

# Handpost Community Library Association

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## Volunteers Induction Checklist

Use this checklist to record the areas covered when doing inductions for new volunteers who are going to be involved in helping to run the Handpost community library and arts centre.

Each section of this induction checklist to be signed and dated by the supporting supervisor upon completion.

**Volunteer name**.....

**Supporting Supervisors name**.....

<b>Introduction to The Handpost Community Library and Arts Centre</b>	<b>Date Completed</b>	<b>Signature</b>
Who's who, and what each person is responsible for		
How members of the team works together		
How decision are made		
Volunteer rights and equal opportunities		
Formal training opportunities		
Opportunities for informal learning on the job and trying out different tasks		
Volunteer expenses and reimbursement		
HCLA aims and legal structure		
Background history of HCLA		
<b>Venue and Facilities</b>	<b>Date Completed</b>	<b>Signature</b>
Security – Entry and exit procedures, burglar alarms		
Tour of the venue and facilities, including hand basins and toilets		
Getting to the venue (e.g. lift-sharing) and parking		
<b>Use of kitchen equipment</b>	<b>Date Completed</b>	<b>Signature</b>
How to use coffee machine		
How to use hot water boiler		
How to use microwave		
<b>House-keeping</b>		
Daily cleaning routines		
<b>Health and safety</b>	<b>Date Completed</b>	<b>Signature</b>
Safe lifting of boxes and bags		
Safe stacking		
Working on surface at the right height		
Wearing suitable clothing		
Hazard analysis of venue and activities		

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<b>What to do in the event of fire</b>	<b>Date Completed</b>	<b>Signature</b>
What to do if you discover a fire		
What do if the alarm goes off		
What to do in the event of a fire alarm test		
<b>Personal Hygiene</b>	<b>Date Completed</b>	<b>Signature</b>
Wash hands before and after handling food		
Ensure cuts and sores are covered with blue catering-standards waterproof plasters		
Do not handle food if you have suffered from diarrhoea or vomiting in the previous 48 hours		
<b>Waste disposal</b>	<b>Date Completed</b>	<b>Signature</b>
How waste packaging is disposed of		
<b>Room Hire</b>	<b>Date Completed</b>	<b>Signature</b>
How to book a room		
Room preparation		
Maintaining the booking register		
<b>Use of computers and other IT equipment</b>	<b>Date Completed</b>	<b>Signature</b>