

5 Forms



5.1 S1: Student Health & Safety Induction Check-list

Name of student _____ Start date _____

Organisation _____

These items should be included in your induction into the organisation, preferably on your first day. Please check off the items below when they occur. It may be that not all of the items below are applicable, for example, your project may not involve any manual handling. This list is not exhaustive and other topics may be covered where appropriate:

No	Health & Safety Issues	Date
1	Emergency procedures*	
2	First Aid arrangements*	
3	Fire procedures*	
4	Accident reporting and location of accident book*	
5	Safety Policy received and location known*	
6	COSHH Regulations/Risk Assessments	
7	Display Screen Equipment Regulations/Risk Assessment	
8	Manual Handling Regulations/Risk Assessments	
9	Other appropriate Risk Assessments	
10	Protective clothing arrangements	
11	Instruction on equipment you will be using	
12	Other issues	

* These items **must** be included in any induction training

Signed _____ (Project person responsible for safety) Date _____