



## Officer site induction record

The alarm code nobody mentioned. The gate that locks in a particular order. That is what this is for.

Issue the assignment instructions by version and have the officer sign for that version. Ring the escalation numbers during the induction — it is the one moment somebody is sitting with the document and could check, and almost nobody does.

|         |             |             |
|---------|-------------|-------------|
| OFFICER | SITE        | POST        |
| DATE    | INDUCTED BY | FIRST SHIFT |

### BEFORE DEPLOYMENT

|                                                                |                          |
|----------------------------------------------------------------|--------------------------|
|                                                                | CONFIRMED                |
| SIA licence checked against the register, and covers this work | <input type="checkbox"/> |
| Screening complete, or cleared to deploy                       | <input type="checkbox"/> |
| Assignment instructions issued — version recorded below        | <input type="checkbox"/> |
| Instructions read and signed for                               | <input type="checkbox"/> |
| Uniform and equipment issued                                   | <input type="checkbox"/> |
| Radio or phone issued and tested on site                       | <input type="checkbox"/> |
|                                                                | <input type="checkbox"/> |
|                                                                | <input type="checkbox"/> |

### THE WALK

*Shown on site, not described in an office.*

|                                                                      |                          |
|----------------------------------------------------------------------|--------------------------|
|                                                                      | SHOWN                    |
| Site boundaries and what is included                                 | <input type="checkbox"/> |
| All access points, including the ones nobody uses                    | <input type="checkbox"/> |
| Patrol route and every point on it                                   | <input type="checkbox"/> |
| Keys, what each opens, and how they are signed for                   | <input type="checkbox"/> |
| Alarm panel, setting and unsetting, and the order things are done in | <input type="checkbox"/> |
| CCTV position and what it covers                                     | <input type="checkbox"/> |
| Welfare facilities and where breaks are taken                        | <input type="checkbox"/> |
| Parking and the route to and from the post after dark                | <input type="checkbox"/> |
| Fire exits, assembly point and firefighting equipment                | <input type="checkbox"/> |
| First aid kit and nearest medical help                               | <input type="checkbox"/> |
|                                                                      | <input type="checkbox"/> |
|                                                                      | <input type="checkbox"/> |
|                                                                      | <input type="checkbox"/> |
|                                                                      | <input type="checkbox"/> |

### SITE-SPECIFIC RISKS, INCLUDING ANYTHING THE CLIENT HAS TOLD US

*Neighbours, previous incidents, known individuals, hazards from the client's own operations.*

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### ESCALATION — VERIFIED DURING THIS INDUCTION

First call in hours — number — rung and confirmed?

First call out of hours — number — rung and confirmed?

Control room — number — rung and confirmed?

Client emergency contact — number — confirmed?

Anything found out of date, and what was done

LONE WORKING

'Ring if you need anything' is not an arrangement.

Is this a lone post?

Check-in arrangement and times

Who notices a missed check-in, and how quickly

What happens if a check-in is missed

How the officer raises an emergency

CONFIRMATION

|                                 |                |
|---------------------------------|----------------|
| OFFICER SIGNATURE               | DATE           |
| INSTRUCTIONS VERSION SIGNED FOR | INDUCTED BY    |
| SUPERVISOR                      | RECORD HELD AT |