

## **MNLOT Induction for new Volunteers**

Read the CFN booklet. Discuss & agree with the principles in it. We work to this guidance.

If agreed fill out a volunteer form. This will be stored away from the fridge with the secretary.

Be shown round the premises & agree you feel willing to undertake what is being asked of you.

Agree to share your contact details with the team for liaison.

You & we will delete this information when you leave us.

Share details of a relative or friend, to be stored discretely within the fridge area, in case of emergency.

If you have any health issues that will impact on your role let someone know so that arrangements can be thought through to facilitate your work safely.

Learn the Fire protocol.

Be aware of the Incident Book & who is the First Aider

To be given a 'crib' list of jobs, ways of doing things, where to find things, etc. You cannot know it all on day one. Ask others for information & help & gradually learn your way around

There must always be a volunteer on duty with an in date Food Safety 2 on duty.

It is hoped you will feel able to take the Food Safety online course, with support if needed. It will be fully funded by MNLOT & is transportable.

Read the Risk Assessments & Policies as soon as possible.

Nov 2024

Review Nov 2025