

# Chartwells New Manager HSE Guide



## **Introduction**

- ❖ This guide has been designed to introduce you to Chartwells HSE Standards and Processes.
- ❖ Read this guide carefully and use for reference to ensure your unit is HSE compliant.
- ❖ This guide will allow you to identify the HSE Management System and compliance to our standards.
- ❖ It will also give you knowledge & understanding of our HSE Website where you will find all the tools and information required.

Please contact the HSE Helpline and they will put you in touch with the relevant HSE Manager for support

**HSE Dept Office Hours (9am - 5pm):**  
**Tel Number: +44 (0)121 457 5194**

**HSE Dept Outside Office Hours:**  
**Tel Number: +44 (0)121 457 5370**

**Email: [HSE@compass-group.co.uk](mailto:HSE@compass-group.co.uk)**

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## Compliance Pack

In your unit you will find the latest version of the HSE Compliance Pack which contains:

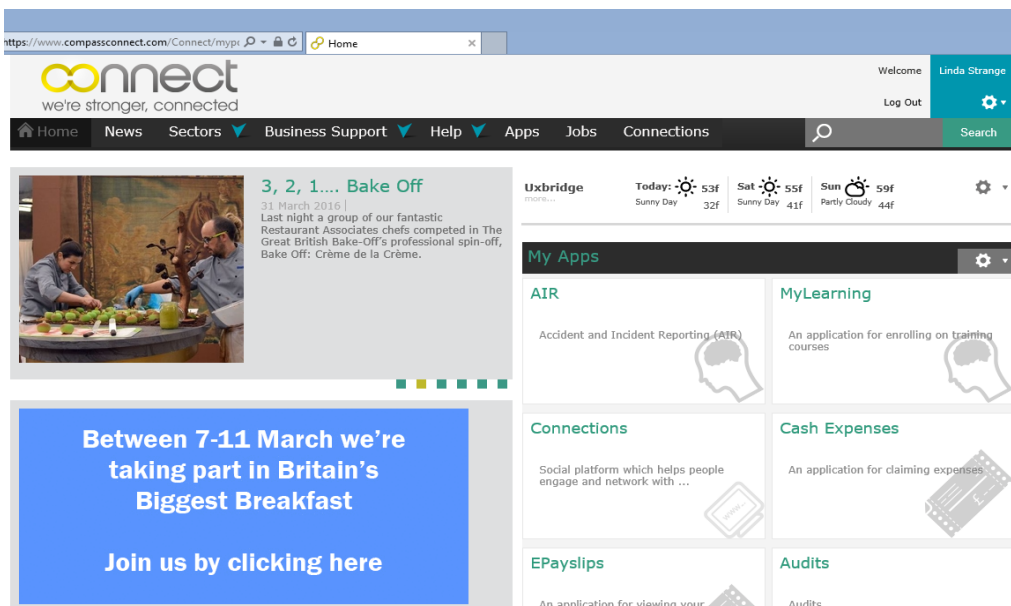
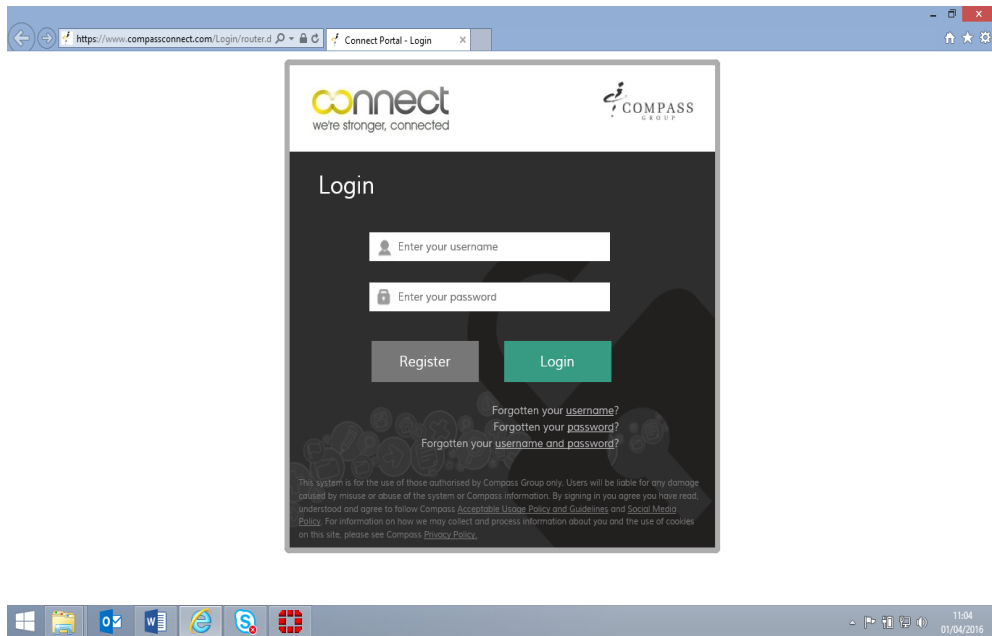
- ❖ **HSE Log Book** – Daily/Weekly/Quarterly Records should be completed in the book.  
**NB** Large units may be using the full managed system, which can be printed from the HSE Website
- ❖ **The Food Safety Management System** - this should be reviewed by the Unit Manager every 12 months, as a new manager to the business, you should make yourself familiar with the HACCP processes and validate the relevant Hazard Analysis. Any team member using the processes should have been trained on the principles of HACCP and reviewed the Hazard Analysis
- ❖ **Risk Assessment Pack** – This pack contains Mandatory, Catering and Common Risk Assessments required in the business. All relevant Risk Assessments to your unit must be reviewed every 3 years, unless there is a change in equipment or process or an incident has occurred. Each section has a summary sheet which is completed on review; each team member should have an individual Training Record Card and should have reviewed and signed for any Risk Assessments relevant to their role from each section
- ❖ **Unit Managers Emergency Manual** – This must be completed with correct current unit details; this should be easily accessible and used for reference in case of any emergency
- ❖ **The Environment Toolkit** – This must be completed and reviewed annually



