

MindFull Site Induction

To ensure we are all doing our bit to keep everyone safe and the shift running smoothly.

Please confirm information provided to the staff member on:

	Client Discussed Tick off or Initial	MindFull Team Member understood Tick off or Initial	Important Notes
Approved parking for MindFull team member			
Fire and Evacuation procedure			
Location of first aid or emergency equipment			
Emergency contact numbers			
Security awareness			
Door codes (if required)			
Keys (locations)			
Routine times/ expectation on shift e.g. Lunch is at 11.45am and everyone needs to be in lounge			
How to report incidents – If using an internal form.			
How to report daily notes – If using an internal form			
Concerns or risks team need to be aware of			
Breaks			
Information on people being supported			
Monitoring expectation E.g. (never leave sally unsupervised)			
Who to report to/ handover to before leaving			

Organisation Name	
Site Name or Address	
Induction provided by: (Persons Name)	
Induction provided to: (Mindfull team member name)	