COVID 19 - Reinduction Programme Checklist

###### For all line managers inducting staff to new office and building arrangements.

###### Please ensure that you:

* meet your staff in person on their first day of return to the office,
* use the checklist to induct your staff to the office
* ask staff to sign this checklist on completion of the induction

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| --- | --- |
| Full staff name |  |
| Post/Role |  |
| Team |  |
| Line Manager / Date |  |
| Staff Signature / Date |  |

|  |  |  |
| --- | --- | --- |
| Before team member arrives | Datecompleted | Initials |
| Where relevant check that member of staff who is vulnerable has been offered an [Individual Covid-19 Risk Assessment](https://new.brighton-hove.gov.uk/risk-assessments) to help address concerns and control measures have been put in place to enable safe return |  |  |
| Contact team member to clarify new entrance points if relevant and sign-in procedures. Inform them that things will have changed inside the building – only some desks will be open, physical distancing will need to be adhered to.  |  |  |
| Ask if assistance is needed during an emergency evacuation, a [PEEP (Personal Emergency Evacuation Plan)](file:///C%3A%5CDocuments%20and%20Settings%5CNormaWilliams%5CLocal%20Settings%5CHealth%20and%20safety%5CRisk%20management%5CPEEP%20form%20for%20staff%20who%20require%20assistance%20with%20evacuation.doc) will need to be completed |  |  |
| Arrange for any additional access cards/codes and ID badges where needed |  |  |
| Where relevant (and where time permits) identify sizes for any uniform or PPE |  |  |
| To be completed on the employee’s first day back | Datecompleted | Initials |
| Explain new arrangements in relevant workplace facilities including:* Toilets & refreshment/facilities
* door entry system/building security
* operation of lights/heating/ventilation
* shower facilities & car/bike parking
* clean and clear desk policy
 |  |  |
| Highlight the emergency arrangements for:* Fire Alarms and Evacuation plans including any PEEPs.
* First aid and accident reporting. Guidance for First Aiders on the Covid 19 wave pages <https://new.brighton-hove.gov.uk/covid-19-guidance-first-aiders>
* Other relevant alarms and procedures
 |  |  |
| Discuss the members personal circumstances/abilities as relevant including:* Physical abilities, general health and wellbeing
* Next of kin and emergency contact details
* Times available for work
* Transport
* Covid 19 support
* Job concerns
* Digital literacy/DSE
 |  |  |
| Clarify training needs for the role including PPE fitting where relevant. |  |  |