## **First things first – Accessing Compass Connect**

Compass Connect is an online portal where you will have access to the HSE Website and the AIR3 reporting portal, also your mandatory E Learning; your Buddy will assist with setting up your account to enable you to have access to the information you need.

To access Compass Connect you must go to [www.compassconnect.com](http://www.compassconnect.com) and register. All colleagues in your team should have a Connect account, all new colleagues in the business must follow the instructions to register. To do this you will need your employee number and your National Insurance number. Once you have clicked on [www.compassconnect.com](http://www.compassconnect.com) the below picture will appear. Once registered you can navigate your way around the Home page.



## **Daily Log Book/full managed Food Safety Forms**

For large units not using the log book, the full managed HACCP system may be used; all documents can be found on the HSE Website on the Food Safety Forms page.

<https://www.compassconnect.com/mycompasshse/food-safety/food-safety-forms/>

The Log Book/Food Safety Forms ensure that food is prepared and served in the correct manner. It also helps to improve the Company procedures. They have been designed in accordance with the Company HSE Management Systems.

It is the responsibility of the Unit Manager to ensure that the Log Book/Food Safety Forms are completed on a daily basis, ensuring any actions are carried out as indicated in the instructions at the front of the book.

The Log Book/Food Safety Forms should be cross referenced with our HACCP processes, found in our Good Hygiene Practice Guides in the Food Safety Management System and information on the HSE Website.

The Log Book/Food Safety Forms are working documents and in order to meet legal compliance, due diligence and ISO certification, it must be completed accurately and be readily available for internal and external inspection. The Log Book is available from Linney and is available for 7 Day or 5 Day operations.

