# Appendix C - 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 to meet Work Experience/Shadowing Person at Reception on the appropriate campus at the agreed time, probably 9.30am. |  |
| Supervisor to take the Work Experience/Shadowing Person to the office where they will be located and show them where they can sit, store their bag etc |  |
| Supervisor to give the Work Experience/Shadowing Person a tour of the workplace, introducing them to colleagues and ensuring they are shown the location of:   * kitchen and explain tea and coffee arrangements * toilets * fire exits * fire assembly point * Fire extinguishers * Where they can purchase food and drink * Where they can get a password for computer access if required (work experience people only, not for work shadowing people) |  |
| Supervisor to explain when the fire alarms will be tested |  |
| If the Work Experience/Shadowing Person has a health condition or allergies or is taking medication the Supervisor must introduce them to the local First Aider so that the First Aider is also aware. |  |
| Supervisor to explain about the University code of conduct which the Work Experience/Shadowing Person will need to follow <https://www.brookes.ac.uk/human-resources/working-here/employment-policies/code-of-conduct-for-staff/> |  |
| Supervisor to explain how to contact them if the work experience/shadowing person needs to take a day off sick |  |
| Supervisor to explain how the work experience/shadowing 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 to explain how the work experience/shadowing person can call 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 to explain why the work experience/shadowing person should ensure they keep fire passageways clear from obstruction |  |
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