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| **Name** |  | | |
| **Date Joined Crew** |  | **Junior / Senior Crew** |  |

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| **Induction** | **Initials Trainer** | **Initials Crew Member** | **Date** |
| Health Forms |  |  |  |
| Emergency Procedures |  |  |  |
| Meals & Accommodation |  |  |  |
| Behaviour / Safeguarding |  |  |  |
| Site Orientation (workshop / shop / stores / buildings) |  |  |  |
| Times and attendance |  |  |  |

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| **Toilets** | **Initials Trainer** | **Initials Crew Member** | **Date** |
| Safeguarding |  |  |  |
| Chemicals (use & safety) |  |  |  |
| Cleaning requirements |  |  |  |
| Storage of cleaning supplies |  |  |  |
| Re-stocking |  |  |  |

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| **Workshop** | **Initials Trainer** | **Initials Crew Member** | **Date** |
| Safety |  |  |  |
| Risk Assessments for Tasks |  |  |  |
| Tool location |  |  |  |
| Tidiness |  |  |  |
| Safe use of Tools |  |  |  |

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| **Stores** | **Initials Trainer** | **Initials Crew Member** | **Date** |
| What is in what store |  |  |  |
| Booking out equipment (incl. checks) |  |  |  |
| Returning equipment |  |  |  |

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| **Office** | **Initials Trainer** | **Initials Crew Member** | **Date** |
| First Aiders and FA Kits |  |  |  |
| Defib. (defibrillator / AED) |  |  |  |
| Standards |  |  |  |
| Booking and Inspection forms |  |  |  |

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| **Arrive & Departure** | **Initials Trainer** | **Initials Crew Member** | **Date** |
| Food |  |  |  |
| Beds |  |  |  |
| Crew Hut |  |  |  |

**Training Completed**

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| **Signed by Trainer** |  |
| **Signed by Crew Member** |  |
| **Date Completed** |  |

**Trainers Notes:**

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| **Induction** |
| * **Health forms:** Explain the need for the “master” health form to be completed and returned to site before any attendance to site and that each time junior crew attend site they must bring the signed slip to notify if there are changes to the initial form. * Should anything change they must inform the site office to ensure we are GDPR Compliant. * **Meals & Accommodation:** Meal times are usually set according to the activities over the weekend. Preparing meals and cleaning up after is carried out by all members of crew over the weekend on a rota organised during the weekend. You must inform the site of your attendance in advance to ensure you are accounted for in food orders.   Under 18’s (young people) must not sleep in the same room as over 18’s (adults).   * **Behaviour/Safeguarding:**    + All team members must follow the Yellow & Orange Cards at all times.   + Alcohol for young people is forbidden and adults must follow the guidance of the Green Card.   + At no point should your behaviour bring the crew or the site into disrepute.   + Never put yourself or visitors to site into a position of “risk”. - E.g. when cleaning toilets always ensure one other person is with you, never put yourself in a position where you are on your own with a young person or other person who may feel “uncomfortable”. * **Site Orientation:** Show everybody around the various buildings, stores etc. Ensure people are aware of necessary facilities e.g. toilets, crew hut, office, fire plans/exits, first aid kits etc. * **Times & Attendance:** The normal start to the day is 9.00am unless a different time is specified. The length of the day will depend on activities and site use.   You must let the Team Leader know in advance of your attendance to site to ensure suitable accommodation is available (usually via the Office).   * **Manner/Attitude:** As with your general behaviour around the site we need to be as courteous and professional as we can. We ask the customers to say please and thank you so we should, likewise. Remember that they are the customers and come first, so banter between visitors and staff should be in proportion to the situation. |

