

**HEALTH & SAFETY INDUCTION OF NEW STAFF,
CADETS, COMMITTEE MEMBERS AND VISITORS**
Health & Safety Induction of
99 (Anywhere) Squadron, Air Training Corps

New persons attending and visitors to the Unit need to be made aware of the Health and Safety arrangements in place, and must undergo an induction period. This induction training is to be completed within one week of a new person starting. This document is to be retained with the individual staff record, cadet record or in the Health and Safety folder. This form must be retained for three years after the person has left the Unit.

Last Name:

First Name:

Status: Cadets/Staff/Committee/Chaplain/Visitor

Date: Joined:

Briefing Completed on:

ITEM	BRIEFING POINTS	COMPLETED
Arrival	The new person is briefed to ensure that they are booked in on arrival	
H & S Policy	The new person is briefed on the CO's H & S statement	
Equipment	The new person is briefed that they should not bring any equipment on to the unit without the permission of the CO.	
Fire	The new person is briefed on: What fire alarms to expect How to raise the alarm themselves What to do in the event of a fire Where the assembly point is Other points from the fire orders	
First Aid	The new person is briefed on The reporting of accidents How to call for an ambulance Where the first aid kit is Who is the unit First Aider	
Health	The CO should be aware of of any disabilities and health needs of the new person (cadets & parents are to complete RAF Form 3822A)	
Out of Bounds	The new person is to be made aware of any out of bounds areas. 1 Boundary with Sea Cadet property. 2 Boundary of Compound	

ITEM	BRIEFING POINTS	COMPLETED()
Local Hazards	The new person is to be briefed on any local hazards. 1 The grass area at the far end of the building 2 The area between the Squadron building and the Sea Cadet building	
Risk Assessments	New staff are briefed on the need for authority to organise events and activities, the need for Risk Assessments and extant standing Risk Assessments	
Smoking	Unit policy is that there is no smoking within the building. The designated smoking area is to the rear of the building between the Squadron building and the Sea Cadet building	
Alcohol	Briefing given on Corps policy regarding the supply of alcohol to minors and the local policy which is that alcohol is not allowed on the premises except for the annual Battle of Britain reception and other similar events so stated by the CO AND the Chair of the Civilian Committee.	
Bullying	Briefing given on Corps policy on bullying and where and to whom to report such an event.	
Harassment	Briefing given on Corps policy on harassment and child protection and where and to whom to report such an event,	

Signed _____ (New Member)

Name: _____ (Block Capitals)

Signed _____ (Person Conducting Briefing)

Name: _____ (Block Capitals)

Signed _____ (Unit Commander)

Name: _____ (Block Capitals)