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|  |
| **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 ……………………… |