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| **Example Sandwich Placement Induction Areas** |  |

The placement induction programme offered to the student, will vary according to organisation size, staffing expertise and resources. The following outlines useful areas that should be covered during the student’s induction.

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| Has the student’s induction covered the following areas? | | | |
| Organisation’s Policies & Procedures such as,  Data Protection Act  Patient/Client/Customer confidentiality Policies  Employee Code of Conduct,  Equal opportunity policies/ Anti-discrimination policies Disciplinary procedure  Grievance procedure | Yes | No    No |  |
| Health and safety protocol | Yes | No |  |
| Name of relevant first aiders | Yes | No |  |
| Location of first aid boxes | Yes | No |  |
| Fire procedures | Yes | No |  |
| Accident reporting procedures | Yes | No |  |
| COSHH regulations and requirements | Yes | No |  |
| Manual handling procedures | Yes | No |  |
| Issue and explain when and how to use personal protective equipment | Yes | No |  |
| Display screen regulations and procedures | Yes | No |  |
| Explain any local rules or safe working procedures | Yes | No |  |
| Explain lines of responsibility | Yes | No |  |
| Provide a detailed tour of the premises | Yes | No |  |
| Terms & conditions of service, holidays & lunch breaks and related matters (as appropriate) | Yes | No |  |
|  |  |  |  |
| Will the student have access to Occupational Health? | Yes | No |  |
| Will the student be issued with ID badges? | Yes | No |  |
| Will issued ID badges need to be returned? | Yes | No |  |