**Deployment / Volunteering Induction Checklist**

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| Employee Name |  | Payroll Number |  |
| New Job Title |  | Start Date |  |

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| **Introduction to the Workplace (only applicable if staff are physically relocated) Date Completed** | |
| Initial greeting by immediate supervisor or line manager |  |
| Introduction to immediate work colleagues |  |
| Tour of general working environment |  |
| Location of toilets, staff facilities, etc |  |
| Arrangements for refreshments and breaks |  |
| Other general facilities, including car parking and transport |  |
| Security arrangements, keys, ID badge, etc |  |
| **Terms and Conditions** | |
| Confirm temporary changes to job title, salary, working hours, place of work and any other contract details |  |
| Make necessary arrangements for changes to pay |  |
| **Introduction to the job** | |
| Section/Team structure, lines of authority and accountability |  |
| Clarification of job title, job description and basic duties |  |
| Identification of work priorities |  |
| Issue any other personal equipment (protective clothing) (if applicable) |  |
| Registration/Passwords to use computerised systems |  |
| Access to MyView (for travel expenses – **essential travel only**) (if applicable) |  |
| **Workplace Fire and Safety Procedures (only applicable if staff are physically relocated)** | |
| Copy of fire procedure issued |  |
| Responsibilities in relation to fire procedures clearly identified |  |
| Sound of fire alarm identified |  |
| Location of Fire Exits and how to operate them |  |
| Location of assembly point |  |
| Importance of keeping passageways and fire exits clear |  |
| Fire extinguishers only to be used by staff with specific training |  |
| Conduct PEEP ([Personal Emergency Escape Plan](https://www.highland.gov.uk/staffsite/download/downloads/id/2597/appendix-3-peep-guidancedoc.doc)), if applicable |  |
| **First Aid arrangements (only applicable if staff are physically relocated)** |  |
| How to obtain first aid assistance |  |
| Name of First Aider or Appointed Person |  |
| Location of first aid boxes |  |
| Emergency procedure when a member of staff is taken ill |  |
| **Health, Safety and Wellbeing** | |
| How to access the [Health, Safety and Wellbeing](https://www.highland.gov.uk/staffsite/info/8/health_and_safety) policy and other information on the Intranet or where to access a hard copy of the information |  |
| Service specific Health and Safety Policies, information or Safe Working Practice (relevant to post) |  |
| How to report sickness (including updated guidance on COVID-19) |  |
| How to report an accident, incident or violence at work |  |
| Identify equipment or machinery which can only be operated by those with specific training |  |
| Identify tasks, processes or chemicals used, which require specific instruction or training |  |
| Identify training and supervision required, for the individual to comply with safe working practices, relevant to post |  |
| Identify training and supervision required for the individual to comply with safe working practices, relevant to post |  |
| Discuss immediate Health and Safety knowledge and skills necessary to fulfil duties.  (Record any needs identified on form attached to end of this checklist) |  |
| Record any relevant qualifications or previous training.  \*\*safety critical only – plant/machinery certification, licences etc.\*\* |  |
| **Wellbeing** | |
| How to access information on Staff Wellbeing during COVID19 [(HR Webpages)](https://www.highland.gov.uk/peopleandtransformation/info/28/hr_topics/50/covid-19) |  |
| How to access support via the [HR webpages](https://www.highland.gov.uk/peopleandtransformation/info/28/hr_topics/50/covid-19) |  |
| How to contact Mental Health reps [(contact list)](http://www.highland.gov.uk/staffsite/downloads/file/5908/mental_health_representative_contact_list) |  |

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| **The above elements of this induction have been covered satisfactorily** | | | |
| Employee signature |  | Date |  |
| Temporary Manager signature |  | Date |  |