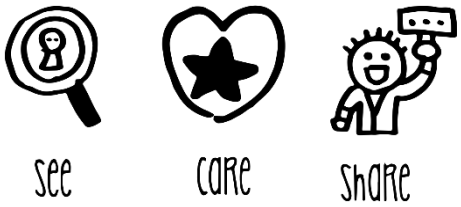

COMPASS | IRELAND

Ireland's Temporary and Agency Employee Induction Record

Unit Name:

Unit Number:

Date Completed:

Agency/Temporary Employee Name:

Name of Agency:

Please Note:

This entire document should be amended to reflect actual practices and procedures at your site

Ensure you list the COSHH task cards / COSHH Assessments and any additional risk assessments (if required) you used during thie training of this record where prompted.

Agency / Temporary employee must sign the last page to confirm they have been trained on all applicable risk

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First Aid Arrangements

STCSS08

If you becomeillor sustain an injuryin yourworkplace, you mayneedto summonthe assistance of a first aider,so it's important that you know who your first aideris, and where first aid kits, defibrillatorsand any first aid rooms which are availableare located.

Yourfirst aidersare:

Name:

First aid kits, defibrillators and firstaid rooms are located:

Name:

Yournearest hospital with Accident and Emergency is:

Name:

To call for an ambulance in an emergency dial 999 from a landline or mobile telephone.

111

For non-emergency advice call 111 from a landline or mobile telephone.

Medical conditions and prescribed medicines

If you have a medical condition or currently take any prescribed medicines, and feel that it would be beneficial to share this information with a local first aider or colleague, please speak with your line manager.

WS.STC.SSI.08.01

CompassUK&Ireland
WorkplaceSafety ManagementSystem

Fire Safety – Good Practice

STCSS01

Fireposesa risk in every workplace so it is importantthat everyoneunderstandstheir responsibilitiesto ensuresafety measuresare in place and proceduresare followedto preventa fire from starting.

Firesneedthree thingsto start:

1.A source of ignition(heat)

Sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc), and anything else that can get very hot or cause sparks.

- Heaters and lighting must never be placed close to combustible items.
- Cooking and electrical equipment should be turned off when not in use.
- Electrical equipment should be inspected regularly for signs of wear or damage.
- Smoking is prohibited in the workplace and you should only smokein the designated external locations provided.
- Any equipment which gets hot should be allowed to cool before storing away.

2. A source of fuel (somethingthat burns)

Sources of fuel include wood, paper, plastic, rubber or foam, somechemicals, loose packaging materials, waste rubbish and furniture.

- Rubbish and litter must be disposed of frequently and properly outside the building.
- Where site access is not secure, external bin lids may be kept locked to prevent arson.
- Doorways, passages, corridors,stairs and escape routes must be kept clear at all times and waste products should not be allowed to build up.
- Flammableitems must never be stored close to heat sources and should be stored in accordance with manufacturers' instructions.

3. A source of oxygen

Air is the main source of oxygen.

- Firedoors must never be propped open.
- Some fire doors may be locked for security reasons when the building is unoccupied.
- Firedoors must be unlocked at all times when individuals are in the building.
- In the event of an emergency evacuation, closewindows and doors as you evacuate (if it is safe to do so).
- Ventilation equipment should be switched off when not in use.

WS.STC.SSI.01.01

Fire Safety – Emergency Procedures

STCSSD2

It is importantthat you understandwhat to do in the eventof an emergency situation.Yourworkplace willhave a specificfire evacuationprocedureto follow.Yourlinemanagerwill explainthis to you.

Your local firewardens are:

Your fire assembly point is:

Upon arrival you report into:

In additionto understandingthe fire evacuationprocedure, yourlinemanagermust ensure you also understandthe following:

The location of all fire alarm call points and how to raise the alarm should you discover a fire.

The location of all available emergency exits and where they lead to.

The location of your fire assembly point and who to report to once you arrive.

What the fire alarm sounds like and any times when an audibility test is carried out on the fire alarm system.

Someindividuals may have difficulty hearing the fire alarm or evacuating swiftly from the building. Discuss any concerns you have with your line manager. If required they can create a Personal Emergency Evacuation Plan (PEEP)for you which will ensure your safety.

WS.STC.SSI.02.01

Internal

CompassUK&Ireland
WorkplaceSafety ManagementSystem

Fire Safety – Fire Extinguishers(correct selection)

STCSSD3

Fire fightingequipmentshouldonlybe used by trainedpersonnel(fire wardens) **unlessyour immediate safety is compromised**
In case of such an emergency,you will needto know how to select thecorrect type of extinguisher:

Signage is displayed alongside each fire extinguisher. This gives information on what type of fire the extinguisher should and should not be used on.

If a fire extinguisher appears to be damaged or if it is missing from its location, report this to the relevant person in your workplace.

Fireextinguishers should be located in areas where there is a risk of fire and also near to the exits in your working area.

Make sure you know the locations of all the fire extinguishers in your workplace.

WATER	FOAM	POWDER	CO_2	WETCHEMICAL
				
For useon wood, paper, fabrics etc.	For useon flammable liquids,oils,fats, spirits etc.	For useon mostfires (includingelectricaland flammableliquids).	For useon electricaand flammableliquidfires.	Specificallyfor use on fires in deep fat fryers.
DO NOTuse on electricalor flammableliquid fires	DO NOTuseon electricalfires	DO NOTuseon cookingoil fires	DO NOToperate in confinedspace where there is a dangerof fumes beinginhaled	DO NOTuseon LIVEelectrical equipment

WS.STC.SSI.03.01

Internal

Fire Safety – Fire Extinguishers(correct use)

STCSS04

Once you have selectedthe correct fire extinguisher,followthe PASSrule to operate.Fire extinguishersare designed for use on smallfires and willusuallyfullyextinguish such afire withinapproximately30 to 90 seconds.

1	P	Pullthe pin
2	A	Aimthe nozzle
3	S	Squeezethe lever
4	S	Sweepside to side

Caution: Fireextinguishers can be heavy. If this is an issue, once you have selected the correct extinguisher, place it on the floor at a safe distance from the fire before following the PASSoperating method.

