

PL1f STUDENT PLACEMENT INDUCTION CHECKLIST

Student Name:	
Placement Organisation:	
Placement Site Address:	

The Health & Safety topics identified below should be included within the induction that is provided for the student on placement, preferably on their first day.

Health & Safety Induction Areas	YES	NO	N/A
1. Introduction to key staff members and their roles explained			
2. Location of welfare facilities (e.g. toilets, kitchen, restroom, showers)			
3. Emergency procedures			
4. Location of organisation safety policy			
5. Location of first aid facilities and contact for first aiders			
6. Fire procedures and location of fire-fighting equipment			
7. Accident / incident reporting and location of accident book			
8. Access to risk assessments covering tasks to be undertaken			
9. Location of health and safety information and advice			
10. Use/control measures for hazardous substances – if applicable			
11. Display Screen Equipment procedures – if applicable			
12. Manual handling procedures – if applicable			
13. Protective clothing/equipment arrangements – if applicable			
14. Instruction / training on equipment / machinery – if applicable			
15. Specific disability related induction issues – if applicable			
16. Routes for disclosure / support of student mental health and wellbeing			
17. Equality and diversity guidance/policies			
18. A structure or schedule of the student's first week			
19. Other issues covered/to be covered please state below:			

PLACEMENT PROVIDER CONFIRMATION

I confirm that the student has been provided with the induction specified above:

Signed:			
Print Name:			
Position:		Date:	

STUDENT CONFIRMATION

I confirm that I have been provided with an appropriate induction as specified above:

Signed:			
Print Name:			
Position:		Date:	

Please return the completed checklist to the Placement Organiser within one week of the student starting placement.

PLACEMENT COORDINATOR RECEIPT

Signed:	
Print Name:	
Date of Receipt:	
If further action is required then detail below:	