

# Health and Safety Policy Annex K: Induction safety checklist for work placement students

To be completed at the start of placement.

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| --- | --- |
| Student’s name |  |
| Location of placement |  |

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| **Topic** | **Completed (tick)** |
| **First aid**Location of first aid equipmentLocation of first aid roomAccident or near miss reporting procedure |  |
| **Emergencies**Fire:Location of exit routesLocation of firefighting equipmentLocation of fire assembly pointsFire instructions:* Do not stop to collection valuables
* Do not use lifts (if applicable)
* Do not enter building until all clear is given

Bomb threat procedures:Inside or outside building Lockdown procedures:Run Hide Tell |  |
| **Manual handling**Instruction on lifting (if applicable) |  |
| **High level access**Instruction on high level access (if applicable) |  |
| **Electrical equipment**Instruction on safe use of electrical equipmentReport any faults with electrical equipment immediately |  |
| **Spillages**Procedure for dealing with spillages |  |
| **Horseplay**Strictly forbidden |  |
| **Other** |  |

I acknowledge that I have received and understood instructions regarding health and safety as outlined above.

|  |  |
| --- | --- |
| Student’s signature |  |
| Date |  |
| Responsible officer’s signature |  |
| Date |  |