

New Starter Induction Checklist

New Starter Name:			
Person providing Induction:		Date:	

	Yes/No	Initials of New Starter	Initials of Person Providing Induction
<u>FIRE</u> Awareness of fire procedure: <ul style="list-style-type: none"> • What to do if you find a fire (raising the alarm) • What to do if the alarm is raised (moving to assembly point) • Fire alarm test • Extinguisher to be used by Fire Marshalls only unless to aid escape 			
<u>FIRE cont.</u> Location of: <ul style="list-style-type: none"> • Fire Extinguishers • Fire Exits • Call Points • Fire Action Notice • Assembly point 			
<u>FIRST AID</u> <ul style="list-style-type: none"> • Location of first aid boxes • Name of first aider(s) • Importance of informing first aiders of injury • Awareness of first aid procedure 			
<u>ACCIDENT REPORTING</u> <ul style="list-style-type: none"> • Who to report accidents to • location of accident book • Importance of also reporting near misses 			
<u>WELFARE FACILITIES</u> <ul style="list-style-type: none"> • Location of Toilets, Kitchen and drinking water 			
<u>SMOKING</u> <ul style="list-style-type: none"> • No smoking in the premises, smokers must go outside and away from the entrance. 			
<u>LEGAL REQUIREMENTS</u> Location of: <ul style="list-style-type: none"> • Health and safety law poster • Employers Liability Insurance Certificate • Health and Safety Handbook (confirmation sheet gained) • Risk assessments relevant to their work activities (Signature gained) 			
<u>HOUSEKEEPING</u>			

<ul style="list-style-type: none"> • Who to report hazards or concerns to • Importance of maintaining high standards of tidiness, not obstructing walkways, doors etc. 			
<u>ELECTRICALS</u> <ul style="list-style-type: none"> • Check electrical equipment for damage before plugging in. • Report any equipment which you have concerns about and stop use immediately. • Do not attempt to repair/alter electrical installations/equipment unless competent and authorised 			
<u>DSE:</u> <ul style="list-style-type: none"> • DES Assessment to be completed. • Who to speak to regarding special requirements. • Beware of hazards relating to DSE and be aware of the importance of completing the online training course. 			
<u>MANUAL HANDLING</u> <ul style="list-style-type: none"> • Safe lifting techniques and the importance of lifting within personal safe limits 			
<u>HEALTH</u> <ul style="list-style-type: none"> • Importance of informing manager of any ill health or prescribed medication that could affect ability to work safely 			

New Starter's Declaration

I confirm that I have received the induction described above and that I will assist in maintaining a healthy and safe place of work.

New Starter: Print name.....
Date.....

Signed.....