WS.STC.SSI.04.01

Fire Safety – Fire Blankets (hot oil fires)

STCSS05

Fire blankets are locatedin kitchens where cooking with hot oilsor naked flamestakes place.Fire blankets are used to extinguishhot oil fires. Remember,some cooking equipmentmay have a fire suppression system, thus eliminatingthe need for manualintervention. Yourlinemanagerwilladvise you if there is a fire suppression system in place.

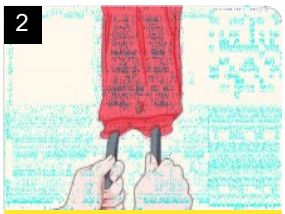
To use a fire blanketin the eventof a **hot oil fire**:

Make sure you know where all fire blankets are located.
If a fire blanket is missingfrom its location or appears to be damaged, report to the relevant person in your workplace.

1

Turn off the heat source.

2

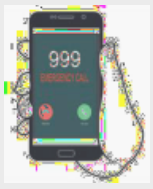


Removethe fire blanketfrom its container by pullingdown sharplyon the tabs, and open out the blanket

3

Shieldyourselffrom the fire by holdingthe fire blanketat arms'lengthin front of you. Rollthe cornersof the blanket overyour hands to protectthem.
Placethe blanket overthe fire. Do not throw it, but lay it down gently.Start with the nearside of the flamesand lay the blanketaway from you.NEVERthrow the blanketacrossthe fire, thiscan causethe flamesto creepup overthe blanket,worseningthe situation.

4



Callthe emergencyservicesEvenif you have extinguishedthe fire you willneed to make surethere isno chanceof lingeringembersor heat whichcouldcauseanotherfire.

5

Leavethe blanketat the heat sourceuntil the flameis suffocated.Thisshouldtake about15 minutes.Do not attemptto move or touchthe blanketuntilit'scoolagain.

Do not use a fire blanket on a deepfat fryer; in thiscircumstancea wet chemicalfire extinguisher shouldbe used.

Images courtesy of wikiHow.com from the article https://www.wikihow.com/Use-a-Fire-Blanket

WS.STC.SSI.05.01

Fire Safety – Fire Blankets (clothes fires)

STCSSD6

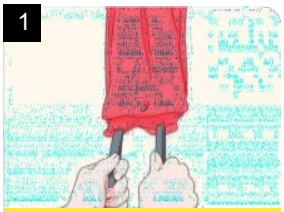
Fireblanketscan also be used to extinguishflameson an individual.

To use a fire blanket in the event of a clothes fire:

Remember

You must never put your own safety at risk. Make sure you know the locations of all emergency exits, fire-fighting equipment and any gas shut-off points.

1



Removethe fire blanketfrom its container by pullingdown sharplyon the tabs, and open out the blanket

2

Shieldyourselffrom the flamesby rollingthe corners ofthe blanketoveryour handsto protect them.

3

Wrap the fire blankettightlyaround the individuato smotherthe fire. Takecare to protect yourselffrom burns.

4

STOP,DROP,ROLL
Instructthe individuato drop to the floor and roll in the blanketuntil the fire is suffocated.

5

Seekmedicalassistancéimmediately.Burns causedby fire shouldbe evaluatedby a medicalprofessionalas soonas possibleeven if you thinkthe burns look minor.

Images courtesy of wikiHow.com from the article https://www.wikihow.com/Use-a-Fire-Blanket

WS.STC.SSI.06.01

Our Safety Behavours

Reporting Accidents, Incidents and Near Misses

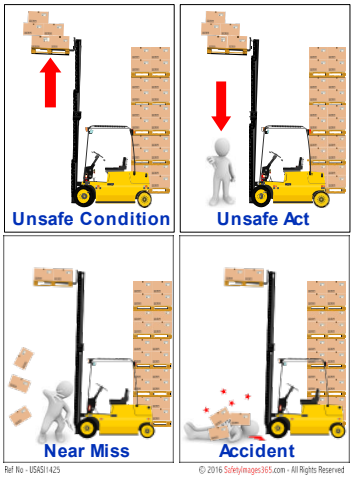
STCSS09

You have a legal duty to report to your employer all accidents and incidents, however trivial, which occur during working hours, regardless of whether they occur on or off site. Your line manager will upload the incident to the AIR3 reporting system and will carry out an incident investigation with you.

Hazard spotting and reporting near misses

Reporting accidents is an important responsibility, but this is very much a reactive activity. We place a high importance on reporting and removing hazards before they lead to someone getting hurt.

If you spot a hazard or dangerous situation which you cannot resolve yourself, you must report it as soon as possible. Report any hazards or other issues to your line manager.



UNSAFE CONDITION	A condition in the workplace which, if unnoticed or ignored, has the potential to cause injury, illness or damage to property.
UNSAFE ACT	The actions of an individual when carrying out a task or other activity in a way that has the potential to cause injury, illness or damage to property.
NEAR MISS	An event which has occurred and had the potential to cause injury, illness or damage to property but didn't.
ACCIDENT	An event which has occurred and has caused injury, illness or damage to property.

We treat accidents seriously, not from a culture of blame, but as a means to understand why they happen and to learn how to prevent them in the future.

Although accidents during business travel (such as driving) are required to be reported to insurers, you also have a duty to report this as an accident at work.

It is really important that all accidents are reported promptly, and this must be done as soon as possible.

AIR3
ALL INCIDENT REPORTING SYSTEM

WS.STC.SSI.09.01

Use of Personal Protective Equipment (PPE)