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| **Toilets** |
| * **Chemicals:** Explain the chemicals used when cleaning and the safe use of them, risks, controls (PPE, ventilation etc.) and what to do in the event of misuse/accident. Use the manufacturer’s instructions to ensure detail is not lost. COSHH Book. * **Safeguarding:** You must never put yourself or the site users in a position of risk. Either make sure that you have somebody else with you when cleaning or close the toilets before cleaning. Ensure you ask if anyone is in and announce yourself before entering. * **Cleaning Requirement:** Cleaning includes the following, empty rubbish bins, check and replace toilet rolls, check and re-fill hand soap. Clean sinks, mirrors, toilet bowls, toilet seats, urinals, sweep and mop the floor. * **Storage of cleaning supplies:** Each toilet block has a different area for storing the cleaning materials and equipment. Point out the different places. Use the correct colour coded equipment: * **Restocking:** If you use the last of, or the stock is getting low then it must be replenished from the main store. Do not rely on somebody else doing it. |

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| **Workshop** |
| * **Safety:** If you are working in the workshop the appropriate safety equipment must be worn/used at all times. If you have not been trained on how to use a tool or piece of equipment then do not use it, if you need to use it to complete a task then ask an appropriate person to train you on its use. Only use a tool or piece of equipment for its appropriate use e.g. a screw driver is not a chisel. * **Risk assessments and Method Statements (operating procedures):** Take users through these ensuring they understand the hazards and controls involved and that they have appropriate supervision according to their ability. * **Tool Location:** Show the individual where all of the tools etc are located. Show Tool Safe & Fuel Cabinet, showing how to get into them. * **Tidiness:** You must clean up after completing your work and return all tools and materials to their correct location. If you are the last one in the workshop empty the bins and switch off the lights. |

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| **Stores** |
| * **What is in what store:** This should include the general stores, equipment stores, tool shed and the gas store. The keys to all stores are kept in the office when not in use. * **Sin Bin:** This bin is for all activity equipment that requires the qualified instructor to look at it due to damage or fault then make a decision on its fate. Under no circumstances must you remove any items from this bin. If you notice anything dodgy put it in the Sin Bi, even if you are not sure and Let the office know. * **Booking out Equipment:** Any items that are removed from any stores should be booked out. All activity equipment is booked out on the appropriate form by the instructor and noted in the office. * **Returning Equipment:** Any items that are returned must be checked for damage and quantity. They must be put back in the correct place in a neat and orderly way and the activity log sheets updated and put into the correct folder/tray. Instructor logs should also be completed if necessary.   Any damaged activity equipment must be placed in the **Sin Bin** and notes made on the appropriate activity sheet. |

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| **Office** |
| * **Radios:** Radios are to be signed out & in using the Radio Register kept in the office. All keys should be signed out when removed from the office and back in on return. * **Defib:** kept in office during day, and in the porch when closed. Make sure it has been put in the porch in the evening. It can be operated by anyone willing to do so but if you have not been trained, it talks through the instructions. * **Standards:** the office is a professional work environment and the first impressions that customers will get of us. In this regard please don’t have food in the office use the picnic table or crew hut/loft. Equally these areas should be used for “breaks” and not the office. If you notice something that needs cleaning in the office (clean/hoover/polish) please make sure it is. * **Booking/Inspection Forms:** booking in procedure demonstrated and inspection forms discussed. (Buildings, Field, Booking Forms etc) |

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| **Crew Duties** |
| * **Arrival onsite:** Inform the office of your arrival, if Junior Crew provide your attendance slip to the office. Collect and put on a High Viz Vest (from the office) and collect a radio if required. * **Food:** If we do not have a catering team planned for the weekend, please check the food in the crew fridge and freezers and ensure that there is sufficient for your stay when you arrive. Ask in advance. * **Beds:** On the morning of your departure, please strip your bedding and take it to the laundry. Before you leave site, please remake your bed ready for the next crew member to arrive. * **Crew Hut:** leave the crew hut as you would like to find it! Hoovered and cleaned. Don’t leave it to the end of your stay - Clean as you Go! * **Not Sure? / Any Questions:** Please ensure you ask a crew member or the office. |