**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
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| **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
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| **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
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| **Training*** Completion of First Aid for Laboratory Workers Course QM Plus
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| **Personal Protective Equipment*** Standard use of PPE for work activity
* Lab coats – individual coats, regular change over, location of replacements
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| **Deliveries and Contractors*** Changes in delivery arrangements
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| **Engineers*** Process for arranging an engineer to attend site
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| **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
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**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:** |