

**BBSRC DTP PIPS Induction Form**

**Imperial College & Royal Holloway University**

At the end of your first week of your PIPS Placement, you and your PIPS Supervisor are required to complete and email the PIPS Induction Form to [dtp@imperial.ac.uk](mailto:dtp@imperial.ac.uk).

Student Name:

PIPS Supervisor Name:

PIPS Placement Name:

**Office Induction** **Date Completed:**

|  |  |
| --- | --- |
| Introduced to key staff members and their roles |  |
| Introduced to Supervisor |  |
| Location of Office Facilities (restroom, canteen, etc.) |  |
| Work Hours & Absence Procedure |  |
| Review Role and Responsibilities |  |
| Other: |  |

**Health & Safety** **Date Completed**

|  |  |
| --- | --- |
| Organisation’s Health & Safety Policies |  |
| Emergency & Fire Procedures |  |
| Accident Reporting Process |  |
| Location of first aid |  |
| Other: |  |

Please comment on any important issues that have been identified

Please provide any comments on the placement thus far.

Student Signature: Supervisor Signature:

Date: Date: