

## Things to find out about in Employment venues

**Seminar groups have suggested the following items be built into a proforma for visiting employment venues:**

### What activities are available?

- *What is the work, what is expected of me – job description and flexibility.*
- *Terms and conditions: Wage, pension, sick pay, health plans, staff discount. Job duties, description, training available. Working hours, flexi hours, and holiday allowance. Pay, pensions, health schemes, terms and conditions, shift work, work times? Is there a café, training, development and career opportunities, away days, uniform and promotion opportunities? Are tools provided? Child care?*
- *Do employees have a locker for their belongings? Changing facilities?*
- *Eating and break facilities. Environment – noisy, cold, bright lights, dirty?*
- *Is there a smoking area or smoking policy?*

### What support arrangements are in place?

- *Contact person*
- *Access – ramps, accessible doors, lifts, reachable buttons and switches. Can I get to the job? Is parking or public transport available at the right times? Does the employer support people to travel to work? Travel costs.*
- *People – are co-workers and bosses friendly, without prejudice or patronising attitudes? Talk to staff who already work there – are workers sociable in and out of work? Are there opportunities to make friends? Do I have to relate closely?*
- *Induction arrangements, including work experience and taster sessions.*
- *What equipment is used and is training provided to use it?*
- *What are the supervision arrangements? Does everyone have an identified support person? Natural support mechanisms.*
- *Health and safety, trained first aider, human resources, occupational health. Risk Assessment, CRB checks, Employee Liability. Trades unions.*
- *What supports are available to employees? Disabled access, flexible work hours or duties, carer involvement, mentoring, buddy schemes, supported employment assistant, line management and supervision?*
- *Health and safety arrangements? Fire drills? Are other safety factors in place? Do employees get exploited?*
- *What does the employer do to promote social networking of employees?*
- *How are health needs supported? Can employees take time off to attend appointments? Is first aid and a duty first aider or nurse available? Is there a 'time out' room? Do people understand about disability?*
- *What is the induction period and how does it work? How much close observation is routinely provided in this job?*

### What do I have to do to participate?

- *Are codes of conduct, policies and procedures adhered to?*
- *What do I need to be able to do?*
- *Anything else to note?*

### Administration

- *Name and contact details of the person who completed this form.*
- *Date of the visit.*