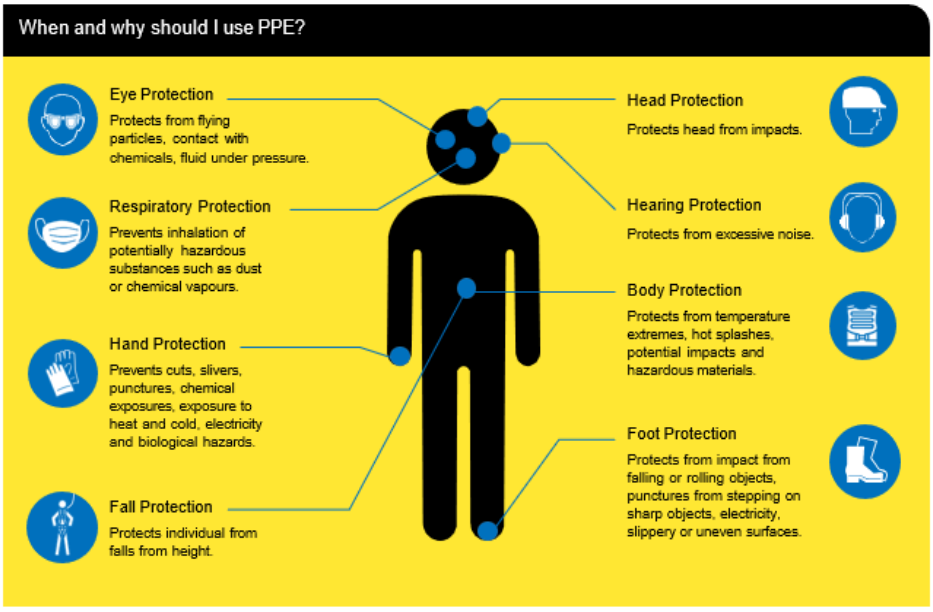
STCSSI 14

Even where control measures are in place to reduce risk, and safe systems of work have been applied to work tasks, some hazards may still remain. If PPE is still needed after implementing other controls, then your line manager will issue this to you and train you to use it correctly.

If you use PPE you must:

- Ensure PPE fits correctly
- Keep PPE clean, in good condition and store it correctly
- Not share PPE with others
- Make sure that if more than one item of PPE is worn at the same time, they can be used together. For example, wearing safety glasses may disturb the seal of a respirator, causing air leaks
- Ensure single-use PPE is used only once and disposed of correctly
- Select the correct PPE for the task
- Only use PPE which is certified with the current CE mark
- Not use damaged or faulty PPE

When and why should I use PPE?



WS.STC.SSI.14.01

Electrical Safety

STCSSI15

Electricitycan kill or severely injurepeopleand causedamageto property. However,you can take simpleprecautionswhen workingwith or nearelectricityand electricalequipmentto significantlyreduce the risk of injuryto you and others aroundyou.

What are the hazards?

The main hazards of working with electricity are:

- Electric shock and burns from contact with live parts.
- Injury from exposure to arcing, fire from faulty electrical equipment or installations.
- Explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts.

Electric shocks can also lead to other types of injury, for example by causing a fall from ladders or scaffolds etc.

Remember:
All portable electrical equipment must display a current (in-date) PAT test sticker!

Before using any portable electrical equipment the user must check the item for:

- Damage (apart from light scuffing) to the supply cable, including fraying or cuts
- Damage to the plug or connector, such as the casing cracking, or the pins being bent
- Inadequate joints, including taped joints in the cable
- The outer sheath of the cable not being effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing
- The equipment having been subjected to conditions for which it is not suitable, for example it is wet or excessively contaminated
- Damage to the external casing of the equipment
- Loose parts or screws
- Evidence of overheating (burn marks or discolouration)

These checks also apply to extension leads, plugs and sockets.

Never overload plug sockets or 'daisy chain' extension leads	Store electrical items correctly	Use electrical appliances only for their intended use	Never attempt to repair electrical equipment
Check plugs, leads, connection points and plug sockets for damage	Wrapping cables around appliances can damage them. Items should not be exposed to moisture	Items should only be used in accordance with manufacturers' guidance	Always report defects to ensure a competent person repairs equipment

WS.STC.SSI.15.01

Slips, Trips and Falls

STCSSI10

Slip, trip and fall potential:

ENVIRONMENT
Bright lighting and sun reflection can cause glare on smooth or shiny flooring and stop people from seeing hazards. Poorly lit areas such as corridors and stairways will also prevent people from seeing hazards. Rainwater walked in at the entrance to a building can cause slip hazards. Winter conditions will also create slip hazards when snow and ice are present.

PEOPLE
Human behaviours can create hazards in the workplace. Items placed in walkways, build-up of waste, fallen debris, wet floors, spillages and rushing can all contribute to slips, trips and falls. Don't walk on by, deal with hazards when you spot them.

FOOTWEAR
Footwear must be suitable for your working environment. If you have been provided with safety footwear you must wear it! If you have any concerns with suitability of footwear, discuss with your line manager.

CONTAMINATION
People rarely slip on a clean, dry floor. Contamination is involved in almost all slip accidents, that is anything that ends up on a floor, such as rain water, oil, dust. If a floor has a smooth surface, even a tiny amount of contamination can be a real slip problem. Care must be taken when selecting floor cleaning products. Some can leave a residue which will cause slip hazards.

CLEANING
Wet floors from mopping, and trailing cables from vacuums, can cause slip and trip hazards. Timings of when these work activities are carried out must be considered and safety signage displayed to warn others of the potential hazards.

FLOORING
Worn, poorly maintained or raised floor coverings and matting, uneven or broken tiles, slabs and concrete, changes in floor surface level, narrow staircase footings, lack of warning signage and incorrect selection of flooring type will cause slip, trip and fall hazards. If you spot any damage or potential hazards, report them to your line manager.

Did you know?

UK Health and Safety Executive statistics show slipping and tripping to be the single most common cause of major injury in UK workplaces. Slips and trips are often the initiators of accidents attributed to other causes, such as some machinery accidents, scalding and falls from height.

"Spot a hazard and can't sort it? – REPORT IT!"

WS.STC.SSI.10.01

Manual Handling

STCSSI12

Did you know?– One in three accidentsat work is caused by manualhandling,with many accidentsresultingin musculo-skeletal injuries. Every year 300,000peoplein theUK suffer from back paindue to manualhandlingaccidents.

Always assessthe risks before carrying out the task!

T TASK

Considerthe activityitself,i.e. the lifting,lowering,carrying, pushingor pulling.Does the taskinvolverepetitivemovements, strenuousmovements,long distancesor unevenweightdistribution?

I INDIVIDUAL

Consideryour capabilitiesbefore carryingout the manual handlingactivity.For example,how strong,fit or able are you? Are you capableof manualhandlingalone?Do you need assistance?

L LOAD

Considerthe objector personthat is beingmovedand look at how thismay affecthealthand safety.For example,is the load particularlyheavy,bulky,hard to grasp or unstable?

