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| **PROPERTY INDUCTION FORM – COVID addition July 2021****To be completed by all those who work or volunteer at the property** |
| Group: | Type of property: |
| Address: |
| Inductee name (block letters): |
| Assessor name (block letters): |
| Any paid member of staff or volunteer working in the group property must complete this July 2021 version of the COVID addition to the existing property induction. Once complete it can be attached to the existing induction form and be reviewed if needed at the next refresher training.The assessor can be someone in the group with experience of the property and its legal requirements. Volunteer and assessor must go through the areas below in conjunction with the relevant risk assessments, marking the box on the right hand side “Y - Yes” “N - No” or “N/ A”.  |
| **Subject** | Induction | Refresher | Refresher |
| 1 | I will let the shop manager know if I or anyone else in my household develops COVID-19 symptoms as soon as possible - Y/ N |  |  |  |
| 2 | I will report any incident which could place me, a colleague or a customer at risk of COVID-19 – Y/ N |  |  |  |
| 3 | I have read the COVID-19 risk assessment and [HSV: 921B](https://volunteers.mssociety.org.uk/resources/hsv-921b) COVID-19 guidance sheet and understand my responsibilities - Y/ N |  |  |  |
| 4 | I will adopt ongoing changes in the shop due to updates of government legislation and guidance – Y/ N |  |  |  |
| 5 | I will wear PPE as required by the shop – Y/ N |  |  |  |
| 6 | I understand that though it is no longer a legal requirement to exercise hygiene practises, wear masks or follow social distancing measures the MS Society strongly recommends that we all continue to follow these systems where possible, as the virus is still circulating – Y/ N |  |  |  |
| 7 | I understand that currently, the Government have not announced plans for COVID vaccination passports for members of the public. Without such a scheme, or any other reliable way of checking that people are vaccinated, it is not a requirement at this time for staff, service users or volunteers to be vaccinated in order to work in our shops. It is therefore up to me as an individual to decide whether I want to work in our shop – Y/ N |  |  |  |
| 8 | I understand that in nations where lateral flow test kits can be obtained free of charge, it is recommended that staff and volunteers take advantage of these and undertake self-testing where they can. This is not obligatory, however, and it is up to me as an individual to decide if I wish to do so – Y/ N |  |  |  |
| 9 | Where I am responsible in the shop managers absence, I feel able to enforce COVID-19 requirements – Y/ N |  |  |  |
| 10 | Where I am responsible in the shop managers absence, I will ensure the COVID - 19 outbreak response plan is followed when appropriate – Y/ N |  |  |  |
|  | **COVID-19 induction – July 2021 version** |
| 11 | Date induction complete: |  |
| Name of inductee: |  | Signature: |  |
| Name of assessor: |  | Signature: |  |
| We process this information on the lawful basis of our legal obligation set out by the Health and Safety Executive and Central Government. We will share with other regulatory bodies or insurers if appropriate for reporting or claims processing. To find out how we use and manage your personal data, our full privacy notice is at [www.mssociety.org.uk/privacy](http://www.mssociety.org.uk/privacy). You can also call our Supporter Care team on 0300 500 8084 to get a copy. |