

Agency & Temporary Worker Guidance

Purpose

This document will help you understand the responsibilities Compass Group UK & Ireland has when providing training and information on food safety, health and safety, and wellbeing in the workplace to agency and temporary staff and provides guidance to ensure you are able to take the necessary steps to make sure these responsibilities are met.

Introduction

Agency or temporary staff are frequently employed to fill gaps in the workforce due to short term absenteeism, for additional requirements for events and for short-term roles. The agencies and Compass have a shared duty to protect the health and safety of agency staff. This includes communicating specific job-related hazards and other information that ensures suitable staff with the correct qualifications, experience and/or skills are selected for roles.

Whilst agency staff may not be Compass employees for the purpose of tax and National Insurance, they are considered employees under health and safety legislation. Once agency staff are on site, we are responsible for providing health and safety information and training.

Procedure

To ensure that Compass fulfils its duties to protect the health and safety of its employees, it is essential that all staff are provided with information and training, including general health and safety training, site specific information as well as any role specific hazards.

Every worker must be briefed using the **HSE Agency & Temporary Staff Induction For Catering Services or For Non-Catering Services**, which cover:

- Site specific emergency, security, accident reporting and first aid information,
- Information and training in respect to hazards, risks and safe systems of work relating to general hazards as well as to specific roles and tasks,
- Housekeeping and welfare arrangements.

Every staff member must sign the document to confirm that they have been briefed. The signed document must be filed and retained for 6 years; it must be available for review by Compass Management and or Compass HSE Managers, as well as any Enforcement Officers. Staff should be issued with the last page of the document, so that they can refer to the site-specific information. Where temporary workers are employed at events, relevant information and training is provided by using the appropriate Event Packs (available on the Compass HSE website).

Depending on the role and tasks of the staff member, it may be necessary to expand training by including Safety Task Cards for relevant tasks or equipment, that are not covered by the Agency and Temporary Worker Induction. Any additional Safety Task Cards that have been communicated to the Agency or Temporary worker should be recorded in the Additional Unit /Site Hazards section of the Agency and Temporary Worker Induction.

If you have any questions or need further guidance, please contact your HSE Manager or Sector Senior HSE Manager.

Document Name	Agency & Temporary Worker Guidance	Document No	HS/G/023/02
Document Owner	Health, Safety & Environment	Date of Issue	October 2023
Classification	Internal Use	Version No	2.0