E ENVIRONMENT

Considerthe area and look at how this couldmakethe manual handlingtask unsafe. Is the floorslipperyor uneven?Are there slopes?Is there sufficientlighting?Are there any trip hazards?

O OTHERFACTORS

Are there any other factorswhichneed to be considered? Is any PersonalProtectiveEquipment(PPE)required?

- Conduct a manual handling risk assessment
- Ensureyou have the correct manual handling training
- Usemechanical aids wherever possible
- Plan the route before you start
- Work from a stable base
- Hug the load when carrying
- Bend your knees when lifting and lowering
- Avoid twisting or leaning
- Keep your head up
- Know your limits
- Push a load rather than pull it

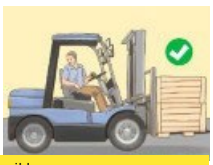
If you carry out significantmanual handlingactivities withinyourrole, you willbe providedwith additional in-depth manual handlingtraining.Speak to your line managerif you have any specificconcerns.


Bend kneesback straight.


Hug the load,head up.


Lowergently,do not stoop.


Get helpwhen required.


Usemechanicalaids whereverpossible.

WS.STC.SSI.12.01

Working with Chemicals (COSHH)

STCSSI 13

In order to work safely with chemicals, you must be aware of what they are, how they can cause harm and the safety guidelines for their use. If you will be required to use chemicals or are exposed to chemicals within your workplace, your line manager will ensure you have received the necessary training and information. **You will be trained on the appropriate COSHH Assessment and Task Card**

What do the COSHH symbols mean?

The 10 Golden Rules for Working with Chemicals

1 Only use chemicals if you have been trained to use them. Your line manager will ensure you receive the required training.	2 Be sure you can read the labels and follow the instructions for use. Never guess what chemical is in the container.	3 Always follow the safety rules and safe working practices in the workplace. Always use chemicals in accordance with manufacturers' advice.	4 Be sure you know what first aid treatment is required if you or anyone else comes into contact with chemicals.	5 Use the recommended Personal Protective Equipment (PPE). It is provided to you to keep you safe! Do not use damaged or faulty PPE.
6 Dilute chemicals according to manufacturers' recommendation. Never change dilution rates as the concentration may become harmful.	7 Do not mix chemicals. Some chemicals when mixed can react, causing explosions, toxic fumes and corrosive solutions.	8 Never put chemicals into or use chemicals in unmarked containers. This is dangerous for anyone who attempts to use an unknown product.	9 Never put chemicals into bottles or containers that have other uses, for example, eating or drinking. Residue can be harmful to health if ingested.	10 Report any damaged containers, spills or faulty containers or dispensers to your line manager. Safety is everyone's responsibility!

WS.STC.SSI.13.01

Use of Work Equipment

STCSSI17

There are many different types of work equipment and it is likely that you will be required to use such equipment as is relevant to your role. If so, your line manager will identify all equipment you are expected to use and where its use poses a significant risk to safety, will ensure you are trained to use it safely, without risk to yourself or others.

What you must do to ensure equipment is used safely

Only use equipment if you have been trained to do so and in line with any manufacturers' instructions

Make sure you are confident you know how to use the equipment safely and if large, heavy, or awkward, that it is within your physical capabilities. If you have any concerns, do not use the equipment and speak with your line manager.

Inspect equipment before use (pre-use checks)

Pre-use checks should be undertaken by the operative to ensure the work equipment is safe to use. Checks should focus on the condition of the equipment, checking for any damage or deterioration, particularly focusing on parts of the equipment necessary for its safe operation, such as on-off switches, cables, any structural parts and any charging accessories required.

Store equipment correctly and safely when not in use

Equipment must be stored securely, in a suitable location, to ensure that it does not pose a risk to others and is not susceptible to damage. Care should be taken when storing electrical equipment to ensure it will not come into contact with water. If charging equipment is used, cables must not present trip hazards. Charging devices must only be used for the intended piece of work equipment.

Report all defects

All defects must be reported to the relevant individual and equipment labelled to identify it. It should not be used and should be removed from use (or from the location where it is likely to be used) until it is repaired or replaced.

WS.STC.SSI.17.01

Use of Gas Appliances

STCSSI16

Gas can kill or severely injure people and cause damage to property. If gas appliances, such as ovens, cookers and boilers, are not properly installed and maintained, there is a danger of fire, explosion, gas leaks and carbon monoxide (CO) poisoning.

Gas appliances can only be maintained and serviced by someone who is a Gas Safe registered engineer. It is illegal for an unregistered person to carry out work on any domestic gas appliance.

You must **never** attempt to carry out repairs or modifications to any gas equipment. Always report defects to ensure a competent person repairs equipment.

Check gas equipment before use

Check controls, ignition switches and connections and look at the general condition of equipment and any visible pipework/ hoses for damage.

If you suspect a gas leak report it immediately

Report to the relevant person on site. Open doors and windows where possible, do not switch any electrical equipment or lighting on or off and evacuate the area.

Gas bottles must be kept in a locked outdoor store away from the main building with a sign indicating **No smoking or naked flames.**

Taking simple precautions when working with, or near, gas equipment will significantly reduce the risk of injury to you and others around you.

- You must only use gas appliances if you have been trained
- Ensure you know the location of the main gas isolation button in case of emergency
- Never leave gas equipment switched on unattended
- Only light gas equipment with the ignition switch supplied
- If there is no ignition switch then a long-handled taper should be used
- Always switch off gas equipment at the end of the shift
- NEVER blow out the flame, always turn off at the controls
- Do not store sources of fuel or combustibles near to naked flames

Safe use of LPG Gas Bottles

- Check for any obvious signs of damage to the pipes or fittings. If in doubt consult a Gas Safe registered engineer for advice.
- Follow the manufacturer's instructions and the instructions on the gas canister.
- Make sure the tap is turned off before changing the gas cylinder.
- Change cylinders outdoors if possible or in a well ventilated area.
- If you suspect a leak to the cylinder or pipe work, do not use and report it to the relevant person.
- Ensure the gas bottle is upright at all times.
- Ensure equipment carries a British Standard Kite Mark or European C.E mark.

If you are involved in the connection of single LPG bottles to a piece of equipment such as a BBQ then you should complete an online safe use of LPG course. All other types of LPG connections for events should be completed by a GAS SAFE Engineer.

