

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

To be completed at the start of placement.

Student's name	
Location of placement	

Topic	Completed (tick)
<p><b>First aid</b></p> <p>Location of first aid equipment Location of first aid room Accident or near miss reporting procedure</p>	
<p><b>Emergencies</b></p> <p>Fire: Location of exit routes Location of firefighting equipment Location of fire assembly points Fire instructions:</p> <ul style="list-style-type: none"> <li>• Do not stop to collection valuables</li> <li>• Do not use lifts (if applicable)</li> <li>• Do not enter building until all clear is given</li> </ul> <p>Bomb threat procedures: Inside or outside building</p> <p>Lockdown procedures: Run Hide Tell</p>	
<p><b>Manual handling</b></p> <p>Instruction on lifting (if applicable)</p>	
<p><b>High level access</b></p> <p>Instruction on high level access (if applicable)</p>	

<b>Electrical equipment</b> Instruction on safe use of electrical equipment Report any faults with electrical equipment immediately	
<b>Spillages</b> Procedure for dealing with spillages	
<b>Horseplay</b> Strictly forbidden	
<b>Other</b>	

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	