# Volunteer Induction form

Name of staff:

Date:

Number of volunteers:

Names of volunteers:

Induction checklist:

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Checklist | Description | Completed |
| Collecting job ready documentation | Emergency contact | Contact for next of kin |  |
| DBS received | Received completed DBS |  |
| Registration form | Received completed registration form |  |
| Skills assessment | Record of relevant skills for the role |  |
| Medical history | Record of medical issues |  |
| Introduction to the site and project | The Garon Park family | Introduction to the staff and board of trustees |  |
| Communication | Notice boards, meetings and communication tools |  |
| Creating a positive impression | Standards of personal presentation, standards of personal grooming |  |
| Garon Park ethos | External customers, behaviors, internal customers, effective team behaviors |  |
| Service excellence | Standard operating procedures, quality and service measurements |  |
| Well-being | Understanding guest experience, be smiley, be prepared, be confident, be interested, be flexible |  |
| Site induction | Site tour | Walk round and talk on various projects and zones |  |
| Site location | Location of site within the Southend area, links with other pr, links with other projects etc. |  |
| Site access control | Protocol for access to site |  |
| Policies | Site specific policies to be aware of |  |
| Site specific hazards | Hazard identification and risk assessments |  |
| Site emergency procedures. | What to do in the event of an emergency |  |
| Health and safety | Emergency contact. | Who to contact in the event of an emergency |  |
| Incident reporting | How to report an incident and the incident book |  |
| Hazard reporting | How to report a hazard |  |
| Site emergency locations | Location of first aid kits and other emergency items. |  |
| Manual handling | Procedures for manual handling of items. |  |
| Fire safety | Fire triangle, fire hazards, fire prevention, raising the alarm, fire evacuation, fire exits, fire assembly points, fire extinguishers, Garon park procedures. |  |

Signed…………………………………………..