**Induction Checklist**

**Health and Safety**

Name of Employee …………………………………………………………………………

Department ………………………………………………………………………….

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| **Health and Safety** | **Explained** |
| Fire Safety Training   * Site Tour * Fire Safety Training – site specific sheets * CPL |  |
| Accident /Incident Reporting Procedures   * Report immediately to your line manager who will in turn provide first aid assistance if required. * Management log incident on line accident reporting system which is monitored at Head Office |  |
| First Aid Provision  Signage will be displayed on your team noticeboard that will outline the following;   * Who is first aid qualified at your site * Where are the first aid kits located   There will also be an Allergens Emergency Procedure Poster |  |
| Risk Assessments Training.  The site specific risk assessments/Standard Operating Procedures (SOP’s) applicable to your role will need to be read and signed as understood. These include;   * Health and Safety * COSHH * Hotel * HACCP * Fire * External Play * Spa * Health and Safety SOP * Food Safety SOP   All the above can be found in their respective folders. |  |
| Challenge 25 Training |  |

**To be completed by a HR/ GM Representative to ensure the employee has received all essential Health and Safety information**

**Signed ……………………………………………………… Employee**

**Signed ………………………………………………………. HR/ GM Representative**