

The purpose of the Induction is to help the young person settle into the placement as quickly as possible and to be aware of the Health & Safety requirements and provisions. It should be carried out at the beginning of the placement and completed on the first day.

The induction should cover the following:

General Workplace Information	Completed (tick or initial)
Introduction to manager/supervisor and work colleagues	
Location of department/work area	
Rest room facilities	
Break times and refreshment facilities	
Use of company equipment	

Health & Safety Information	Completed (tick or initial)
<p>Emergency Arrangements</p> <ul style="list-style-type: none"> ▪ Fire Safety and Drills – fire exits, location of fire alarms, extinguishers and muster points. ▪ First Aid and accident reporting – location of first aiders and kits. What to do in the event of an accident. ▪ Reporting of sickness/absence. 	
<p>Control of Substances Hazardous to Health (COSHH)</p> <p>How to use all substances safely. Make the pupil aware of the COSHH assessments and health risks associated with the substances.</p>	
<p>Safe working practices</p> <p>How to do the job safely. Prohibited areas and activities.</p>	
<p>Personal Protective Equipment</p> <p>How to use it correctly and who to report it to if it's faulty.</p>	
<p>Hazard awareness and housekeeping</p> <p>What to look for and who to report it to, a place for everything and everything in its place.</p>	