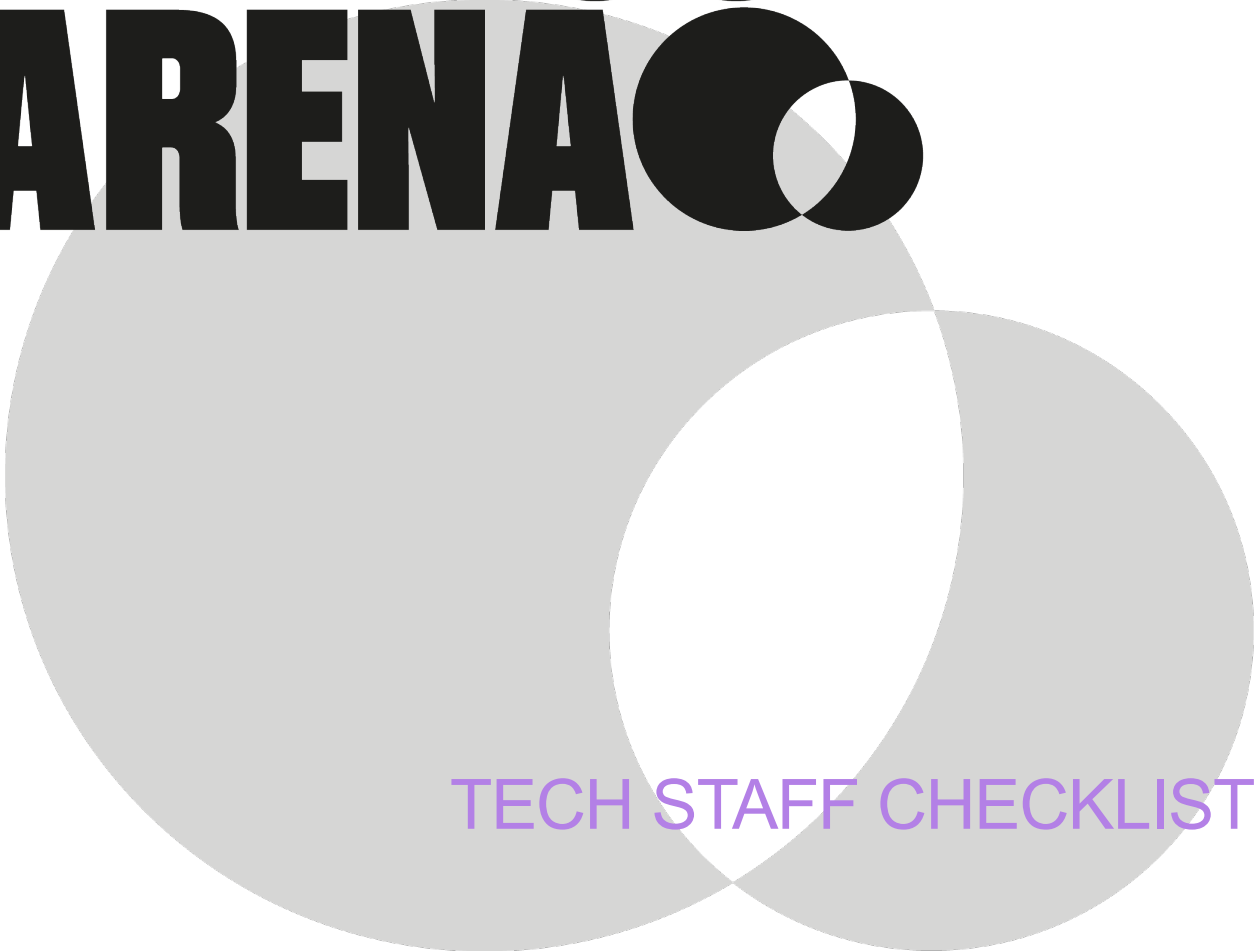


PLYMOUTH ARENA



TECH STAFF CHECKLIST

**ICONIC.
INDEPENDENT.
YOURS.**

The checklist below is designed to the specific elements of your Technical Department Induction, this should be completed with your Line Manager within the first two weeks of employment and will be kept on file within your personnel folder for the duration of your employment.

Name Of Employee	
Department	

	Details	Staff to Initial if complete	Date	Comments
Your role, Line Manager and Department	Are you aware of where the Technical office is?			
	Are you aware of where Stage door is located?			
	Do you know where the technical storage areas are located?			
	Do you know where to locate Personal Protective Equipment?			
	Do you know where to locate the Technical COSHH folders?			
	Do you know where to locate the Technical Risk Assessments?			

	Details	Staff to Initial if complete	Date	Comments
Health & Safety	Have you completed your manual handling training?			
	Have you completed your hand tool training?			
	Are you Forklift qualified (leave blank if not applicable)?			

	Are you IPAF cherry picker qualified (leave blank if not applicable)?			
	Are you PASMA trained to use access towers (leave blank if not applicable)?			
	Have you completed your ladder training?			
	Have you completed your flat floor chair setup training and read the Flat floor seating policy?			
	Have you read the Hard-hat Policy?			
	Have you read the Tiered seating deployment Policy?			

STAFF

Staff Name (PRINT)	
Staff Signature	
Date	

LINE MANAGER

Managers Name (PRINT)	
Managers Signature	
Date	

ONCE COMPLETED PLEASE EMAIL TO YOUR LINE MANAGER & THE ADMINISTRATOR