

Induction checklist template

A checklist should ensure that both the new employee and their line manager know what is expected of both parties, and what has or has not been covered at any given time. They both need a copy, which should be kept up to date so they can follow what is happening. It can also act as a reminder of anything that needs particular attention.

While a checklist is helpful, it should not turn the induction into a tick-box exercise. It should be the responsibility of both management and the new starter to ensure all items are properly covered. This is a generic form; individual businesses may wish to amend and add more company-specific material. This template can be used alongside [AHDB's skills matrixes](#) to identify current and future training needs. For more information on induction, visit the [Acas website](#).

Employee name:		Manager name:	
Position:		Date induction completed:	
Start date:		Employee signature:	

Formalities	Employee initials	Employer initials	Date	Notes
Payroll – P45, National Insurance number				
Passport/right-to-work documentation seen				
Driving licence (if applicable)				
Bank details				
Pension <i>For those aged 22 up to state pension age who earn over £192 a week</i>				
Introduction				
Meet the team				
Farm tour and facilities – provide printed map of sheds/fields/stores				
Job description and duties				
Hours of work, leave				

Absences, sick pay				
Terms and conditions of employment See https://www.acas.org.uk/what-must-be-written-in-an-employment-contract				
Overview of the business: history, current situation, future plans, key staff				
Health and Safety Refer to HSE guidance				
Fire				
First aid				
Working at height				
Livestock				
Chemicals				
Machinery				
ATVs				
Electricity and power lines				
Slurry				

Policies

Health and safety policy				
Biosecurity policy				
Code of conduct				
Equal opportunities				
Social media/personal phone usage				
Disciplinary and grievance				

Training

Skills matrix completed				
Use of PPE				
Manual handling				
Working with medicines, fertilisers, pesticides (COSHH)				
Identified hazards on farm (e.g. overhead power lines)				
HACCP				
Incident/near miss reporting				
Machinery				