# Appendix A - Induction

Tick off each item as it is completed. There are blank cells at the bottom for you to add further items that are relevant to the specific area of work.

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| Item to be undertaken by Supervisor | Tick when completed |
| Supervisor and Line Manager to meet the Young Person at Reception on the appropriate campus at the agreed time. |  |
| Supervisor and Line Manager to take the Young Person to the workplace where they will be located and show them where they can sit, store their bag etc. |  |
| Supervisor and Line Manage to give the Young Person a tour of the workplace, introducing them to colleagues and ensuring they are shown the location of:   * the kitchen (and explain tea and coffee arrangements) * toilets * fire exits * the fire assembly point * fire extinguishers * places where they can purchase food and drink * places where they can get a password for computer access if required. |  |
| Supervisor and Line Manager to explain when the fire alarms will be tested. |  |
| If the Young Person has a health condition or allergies or is taking medication, the Supervisor and Line Manager must introduce them to the local First Aider so that the First Aider is also aware. |  |
| Supervisor and Line Manager to explain about the University code of conduct that the Young Person will need to follow <https://www.brookes.ac.uk/human-resources/working-here/employment-policies/code-of-conduct-for-staff/> |  |
| Supervisor and Line Manager to explain how to contact them if the Young Person needs to take a day off sick. |  |
| Supervisor and Line Manager to explain how the Young Person can call for first aid in an emergency. Go to<https://kmis.brookes.ac.uk/csms/wtel_dir.query?choice_type=QUAL&choice_value=FIRST+AID> |  |
| Supervisor and Line Manager to explain how the Young Person can contact a Fire Marshall and what to do in a fire emergency:  <https://kmis.brookes.ac.uk/csms/wtel_dir.query?choice_type=QUAL&choice_value=FIRE+MARSHAL> |  |
| Supervisor and Line Manager to explain why the Young Person should ensure they keep fire passageways clear from obstruction. |  |
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