

Induction Checklist

Things to do before work experience

Tick

- | | |
|---------------------------------------------------------------------------------------|--------------------------|
| • Is everyone aware the student is coming? | <input type="checkbox"/> |
| • Has planning of the placement been done? | <input type="checkbox"/> |
| • Is adequate supervision arranged? | <input type="checkbox"/> |
| • Who will be responsible in the absence of the planned supervisor? | <input type="checkbox"/> |
| • Are all the planned tasks suitable for the student? | <input type="checkbox"/> |
| • Is Personal Protective Equipment available? Will it be available in suitable sizes? | <input type="checkbox"/> |
| • Are there any health risks associated with the work? | <input type="checkbox"/> |
| • Are there any special needs of the student that you need to be aware of? | <input type="checkbox"/> |
| • Do you need to make any arrangements, e.g. asthma or disabilities? | <input type="checkbox"/> |
| • Who will meet the tutor who monitors the visit? | <input type="checkbox"/> |
| • Is there an emergency contact number available for the school/college? | <input type="checkbox"/> |
| • Is there an emergency contact number available for the parent/guardian? | <input type="checkbox"/> |

To be completed at the start of work experience

General

- | | |
|---------------------------------------------|--------------------------|
| • Company background and role of student | <input type="checkbox"/> |
| • Induction to key staff (safety/first aid) | <input type="checkbox"/> |
| • Tour of premises - fire escape | <input type="checkbox"/> |
| • Start/finish/break times | <input type="checkbox"/> |
| • Shown rest room/refreshment facilities | <input type="checkbox"/> |
| • Notice boards (location and purpose) | <input type="checkbox"/> |

Health & Safety

- | | |
|---------------------------------------|--------------------------|
| • Induction to Health & Safety Policy | <input type="checkbox"/> |
| • Risk assessment | <input type="checkbox"/> |
| • Safety literature | <input type="checkbox"/> |
| • Prohibited areas/equipment | <input type="checkbox"/> |
| • Safe working systems | <input type="checkbox"/> |
| • Machinery | <input type="checkbox"/> |
| • House keeping/tidiness | <input type="checkbox"/> |
| • Manual handling/lifting | <input type="checkbox"/> |
| • Dangerous substances | <input type="checkbox"/> |
| • Protective clothing - usage | <input type="checkbox"/> |
| • Safety equipment - usage | <input type="checkbox"/> |
| • Hygiene | <input type="checkbox"/> |
| • Smoking | <input type="checkbox"/> |
| • First Aid facilities | <input type="checkbox"/> |
| • Accident procedures | <input type="checkbox"/> |
| • Emergency procedures | <input type="checkbox"/> |
| • Confidentiality | <input type="checkbox"/> |

Supervisor **Student** **Date**