

RMPG15 - Appendix 3 Procedural guidance Checklist for Young Persons Workplace Induction

1	<p>Health and Safety: Have all basic health and safety issues including results of any specific risk assessments have been adequately presented and understood by the young person?</p>	Yes/no
2	<p>Fire: Has the young person been advised on fire safety and what to do in the event of an emergency, the emergency fire evacuation procedure, alarm call points, extinguisher locations and made aware of the Fire Marshal for the area and has training been arranged?</p>	Yes/no
3	<p>Building Induction: Has the young person been inducted to the building, shown the location of toilets, lifts, and introduced to staff, and managers?</p>	Yes/no
4	<p>Moving and Handling: Does the young person understand the need to avoid manual handling in the first instance and has he/she received sufficient information to be aware of potential risks?</p>	Yes/no
5	<p>Occupational Health: Has the young person been made aware of the services Occupational Health Department delivers and their contact details?</p>	Yes/no
6	<p>First Aid: Has the young person been made aware of the provision of first aid assistance and the location of the nearest first aid box and the person designated as the first aider for their work area?</p>	Yes/no
7	<p>Incident Reporting: Induct young persons into the importance of reporting via incident reports even if they think the issue was minor.</p>	Yes/no
8	<p>Food Hygiene: Food handling induction must be completed by the manager before food related duties can be undertaken by young persons.</p>	Yes/no

This checklist is not to be considered as an exhaustive list of issues to be considered necessary to protect young persons.

Local managers should draw up their own checklists that are pertinent to their own workplace and the environment the young person will be working.

All induction checklists should have a section for the inductee to sign to say they have received the information and understand it.

Inductee name	date
Inductor name	date

The inductee named above has completed all of the induction checklists attached to the policy and procedure, known as RM15 and RMPG15; he/she has also received a copy of the risk assessment appertaining to them and is aware of the risks to their health whilst working for EPUT within _____ department, the expected duration of their employment is from _____ until _____ and if there are any significant changes to either the person, the work or the working conditions or processes, then the risk assessment will be revised and re-published and another appendix 3 will be completed by both the inductor and the inductee to this effect. All paperwork will be retained on file for a minimum of 6 years and any involving chemicals will be kept for a minimum of 40 years. Where relevant, and in accordance with legislation, the parents and/or guardians of the inductee will be appraised of the results of the risk assessment and involved in its process.

Signed (inductee)	
Signed (inductor)	