**Local Induction for G.E.Fogg building**

**with Covid-19 Security Measures**

Name of Inductee:

School and Group:

Induction Conducted by:

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| **Induction Topic** | **Completed Y/N** |
| **School/Building Management Controls**   * Access arrangements * Risk Assessment – Schools Covid-19 and local work activity |  |
| **Social Distancing and Hygiene Communal Areas**   * Hygiene points on entry to building * Corridors, kitchens and toilets * Use of lifts * Storage area for coats and bags on arrival on site * Temporary office areas – local cleaning arrangements |  |
| **Social Distancing and Hygiene Laboratory Areas**   * Social distancing local lab area * Maximum occupancy signage * Booking systems for bays and equipment * Frequent handwashing – location of sink points * Action to take if hand washing supplies have run out * Local cleaning of work areas before and after use, disinfectant type * Local hygiene measures on communal equipment – keyboards, mouse, eye pieces |  |
| **Training**   * Completion of First Aid for Laboratory Workers Course QM Plus |  |
| **Personal Protective Equipment**   * Standard use of PPE for work activity * Lab coats – individual coats, regular change over, location of replacements |  |
| **Deliveries and Contractors**   * Changes in delivery arrangements |  |
| **Engineers**   * Process for arranging an engineer to attend site |  |
| **Emergency procedures**   * In the case of a first aid incident * In the case of a fire alarm * In the case of a gas alarm * Online reporting process |  |

**Inductee Declaration**

I acknowledge that I have received and completed the Local Induction for working in the Fogg building with Covid-19 Security Measures and understand the arrangements and procedures established in these areas as documented in this checklist.

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| **Signature:** |  | **Date:** |