

Staff and Volunteer Induction

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Initial Admin details

New employee / volunteer will be given - Contract of Employment or Volunteers Contract and asked to produce Bank details for BACS salary deposit; Will be shown how to access BCLC's Health and Safety Policy, Child Protection Policy, and Drug Awareness Policy. A short explanation of these documents will be given.

Introduction to Staff and Volunteers

All new members of staff or new volunteers will be introduced to staff and volunteers and made to feel welcome and put at ease at the earliest opportunity after start of employment.

Evacuation procedures

See Evacuation document

Fire alarms & fire fighting equipment

See 'Fire' documents

First Aid & Accident Arrangements

See First aid documents ~ show where 1st aid kit is located

Tour

New member of staff or new volunteer should be taken around building and shown each area, pointing out hazards of each area, particularly kitchen, coffee shop and store room. Highlight escape routes from each area, emergency exits, fire alarm points, fire fighting equipment, electrical, water and gas isolation points, electrical distribution boards, light switches, security cameras, waste disposal and recycling facilities and toilet facilities.

Health & Safety Policy

See separate document (including risk assessments)

Telephone System

Show and demonstrate the telephone system, internal line calls and external line calls etc.

Locking up and opening up building

See locking up document

Security Cameras & Security Alarm System

Each new member of staff or new volunteer should be informed of and shown the sixteen security cameras monitor the building, inside and out 24 hours a day. All areas except The Crib and Board Room 1 are monitored.

Camera information is stored on a digital video recorder and is available for inspection for up to 72 hours.

Also the security alarm system that monitors the building when the building is un-occupied and the system set for monitoring. Any unauthorised entry will activate the audible alarm inside and outside the building and inform the three designated security persons (Heulwen & Chris) by telephone that the alarm has been activated.

Do's and Don'ts

Explain our ethos and heart, our treatment and respect for visitors and users of our facilities, our respect for the property, our extra mile attitude, keeping the building clean and tidy inside and out.

Drug Awareness

Explain the basics of drugs and equipment of drug users and our method of dealing with 'finds'.
(see separate document)

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Operations Manager