

# 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 equipment  Location of first aid room  Accident or near miss reporting procedure |  |
| **Emergencies**  Fire:  Location of exit routes  Location of firefighting equipment  Location of fire assembly points  Fire 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 equipment  Report 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.

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