WS.STC.SSI.16.01

Safe Systems of Work		
Safety Risk	Hazard	Key Control Measures
Burns and Scalds	Hot Containers Hot Food and Liquids Hot Kitchen Equipment Steam Hot Water	- When opening doors on ovens and dishwashers, only open partially at first to allow the steam to escape - Do not use shelves in the oven if they are above eye level for food containing liquids - Always use oven gloves when handling hot trays/containers and when removing them from ovens - Always inform the kitchen porter if putting a hot tray/container in the wash up area - When removing covered items from ovens/steamers always tilt the container up and back towards the oven to allow any water/condensation to filter off - Always wear non-latex marigold style gloves when washing up to protect your hands - Be aware of your surroundings particularly in the kitchen where hot equipment is located
Cuts	Sharp Knives Broken Glass and Crockery	- Always use the correct knife for the task and keep your fingers clear of the blade at all times - Concentrate at all times and do not allow yourself to be distracted when using a knife; if someone needs to talk to you, stop what you are doing - If any glassware or crockery shows signs of damage, remove it from service and alert your supervisor - When clearing broken glass and crockery, always use a dust pan and brush; never pick it up with your bare hands - Always dispose of breakages in a designated broken glass and crockery bin or wrap it securely in cardboard before placing in general waste. - You must wear a cut protection glove if using a knife
Slips, Trips and Falls ***(broken bones, bruises)***	Wet Floors Cables across walkways Objects stored in walkways	- Always ensure spillages are cleared up immediately - Make use of wet floor signs and verbally warn others around if you spot a spillage - Ensure trailing cables are secured to prevent trip hazards - If you spot something blocking a route, remove it and relocate it to a safer position if you can; alternatively warn others and report to your supervisor - You must be wearing slip resistant shoes
Manual Handling ***(back injuries and muscle strains)***	Large items Repetitive handling Heavy crockery	- Ensure that you do not lift or handle anything you do not feel comfortable or capable of doing - Always use trolleys or other aids where available - Ask for assistance from a colleague when handling heavy or awkward items - Check the route you are taking before manual handling to ensure it is clear and free of hazards

Chemicals ***(burns and ingestion/ inhalation)***	**Concentrated chemicals**	- **Always wear googles and gloves when handling, decanting or dispensing concentrated (non-diluted) chemicals** - **Never spray chemicals in the direction of colleagues or guests** - **Ensure you read the label on the chemical to understand what it should be used for**
Manager / Trainer : Please list the COSHH task cards you trained the employee on:		
Electrical Safety (electric shock and fire)	Electrical Equipment	- Always ensure electrical equipment is switched off when not in use - Always switch off equipment before cleaning it - Never touch electrical equipment or sockets with wet hands - Always conduct a visual check of equipment before use, check for: • Obvious damage to equipment and loose or missing screws or other fixings • Burn marks or staining on wires or around plugs and sockets • Coloured wires being visible where the cable is fixed into the plug • Damaged cables: cuts, abrasions or squashed/ trapped under or between heavy furniture or equipment or tape covering damage, bent plug pins • Plug and socket have no signs of damage with cracked or broken casings • Wires stored or laid n such a way that they are a trip hazard or can be pulled from the socket or equipment. - Where equipment is damaged or defective it must be isolated and removed from use with a “Do not use” sign, until repaired by a competent person
Gas Safety (fire and explosion)	Gas Equipment	- When lighting gas equipment, you must use a long-handled match or taper; do not use a standard cigarette lighter - If the appliance fails to light first time, turn the gas off to the appliance and allow it to ventilate for at least 3 minutes before attempting to relight it - Ensure you know the location of the main gas isolation switch for your kitchen; if there is a suspected gas leak or other gas risk, then the gas should be isolated immediately, and a gas engineer called. You should then ventilate the area and if needed evacuate the kitchen until a gas engineer can investigate - Under no circumstances should anyone smoke in the vicinity of the kitchens; designated smoking areas are available - No combustibles or waste materials should be stored near to the Gas Equipment - Under no circumstances should you attempt to interfere with the Gas Equipment or installation,

Manager / Trainer : Please list the additional risk assessments you completed with the Agency of Temporary Employee (if not covered in the above pages)

FOOD SAFETY - HACCP SUMMARY

Manager / Trainer : Ensure you have been trained on the Kitchtech (or other digital HACCP) Monitoring system. In the case of the digital monitoring not working or in use ensure you record on the paper record)

