

First day Induction of new member of staff

Name of Supervisor carrying out induction: Derek + Helen Lamb
Name of new employee: Samira Gill
Date: 19th April 22

Documents for new staff for information -
Who's Who ✓

Documents new staff are required to fill in and return -
Health Questionnaire ✓
Details of where to pay wages etc. ✓

Documents required to sign on first day -
Contract of employment ✓

Proof of identity and eligibility to work

Tick that you have seen a valid Passport / Birth Certificate / Adoption Certificate / Naturalisation Certificate. Together with proof of UK National Insurance Number (National Insurance Number to be filled in on details of where to pay wages etc.) ✓

Areas to be show / talked about -

Company Pension - Nest ✓
Walk round both buildings and introduce to staff where possible ✓
Fire doors / Exits ✓
Fire extinguishers ✓
First aid boxes ✓
First aider - name and position ✓
Fire escape routes ✓
Lockers and Shelf in Kitchen ✓
Show round kitchen ✓
Bins and recycling ✓
Clocking in Not doing presently

Health and Safety general - for both in the office and remote working

Clear areas and desks.

Chair

Desk

Foot rest ✓

Wrist rests ✓

Monitor height ✓

} Archived desk for home
Home and office

Check working area is suitable and no extra equipment is needed. ✓

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Tell them about the importance of ISO and the quality policy. Make sure they understand the significance of the ISO standards and where to find the relevant information eg. VOPs, procedures etc. ✓

GDPR discuss basics and make sure aware of data security. ✓

Derek + Janice to sign to confirm.

Derek 27/4/22

Janice 27/4/22.