**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 ProvisionSignage 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**