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| **PROPERTY INDUCTION FORM**  **To be completed by all those who manage aspects of health and safety in an MS Society garage/ storage space** | | | | |
| Garage/ storage space: | | | | |
| Address: | | | | |
| Inductee name (block letters): | | | | |
| Assessor name (block letters): | | | | |
| Any member of staff managing aspects of health and safety in an MS Society garage/ storage space, must complete this induction. Thereafter to be reviewed if the document is no longer valid, if there have been major changes in the office or every three years whichever is soonest.  The assessor can be someone in the office with experience of the property and its legal requirements. Member of staff 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 | Disclosure check if appropriate for the role - Y/ N |  |  |  |
| 2 | Lone working policy discussed as appropriate to the role – Y/ N |  |  |  |
| 3 | Why signage is in the property and what it means – Y/ N |  |  |  |
| 4 | Dealing with emergencies; discussed as appropriate to the role: | | | |
| How and why a list is kept of who is in the building (in case of fire, emergency or COVID infection) – Y/ N |  |  |  |
| Completion of accident HSV: 122/ incident HSV: 123 report form - Y/ N |  |  |  |
| What to do in an emergency – emergency aid notice HSV: 124 – Y/ N |  |  |  |
| Is one-day emergency first aid training needed – Y/ N |  |  |  |
| What the fire safety plan HSV: 125 means – Y/N |  |  |  |
| Is fire awareness training needed? – Y/N |  |  |  |
| 5 | Safety checks; discussed as appropriate to the role: | | | |
| Completing internal safety checklist HSV: 112 – Y/ N |  |  |  |
| Competent person safety checklist HSV: 114 completion – Y/ N |  |  |  |
| 6 | Equipment: individual competent to use equipment as appropriate: | | | |
| Individual competent to use equipment relevant to the role – Y/ N |  |  |  |
| Basic use of fire extinguishers – Y/ N |  |  |  |
| First aid kit minor injuries – process for major emergencies – Y/ N |  |  |  |
| Details of hazardous materials in the property – Y/ N |  |  |  |
| How they can be used and stored safely – Y/ N |  |  |  |
| Is manual handling risk assessment HSV: 141 needed – Y/ N |  |  |  |
| Is manual handling training needed? – Y/ N |  |  |  |

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|  | **Initial induction** | | | | |
| 9 | Specific areas of experience (list below): | | | | |
| Date induction complete: | | | |  |
| Name of inductee: |  | Signature: |  | |
| Name of assessor: |  | Signature: |  | |
|  | **Refresher training** | | | | |
| 10 | The inductee and assessor must go through the areas on page 1 and mark the box on the right hand side Yes, No or N/ A as appropriate to their role. | | | | |
| Specific areas of experience (list below): | | | | |
| Date refresher induction complete: | | | |  |
| Name of inductee: |  | Signature: |  | |
| Name of assessor: |  | Signature: |  | |
|  | **Refresher training** | | | | |
| 11 | The inductee and assessor must go through the areas on page 1 and mark the box on the right hand side Yes, No or N/ A as appropriate to their role. | | | | |
| Specific areas of experience (list below): | | | | |
| Date refresher 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. | | | | | |