|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Completed by:** | | | | | |
| Name |  | | | | |
| Role |  | | | | |
| Date |  | | | | |
|  | | | | | |
| **Volunteer Details:** | | | | | |
| Name |  | | Tel no. |  | |
|  | | | | | |
| **Induction Checklist** | | | | | |
|  | | | | | |
| **Work Area / Site** | | Notes | | | Date completed & initials |
| Introduce to team members | |  | | |  |
| Explain role of charity & furniture service | |  | | |  |
| Hours / Requirements | |  | | |  |
| Layout of Site including access, security & lighting & electrical garage door functioning | |  | | |  |
| Facilities: toilets | |  | | |  |
|  | |  | | |  |
| **Health & Safety** | |  | | |  |
| No Smoking policy | |  | | |  |
| Fire exits & evacuation procedures | |  | | |  |
| Fire Safety Equipment Awareness (incl. in vehicle) | |  | | |  |
| First Aid facilities (in vehicle) | |  | | |  |
| Slips & Trips Risks | |  | | |  |
| Accident reporting | |  | | |  |
| Manual Handling Awareness Training | |  | | |  |
| Use of Manual Handling Equipment (sack trolley) | |  | | |  |
| Safe storage of items in barn | | Nothing to be stacked above shoulder height. | | |  |
| Safe storage of items in vehicle; stacking & transporting | |  | | |  |
| Electrical items safe storage | |  | | |  |
| Personal Protective Equipment (storage, use, disposal) | | **Gloves** (in glovebox of van): to Be used for lifting white goods.  **Hi-vis gilets (in vehicle):** to be worn when circumstances dictate eg in severe weather, when parked on road, when at the municipal waste site.  **Hard hats** (in vehicle): to be worn at the municipal waste site  **Safety glasses** (in vehicle): to be worn at the municipal waste site. | | |  |
| Rats and other pests | |  | | |  |
| Trigger phrase when lone working | |  | | |  |
|  | | | | | |
| **Required to drive the Fair Frome vehicle? Y / N**  If yes, continue with this section | | | | | |
| Vehicle induction: indicators, lights, washers, hazard lights, | |  | | |  |
| Fuel filling | |  | | |  |
| Insurance Information & breakdown information | |  | | |  |
| Parking, including parking for delivery | |  | | |  |
|  | | | | | |
| **Paperwork from Volunteer** | | | | | |
| Copy of driving licence as appropriate | |  | | |  |
| Completed Occ Health Screen | |  | | |  |
| **Information given to Volunteer** | | | | | |
| Manual Handling Policy | | Read through with volunteer | | |  |
| Vehicle policy | |  | | |  |
| Privacy Policy | | https://fairfrome.org/privacy-policy/ | | |  |
| Fair Frome Coordinator & other essential Contact Details | |  | | |  |
|  | | | | | |
| **Volunteer:** please sign below to show that you have understood the information given to you during your induction  Name:  Signature: …………………………………………… Date ……………………… | | | | | |