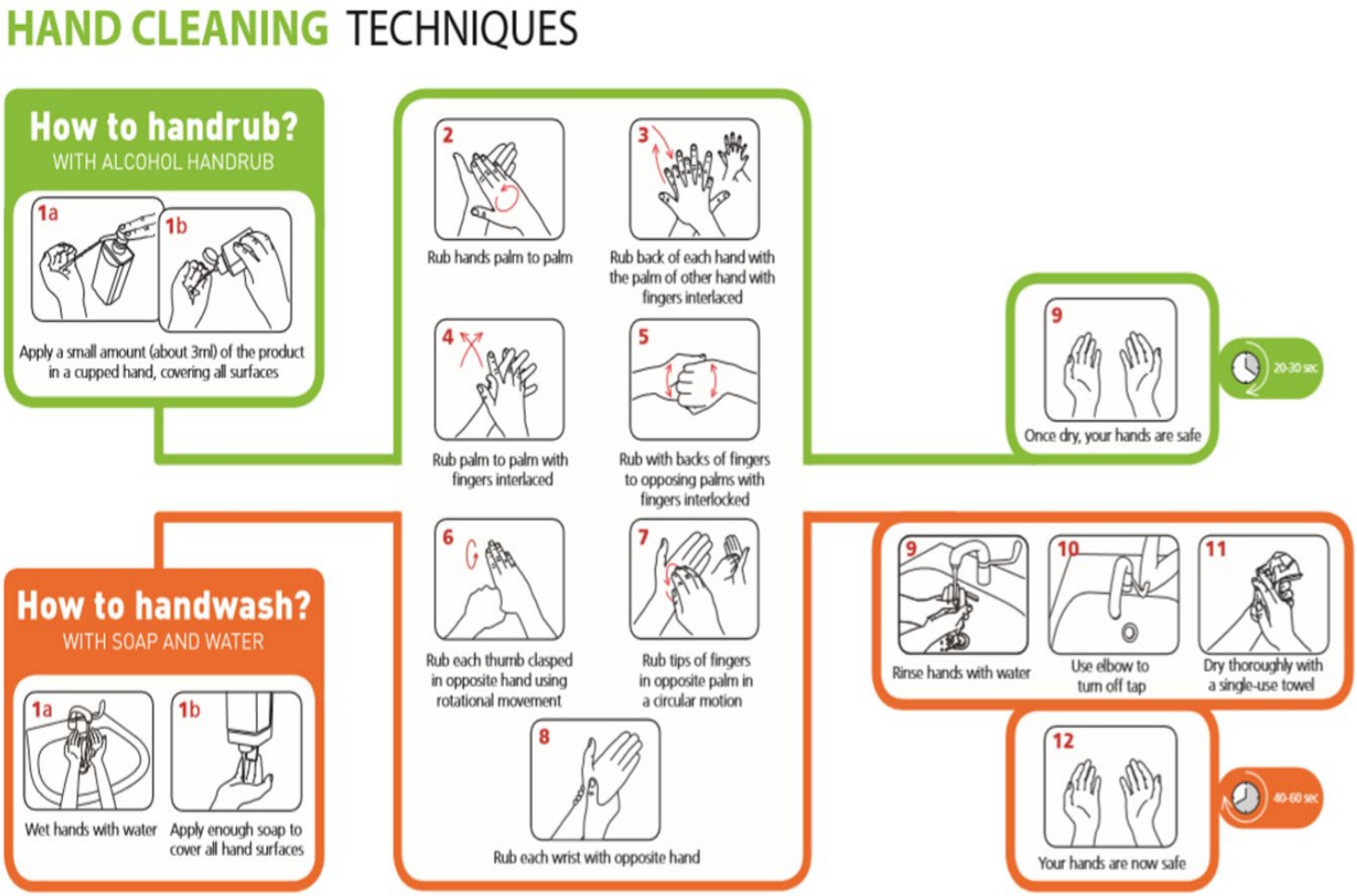
PROCESS STEP	HAZARD	CONTROLS	MONITORING	CORRECTIVE ACTIONS
PLANNING FOOD SERVICE	Microbiological – inherent contamination Physical contamination Chemical contamination	Ensure adequate equipment and facilities for storage, preparation, production and service Plan menus in advance	Check that facilities and equipment are in good order and well maintained Review menus	Report repair & maintenance issues Revise storage, prep & service as required
PURCHASE & FOOD DELIVERY	Microbiological – inherent contamination, bacterial growth, cross-contamination Physical contamination Chemical contamination	Use authorised suppliers Check food deliveries on receipt Temperature limits: chilled 5°C, frozen -18°C (or -15°C between pack) Use a dedicated probe thermometer to check the temperature of all chilled and frozen food deliveries. Visual inspection	Supplier audits and records Check and record temperature of all chilled and frozen deliveries Check and record condition of food and packaging Batch Codes must be recorded for Meat, Fish, Dairy and Eggs	Reject deliveries of chilled food above 5°C and frozen foods above -18°C (or -15°C between pack) Reject any foods with expired shelf life Reject foods with damaged packaging
CHILLED FOOD STORAGE	Microbiological – inherent contamination, bacterial growth, cross-contamination Physical contamination Chemical contamination	Food stored at 5°C or below Raw and cooked foods kept separate Food covered and labelled Stock rotation – food used within shelf life dates • Sandwiches/rolls – day of production plus 1 day • Unit prepared food – 72 hours / 3 Days • Opened product – manufacturer instructions or 72hrs Use a dedicated probe thermometer when checking the temperature of storage areas.	Check and record refrigerated food temperatures twice daily using a food simulant Visually check and ensure fridges are being recorded through the digital HACCP monitoring. A manual record must be done weekly weekly	Follow procedure for refrigerator breakdown in emergency manual Discard any foods with expired shelf life
FROZEN FOOD STORAGE	Microbiological – inherent contamination, bacterial growth, cross-contamination Physical contamination Chemical contamination	Food stored -18°C or below. Raw and cooked food kept separate Food covered and labelled Stock rotation – food used within shelf life dates • Purchased product – manufacturer instructions • Frozen in unit – use within 3 months	Visually check and ensure freezers are being recorded through the digital HACCP monitoring. A manual record must be done weekly weekly	Follow procedure for refrigerator breakdown in emergency manual Discard any foods with expired shelf life
DRY FOOD STORAGE	Microbiological – inherent contamination, bacterial growth, cross-contamination Physical contamination Chemical contamination	Cover, wrap or package/contain all foods Maintain separation of raw/unwashed foods from other product Ensure all foods are labelled Stock rotation – food used within shelf life dates	Visually check storage areas daily for correct storage, stock rotation, shelf life, pest activity and cleanliness	Review cleaning procedures Discard any foods with expired shelf life
FOOD PREPARATION	Microbiological – bacterial growth, cross-contamination Physical contamination Chemical contamination	Observe personal hygiene standards Hand washing Sanitise equipment and surfaces Separate raw and cooked food preparation Avoid holding foods at ambient temperature for long periods	Supervise preparation procedures Adhere to cleaning schedules	Revise cleaning and food handling practices as required
DEFROSTING FOOD	Microbiological – bacterial growth, cross-contamination Physical contamination Chemical contamination	Defrost in a refrigerator Defrost in a container of adequate size to prevent juices from leaking. Separate raw and cooked/ready to eat foods Ensure adequate product labelling	Check foods are completely defrosted before using Complete defrosting record	Do not prepare food until fully defrosted Take care not to exceed shelf life date.

