



STAFF INDUCTION

When you take new staff on there is a huge amount of information and regulations to cover and the best way to make sure you cover all these points you must use a checklist.

It is very important that you record all the topics covered so that both you and your member of staff have a clear understanding and record of this understanding.

By signing the checklist the employee recognises that you have covered all the topics and that they have a clear understanding of what is expected of them. (This can be a vital document if you encounter problems with a member of staff down the line.)

Below is a template I have often used in pubs over the years, you may wish to add further sections but I wouldn't recommend removing any.

You will find a staff induction booklet that covers the most important areas of induction along with various staff tests that new staff must complete elsewhere in the Staff section of this website. It can be used for all staff regardless of where and how they work within the business as the points covered will cover you as much as they cover your staff.

NAME:	DOB:
Start date:	Induction Completed:

GENERAL INDUCTION					
Explain	Date	Initials	Explain	Date	Initials
Hours of Work			Absenteeism		
Rate of Pay			Contract of Employment		
Notice Periods			Sickness/ Maternity		
Method & Timing of Pay			Time Keeping & Recording		
Holiday Entitlement			Transport & Parking		
Grievance Procedure			Disciplinary Procedure		
SAFE WORKING					
Explain	Date	Initials	Explain	Date	Initials
Health & Safety Policy			Location of First Aid Box		
Fire Alarm System			Accident Reporting		
Means of Escape			Manual handling		
Responsibilities in the event of fire			Personal Hygiene		
Assembly point(s)			Protective Clothing		
Location of Extinguishers			Safe Systems of Work		
Safe Use of Extinguishers			COSHH		
Food Hygiene Training			Electricity at Work		



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LICENSING LAW					
Explain	Date	Initials	Explain	Date	Initials
Permitted Hours			Opening Hours		
Underage Drinking			Drinking Up		
Weights and Measures			Food Safety Act		
Trades Descriptions			Food Hygiene Regulations		
"Passing Off"			Health & Safety		
Misuse of Drugs			Social Responsibilities		

I have received induction training as indicated on this form.	I have inducted the employee as indicated on this form.
Signed by Employee:	Signed by Employer:
Dated:	Dated: