**Student Induction Checklist**

This checklist has been designed to help you when you start your Placement. The following items should be included in your induction into the organisation within one week of the start of your placement.

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| **Arrangements – have these been discussed?** | **YES / NO / Comments** |
| Introduction to immediate supervisor (Named Placement Supervisor) |  |
| Introduction to key members of staff and their roles explained |  |
| Place of work / work space |  |
| Location of welfare facilities; canteen, restroom, toilets |  |
| Hours of work and work breaks (coffee / lunch arrangements) |  |
| Dress code |  |
| Transport / travel arrangements |  |
| Specific training for tasks to be undertaken |  |
| **Health & Safety Issues – have you been given adequate information?** | **YES / NO / Comments** |
| Emergency procedures |  |
| Means of contact in case of emergency |  |
| Copy of safety policy received or location known |  |
| Training (equipment) |  |
| Fire procedures and location of fire extinguishers |  |
| Location of First aid box and contact for first aiders |  |
| Accident and incident reporting and location of accident book |  |
| Risk assessment – any issues that have been highlighted through a risk assessment of the Placement tasks or working environment |  |
| Use of/control measures for the use of hazardous substances in the workplace (e.g. COSHH) |  |
| Display Screen Equipment Regulations and associated procedures |  |
| Manual handling procedures |  |
| Protective equipment and clothing as identified by your risk assessment (state what) |  |
| Immunisation (s) (state which) |  |
| Access support or any reasonable adjustments you have asked about |  |
| **Facilities – are they adequate?** | **YES / NO / Comments** |
| Is access to workstations kept clear and free from obstruction? |  |
| Is adequate ventilation provided at the workplace? |  |
| Are the toilet and washing facilities adequate? |  |
| Are adequate arrangements in place to dispose of waste |  |
| Other control measures: Please specify any other arrangements for safe working and travel you have implemented |  |
| **Have you identified any risks that are not adequately controlled? If yes, please give details below and list any actions that need to be undertaken.** |  |
| **Any other comments or issues you would like to raise?** |  |
| **Accommodation (only applicable for internships abroad or away from home when relocation has been necessary )** | **YES / NO / Comments** |
| Does your room/accommodation have secure windows and a secure lock on the door? |  |
| If your accommodation has a gas boiler is there a carbon monoxide detector? |  |
| Are you aware of the fire precautions and exit routes in the event of a fire? |  |
| **Any other comments or issues you would like to raise?** | |
| **NAME OF STUDENT: NAME OF SUPERVISOR:**  **SIGNED: SIGNED:**  **DATE: DATE:** | |