EVENT FOOD SAFETY MANAGEMENT - HACCP SUMMARY

PROCESS STEP	HAZARD	CONTROLS	MONITORING	CORRECTIVE ACTIONS
COOKING	Microbiological – bacterial survival, Physical contamination Chemical contamination	Core temperature of at least 75°C must be achieved Whole meat cuts, such as steaks, and some fish, such as salmon, may be cooked to lower than 75°C Sanitise the probe thermometer before each use	Ensure food temperatures are checked and recorded on completion of cooking Where foods are cooked to less than 75°C this must be recorded on the temperature record	Continue cooking until 75°C is achieved
CHILLING/FREEZING	Microbiological – bacterial survival and growth, cross-contamination Physical contamination Chemical contamination	Rapid chilling with blast chiller, where available Commence blast chilling within 30 minutes of cooking and continue until core temperature of 5°C is achieved. Where no blast chiller is available, cool to ambient within 90 minutes and transfer to refrigerator. If to be frozen, transfer to freezer immediately. Ensure product is adequately labelled Shelf life chilled – 72 hours Shelf life frozen – 3 months	Check and record food temperatures and timings Check food labels are adequate and show shelf life	Continue with rapid chill until 5°C is attained. Adjust process to assist with rapid temperature reduction e.g. reduce thickness and bulk of foods, increase surface area
REHEATING	Microbiological – bacterial survival and growth, cross-contamination Physical contamination Chemical contamination	Core temperature of at least 75°C must be reached Never reheat foods more than once	Check and record food temperatures on completion of reheating	Continue heating until 75°C is achieved
HOT HOLDING & SERVICE	Microbiological – bacterial growth, cross-contamination Physical contamination Chemical contamination	Display/serve hot food at 63°C or hotter Protect food on display from contamination risk Use within 2 hours if no hot holding Provide appropriate clean serving utensils	Check and record hot holding and service temperatures of food at commencement and during hot holding/display Visually check and supervise food service standards.	Hot food at less than 63°C for more than 2 hours must be discarded
COLD FOOD SERVICE	Microbiological – bacterial growth, cross-contamination Physical contamination Chemical contamination	Display/serve cold food at 5°C or less Protect food on display from contamination risk Use within 4 hours if above 5°C Provide appropriate clean serving utensils	Check and record cold food service temperatures of food at commencement and during display Visually check and supervise food service standards	Cold food at above 5°C for more than 4 hours must be discarded

NOTE: Full HACCP is held in the Managers office.
Compass Food Safety Management System, including A to Z guidance can be accessed on the Compass HSE website on an on-line computer in the office.

Infection Control



Personal infection control

- Good hand hygiene – Remember washing hands is more effective than using hand sanitiser – wash hands between tasks
- Cough & Sneezes
    - Cover mouth & nose with a disposable tissue
    - Promptly dispose of the tissue
    - Wash your hands
- Keep our work place clean & tidy
- Sanitise work surfaces and hand contact surfaces regularly
- Regularly launder your work clothing / uniform and ensure it is clean each day

FOOD SAFETY DISCUSSION

Avoiding Cross Contamination - Kitchen

ARE YOU ALLERGEN AWARE?

WHAT YOU'RE GOING TO LEARN

In this Safety Conversation you will learn about cross contamination and the controls we should have in place to reduce the risk of allergic reactions caused by cross contamination and cross contact. .

HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand how to prevent cross contamination
- Learn how control the risk of allergen incidents caused by cross contamination

WHAT YOU NEED TO KNOW

Cross-contamination

Cross-contamination is one of the most common causes of food poisoning and allergen transfer. It happens when harmful germs or allergens are spread onto food from other food, surfaces, hands or equipment. It's very important to prepare food safely, to help stop harmful germs and allergens from spreading and growing.

Preventing Cross-contamination

Cross-contamination can be avoided by regular hand washing, following correct cleaning procedures, by having dedicated equipment, following recipe specifications and with clear communication with the front of house staff.

COLLEAGUES

- Ensure good personal hygiene, including clean uniform / overalls
- Always wash hands between handling known allergen containing foods
- Wear disposable apron / gloves when preparing allergen free foods

STORAGE

- Once opened store dry goods in sealed plastic containers to minimise accidental spillage
- Ideally store seperately any allergen "free from" food ingredients or products
- Adopt good housekeeping and cleanliness standards within dry goods storage areas

PREPARATION

- Clean and sanitise the worksurface before preparation of each dish
- Thoroughly wash hands before commencing each task
- Consider use of disposable gloves / apron between prepration of each dish
- Always use seperate utensils / equipment between preparation of each dish
- Leave ingredients within their original packaging or lidded containers until ready for use
- Re-seal and put away into storage any allergen containing ingredients immediately after use
- Do not store chopping boards or other cooking utensils underneath food preparation work surfaces where known allergens are being handled in case food debris falls onto them

COOKING

- Cook seperately any known allergen free meals
- Always use clean pans / cooking equipment for each dish being made
- Do not use shared equipment e.g. stiring spoons / ladels between different dishes
- If possible use seperate fryers or clean oil for any allergen free items being cooked
- Where possible cover food during cooking to prevent accidental splashing from one dish to another

CLEANING

- Thoroughly clean down and sanitise all work surface between preparation of each dish
- Wash all equipment through a dishwasher as it is the only effective way of removing allergen traces
- Dismantle complicated equipment and clean via a dishwasher cycle
- Undertake an additional thorough clean after 'dusty' or powder based preparation methods

THE ESSENTIALS OF FOOD HYGIENE

FOOD HANDLER INDUCTION SAFETY CONVERSATION

WHAT YOU MUST DO

Read the essentials of Food Hygiene to understand what is expected of you as a food handler.

You are breaking the law and are in breach of company policy if you do not follow these rules.

Please ask your lead chef if you have any questions.

THE ESSENTIALS OF FOOD HYGIENE

Personal Hygiene

- Keep yourself clean and wear clean clothing.
- Tell your supervisor, before commencing work of any skin, nose, throat, stomach or bowel trouble or infected wound.
- Cover cuts and sores with a waterproof, high visibility dressing such as a blue plaster.
- Always at or drink away from a food room and never cough or sneeze over food.
- Follow the site's no smoking policy.
- Wash your hands thoroughly, before handling ready to eat food, after using the toilet, after handling raw foods, after handling unwashed fruit and vegetables, after handling raw food packaging or waste, before starting work, after every break and after eating, smoking or blowing your nose.
- Always consider the potential for cross-contamination between raw meat, unwashed fruit and vegetables, their packing and ready-to-eat foods within the catering operation.
- Remember it only takes a few bacteria or viruses (germs) to make someone ill.
- Avoid unnecessary handling of food.

