

**RECORD OF INDUCTION TRAINING FOR STAFF AND VISITORS TO THE JENNER  
HEAD OFFICE – CENTURY HOUSE, FOLKESTONE**

<b>Your Name:</b>	<b>Department or Company Name:</b>
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**Office Safety Matters** – Identify the points covered in the induction by a ✓ in the box

1. <b>CAR PARKING</b> arrangements		2. <b>SPEED LIMIT</b> including traffic / pedestrian routes	
3. <b>WELFARE</b> kitchen arrangements / restrictions; toilet arrangements		4. <b>FIRST AID</b> arrangements	
5. <b>EMERGENCY</b> fire alarm procedure / muster point; the location of fire-fighting equipment		6. <b>PPE</b> any requirements for boots, eye and hearing protection, etc. shall be advised	
7. <b>SMOKING</b> restrictions		8. <b>ACCIDENT and INCIDENT</b> reporting procedures	

To be completed by the person receiving induction training by a Yes or No in the box

	Yes/No	If yes please provide details
Do you suffer from epilepsy, asthma, hearing or visual disability, (colour blindness etc.)? Do you have any disability of condition, which requires special medical attention or treatment? Are you taking any medication? (Please give details on the next page in order to assist with any first aid treatment)		

**Have you recently travelled to the UK from a Coronavirus (Covid-19) at risk country regardless of experiencing symptoms or not?**

**Have you knowingly come into contact with someone who has recently returned from an at-risk country?**

**Do you or anyone in your household have a cough, high temperature or shortness of breath (even if symptoms are mild?)**

**If you have answered Yes to any of these questions, you must return home**

**If your circumstances change at any time in the future, you must immediately return home**

/continued

**It is a requirement of Jenner considering the ongoing Coronavirus (Covid-19) pandemic that you must adhere to the following additional Rules with immediate effect:**

- **You must travel to the office independently using your own transportation.**
- **Accept your responsibility to maintain social distance at Century House and in our surrounding areas.**
- **Follow all current Government instructions relating to working in an office at this time.**
- **Use of the kitchen, toilet and other welfare / common areas / facilities, independently.**
- **Suitably use all PPE required while at Century House.**
- **Maintain hygiene levels by thoroughly washing your hands and frequently doing so.**

**If you do not agree with any of these and / or have answered No to any of these health and safety conditions, you must immediately leave Century House**

Please note that Jenner is accredited to ISO 9001, ISO 14001 and ISO 45001 and operates a certified Integrated Management System – assisting us to formally meet our customers’ needs and requirements

I have been inducted / re-inducted on the above items

Staff / Visitor’s Name:	Signature:	Date:
Inductor’s Name:	Signature:	Date:

If you are happy to do so, please provide opposite details of your next of kin or another person(s) you wish to be contacted in the event of an emergency:	Name:  Telephone Number:  Relationship to you:
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**Please note, all Staff and Visitors are required to follow any revisions issued in response to any changes the Construction Leadership Council make to Operating Procedures in the future**