**Global Opportunities**

**Student Placement Induction Checklist (For Completion by Students)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Placement Provider** | **Student/s Name** | | **Start Date** | **End Date** |
| **Company:**  **Location:** |  | |  |  |
| **Work Activities:** | | | | |
| **Who is your nominated contact for Health & Safety issues?** | **Telephone/Text:** | **Email**: | | |

As a minimum, the topics listed below should be included within your induction into the placement organisation preferably on your first day. Please check off the subjects as they are covered and inform Global Opportunities/ placement supervisor if any subject has not been covered within your first week.

|  |  |  |  |
| --- | --- | --- | --- |
| **Health & Safety Issues Identification Checklist** | **No** | **Yes** | **Date** |
| Introduction to key staff members and their roles explained | 🞏 | 🞏 |  |
| Location of welfare facilities (e.g. toilets, kitchen, rest room, showers, etc.) | 🞏 | 🞏 |  |
| Emergency procedures | 🞏 | 🞏 |  |
| Copy of safety policy received or location known | 🞏 | 🞏 |  |
| Location of first aid facilities and contact for first aiders | 🞏 | 🞏 |  |
| Fire procedures and location of fire-fighting equipment | 🞏 | 🞏 |  |
| Accident/incident reporting and location of accident book | 🞏 | 🞏 |  |
| Use/control measures for hazardous substances in the workplace (e.g. COSHH) – if applicable | 🞏 | 🞏 |  |
| Display Screen Equipment Regulations and associated procedures – if applicable | 🞏 | 🞏 |  |
| Manual handling procedures – if applicable | 🞏 | 🞏 |  |
| Protective clothing/equipment arrangements – if applicable | 🞏 | 🞏 |  |
| Instruction on equipment you will be using (list equipment) | 🞏 | 🞏 |  |
| Specific training for tasks to be undertaken | 🞏 | 🞏 |  |
| Specific information relating to risk assessments covering tasks to be undertaken | 🞏 | 🞏 |  |
| Location of health and safety information and advice | 🞏 | 🞏 |  |
| Specific disability related induction issues | 🞏 | 🞏 |  |
| What is the smoking policy and is it enforced? | 🞏 | 🞏 |  |
| Other issues covered/to be covered please state below: |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Print Name:** |  |
| **Date:** |  |

Please could you return it as soon as possible to:

Global Opportunities – [globalopportunities@cardiffmet.ac.uk](mailto:globalopportunities@cardiffmet.ac.uk)