Safe Food Preparation

- Always follow food safety instructions on food packaging and from your supervisor.
- Check deliveries for damaged packaging and leaked meat juices to ensure ready to eat foods have not become contaminated. Reject the delivery and tell your supervisor if you suspect contamination has occurred.
- Prepare food as close to service time as possible.
- Keep handling, preparation, storage of raw meat, unwashed fruit and vegetables and ready to ready to eat food strictly separate. Follow the system at your site.
- Use separate complex equipment such as mincers, vac packers and slicers for raw and ready to eat foods.
- Keep perishable food either refrigerated or piping hot.
- Reheat food to ensure it gets piping hot.
- Make sure you know what to do if a customer asks you if a product contains something they are allergic to (check with your manager for your unit procedure).

Cleaning and Sanitising

- Clean as you go and only use the approved sanitisers.
- Use the 2-stage cleaning process to clean work surfaces, sinks and equipment after preparing raw foods and unwashed fruit and before preparing ready to eat foods.
- Follow the correct cleaning product instructions and where appropriate use the correct contact times.
- Wash food equipment used in the preparation of raw foods separately from equipment used to prepare ready to eat foods.
- Ensure food equipment and clean crockery cannot become contaminated from splashes during cleaning.
- Make sure cleaning equipment such as cloths used for raw food preparation areas are not used to clean ready to eat areas.

DATE LABELING INFORMATION

IMPORTANT

THE GUIDANCE BELOW IS HOW TO CORRECTLY COMPLETE THE FOOD LABELS IN LINE WITH COMPANY POLICY.

COMPLETING THE LABEL CORRECTLY:

FOOD SAFETY & ALLERGENS

Product: Chicken curry

	DATE	TIME	DISCARD ON DATE	DISCARD ON TIME	INITIALS
DECANTED/ OPENED					
REFRIGERATED	28/4	11am	1/5	11am	PC
FROZEN					
DEFROSTED					

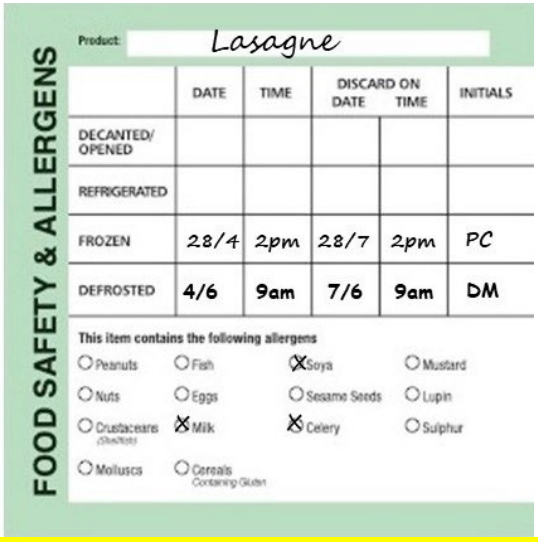
This item contains the following allergens

○ Peanuts	○ Fish	○ Soya	☒ Mustard
○ Nuts	○ Eggs	○ Sesame Seeds	○ Lupin
○ Crustaceans (Shellfish)	☒ Milk	☒ Celery	○ Sulphur
○ Molluscs	○ Cereals Containing Gluten		

CORRECT DETAILS

1. **Only one product per label**
2. **Label completed fully**
3. **Clear date and time of storage detail**
4. **Correct 72 hour storage detail**
5. **Use one label for each section**
6. **Initials (not signature) should be clear and legible**

EXAMPLE:
The lasagne was removed from the freezer at **9am** on **4 June** and put in the fridge to defrost.
It must be used within 72 hours, so a **Discard On** date and time of **9am** on **7 June** has been applied.



FOOD SAFETY & ALLERGENS

Product: Lasagne

	DATE	TIME	DISCARD ON DATE	DISCARD ON TIME	INITIALS
DECANTED/ OPENED					
REFRIGERATED					
FROZEN	28/4	2pm	28/7	2pm	PC
DEFROSTED	4/6	9am	7/6	9am	DM

This item contains the following allergens

○ Peanuts	○ Fish	☒ Soya	○ Mustard
○ Nuts	○ Eggs	○ Sesame Seeds	○ Lupin
○ Crustaceans (Shellfish)	☒ Milk	☒ Celery	○ Sulphur
○ Molluscs	○ Cereals Containing Gluten		

SHELF LIFE INFORMATION – DISCARD ON DATE AND TIME:

- **Decanted dry foods** – manufacturer's original 'Best Before' date, unless otherwise instructed by the manufacturer e.g. once opened refrigerate and use within 4 weeks.
- **Unit produced refrigerated foods** – date and time of production plus 72 hours (or three days including day of production)
- **Purchased refrigerated foods** – date and time of opening plus 72 hours, / 3 days unless manufacturer's instructions are different. (Always follow any manufacturer's specific instructions relating to shelf life). 72 hour (with the time – should not be used for rice or dressed salads – The three day rule will apply then
- **Sandwiches and filled rolls, yoghurt and fruit pots** – day of production plus 1 day.
- **Unit produced bakery goods** –day of production plus 6 days (this would include scones, flapjacks, brownies etc. Any products **with fresh cream** should **be date and time of production plus 72 hours.**
- **Unit frozen foods** – no more than 3 months forward, including date of production/freezing. If freezing bought in chilled products this must be done at least 3 days prior to the manufacturers use by date.
- **Defrosting foods** – label with date and time of defrost (date/time taken out of freezer and put into fridge) then a 'Discard on' date and time of plus 24 hours

Additional Unit Specific Information

Input the unit specific details below	
Welfare Facilities	
Uniform	
Valuables	
Customer Service	Deal with customers in a polite, helpful and friendly manner. Refer any queries you cannot deal with to another member of the team. If you feel threatened at any time alert your manager/ supervisor immediately and ensure you know how to raise the alarm.
Violence at Work	If you feel threatened or intimidated at any time, or if you observe any aggressive or inappropriate behaviour, report this to your manager immediately and ensure you know how to raise the alarm.
Additional unit specific Information	

Employee Declaration

By signing this briefing record, I hereby confirm that I have received a Health and Safety briefing for working at (Unit Name) _____. I agree to follow the instructions provided at all times when working at (Unit Name) _____.

Employee / Agency Employee Name:		**Signature:**	
Manager / Trainer Name:		**Signature:**	