|  |  |
| --- | --- |
| [University of Bath logo](http://www.bath.ac.uk/graphics/logos-for-print/jpg/uob-logo-blue.jpg) [University Safeguarding Policy](https://www.bath.ac.uk/legal-information/university-of-bath-safeguarding-policy/) |  |

# Work Experience Induction Checklist

Name:

School / College:

Dates of work experience:

University Department:

University Supervisor:

**Please ensure the items listed below are explained / provided to students at the beginning of their first day.**

|  |  |
| --- | --- |
|  | **Completed** |
| **Introduction** |  |
| Hours of work |  |
| Meal arrangements |  |
| Dress code / uniform required |  |
| Tour of facilities |  |
| Introduction to (duty) staff and staffing structure / contact details |  |
| **Child Protection and Safeguarding** |  |
| ‘The Young Persons Guide to The University’s Child Protection and Safeguarding Policy and Information’ provided |  |
| **Health and Safety** |  |
| Department Health and Safety Handbook |  |
| Accident and incident reporting |  |

|  |  |
| --- | --- |
| **Emergency Procedures** |  |
| Fire evacuation |  |
| Invacuation |  |
| First Aid |  |
| **Risk Assessment** |  |
| Significant risks and control measures |  |
| Manual handling hazards |  |
| Safe use of equipment |  |

|  |
| --- |
| **Work Experience Student’s Declaration**  I certify that the above checklist has been explained and I fully understand.  Name:  School / College:  Date:  Work experience student’s signature: |

|  |
| --- |
| **Supervisor’s Declaration**  I certify that the above checklist has been explained to the work experience student.  Name:  Position:  Date:  Signature: |