**Induction Confirmation Form**

Please fill in your personal details below.

|  |
| --- |
| **Employee Details** |

|  |
| --- |
| Name:  |

|  |
| --- |
| Job Title:  |

Please tick the sections of the Induction you have completed and write your Initials to confirm your understanding. Feel free to ask if there are any sections you are unsure of or would like more information about.

|  |
| --- |
| **Induction Part 1** |

|  |  |  |
| --- | --- | --- |
| *Induction Section* | *Tick to confirm* | *Initials* |

|  |  |  |
| --- | --- | --- |
| About us |  |  |

|  |  |  |
| --- | --- | --- |
| A1 Group’s Senior Team |  |  |

|  |  |  |
| --- | --- | --- |
| Our Environmental Statement |  |  |

|  |  |  |
| --- | --- | --- |
| Noise Management Plan (Wokingham Site ONLY) |  |  |

|  |  |  |
| --- | --- | --- |
| Our Policies and Procedures |  |  |

|  |  |  |
| --- | --- | --- |
| The A1 Group House Rules |  |  |

|  |  |  |
| --- | --- | --- |
| Drugs and Alcohol Policy |  |  |

|  |  |  |
| --- | --- | --- |
| Attendance and Absence |  |  |

|  |  |  |
| --- | --- | --- |
| Holidays |  |  |

|  |  |  |
| --- | --- | --- |
| Dress Code |  |  |

|  |  |  |
| --- | --- | --- |
| Pay |  |  |

|  |  |  |
| --- | --- | --- |
| Internet and Email |  |  |

|  |  |  |
| --- | --- | --- |
| Building Security |  |  |

|  |  |  |
| --- | --- | --- |
| Car Parking/Bicycles |  |  |

|  |  |  |
| --- | --- | --- |
| Site Facilities |  |  |

|  |
| --- |
| **Induction Part 2** |

|  |  |  |
| --- | --- | --- |
| *Induction Section* | *Tick to confirm* | *Initials* |

|  |  |  |
| --- | --- | --- |
| Site Evacuation Information |  |  |

|  |  |  |
| --- | --- | --- |
| Fire Action |  |  |

|  |  |  |
| --- | --- | --- |
| A1 Group Site Map and Fire Exits |  |  |

|  |  |  |
| --- | --- | --- |
| Introduction to COSHH |  |  |

|  |  |  |
| --- | --- | --- |
| Manual Handling |  |  |

|  |  |  |
| --- | --- | --- |
| Introduction to Risk Assessments |  |  |

|  |  |  |
| --- | --- | --- |
| Health & Safety Policy |  |  |

|  |
| --- |
| **Confirmation** |

Please check that the above details are correct. Sign below to confirm and return this form to your Manager. Thank You.

|  |  |  |
| --- | --- | --- |
| Signature:  |  | Date:  |