

Rising Sun Arts Centre

Health and Safety Induction.

The attached checklist covers basic health and safety information all employees need to know. New employees and their line manager must complete the checklist to confirm that the employee understands their responsibilities and risks relating to their work

The full checklist should be completed within the first month of employment. However some items will need to be covered earlier (e.g. fire and first aid procedures will need to be covered on day one).

The new employee's line manager is responsible for ensuring the employee receives adequate health and safety induction. However the task of going through the checklist with the employee can be delegated to a competent member of the team.

Training and Competence

Health and safety training needs should be identified in the first week of employment. Employees must not carry out hazardous activities until they have received appropriate training or their competence has been assessed. A health and safety training and development needs record is included with this checklist.

Health and Safety Induction Checklist

Name:	Job role:	
Area:		Achieved ?
Day 1		
Emergency Procedures		
Emergency telephone number and when it should be used.		
Location of fire exits, assembly point, and fire alarm call point closest to usual place of work.		
Emergency evacuation procedure, including fire alarm zones, and who takes charge at a fire assembly point.		
Procedure of how to summon first aid for (a) urgent and (b) non-urgent assistance in the event of an accident. Identification of first aiders.		
Location of accident record book and 1 st aid box.		
Sound fire alarm for recognition		
Understands own responsibilities and those of his/her manager.		
Shown "Health and Safety Law" poster or leaflet		
Procedure for reporting accidents and other health and safety incidents, including where to find the Health and Safety Incident Report Form.		
Procedure for reporting sickness absence or work related health concerns.		

Communication of health and safety information	
Where to find work specific health and safety information.	
Risks and safety procedures associated with work	

Local risk assessments (e.g. office /use of computer risk assessment/lone working risk assessment and where these can be found).	
<i>Fire safety:</i> Basic fire safety precautions (e.g. no candles, don't leave combustibles around recycling bins, block fire escape routes, leave doors wedged open,).	
<i>Electrical safety:</i> Rules on personal electrical items.	
Where required, issue personal protective equipment and trained in safe fitting and use, selection and storage.	
Individual health and safety needs	
Reasonable adjustments implemented for those employees with permanent or temporary disabilities or health conditions.	
Training and development needs identified.	

Signed (Employee):	Date:
Signed (Line manager):	Date:

Date reviewed: July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.