**TRAINING AND INDUCTION**

Ensure new staff and volunteers are instructed as follows:

* Ensure workplace/workstation has necessary equipment and features for health and safety
* Introduce Parish Health & Safety Warden
* Process for reporting potential and existing hazards and solving H & S issues.
* Location and use of Accident/Incident Investigation worksheet
* Copy of Hazard Identification for workplace
* Location of safety equipment e.g. First Aid kit
* Assembly point location
* Keys
* Lock up procedure
* Training Needs identified (annual performance appraisals and team meetings are opportunities to identify training needs)
* Police Check required?

Date:

Review Date: