evacuation procedure • fire assembly point | |
| 2 | First aid arrangements, including nominated first aiders and location of first aid kits | |
| 3 | Working hours, including signing in/out procedure and any lone working arrangements in place | |
| 4 | Procedures for dealing with emergency situations e.g. fire, violent incident, accident etc. | |
| 5 | Provide details of the accident and violent incident reporting procedure, including where forms can be obtained from. | |
| 6 | Location of welfare facilities including toilets, showers, hand washing, kitchen facilities. | |
| 7 | Issue relevant personal protective equipment (PPE) and provide information on its storage, maintenance, use and replacement: (List equipment provided below and when it must be used). <ul style="list-style-type: none"> • • • • | |
| 8 | Identify and list any initial health and safety training generic e.g. working at height or specific e.g. use of equipment that needs to be completed before undertaking the role: <ul style="list-style-type: none"> • • • • | |
| 9 | Provide information on any general health & safety rules/risk assessments which apply to the job and arrangements for any further training required. | |
| 10 | Provide details of Trade Union and/or Employee Health & Safety Representatives. | |
| 11 | Watch the Health and Safety video at the link: Health & Safety Training | |

Employee's Name (Print) Signature Date