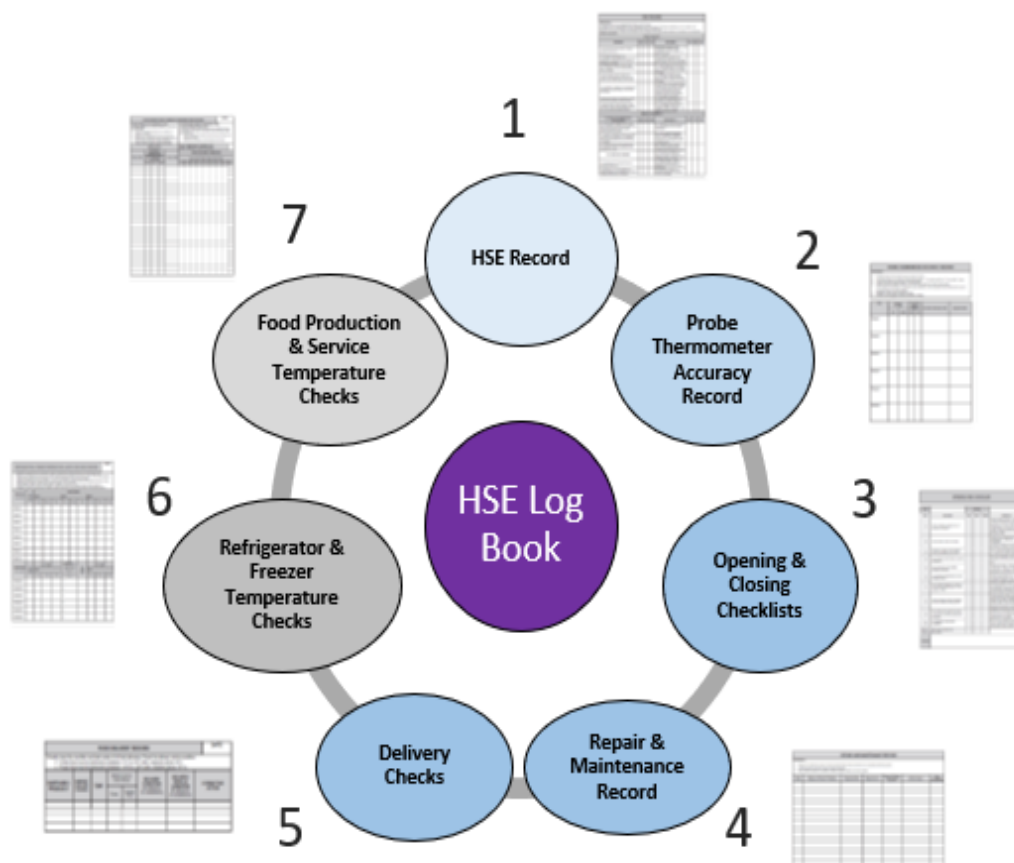
**SAFE  
FOOD**  
served with you in mind

## HSE LOG BOOK 7 DAY

Unit Name: \_\_\_\_\_  
Unit Number: \_\_\_\_\_

Start Date: \_\_\_\_\_  
Finish Date: \_\_\_\_\_

HSE LOGBOOK V2: June 2018



- 1** Complete the **Quarterly HSE Record** every 3 months – to ensure all requirements are in place
- 2** Check **probe thermometers** are accurate by placing the probes into iced or boiling water to ensure they display 0°C or 100°C (+/- 1°C)
- 3** Complete **Opening Checks** at the beginning of each day to ensure the unit is safe to open and **Closing Checks** when the unit closes to check cleaning standards etc.
- 4** Record all damage to premises and equipment upon the **Repair & Maintenance Record** and report to management to ensure its fixed.
- 5** Check the temperature and quality of all chilled (5°C) & frozen (-18°C) **food deliveries** and record
- 6** Check **refrigerators** operate below 5°C , record twice per day and **freezers** below -18°C once per day
- 7** Check hot food is cooked to +75°C and any cooling or reheating temperatures should be recorded on the **Food Production Record**; hot food should be served +63°C and cold food below 8°C and recorded on the **Food Service Record**



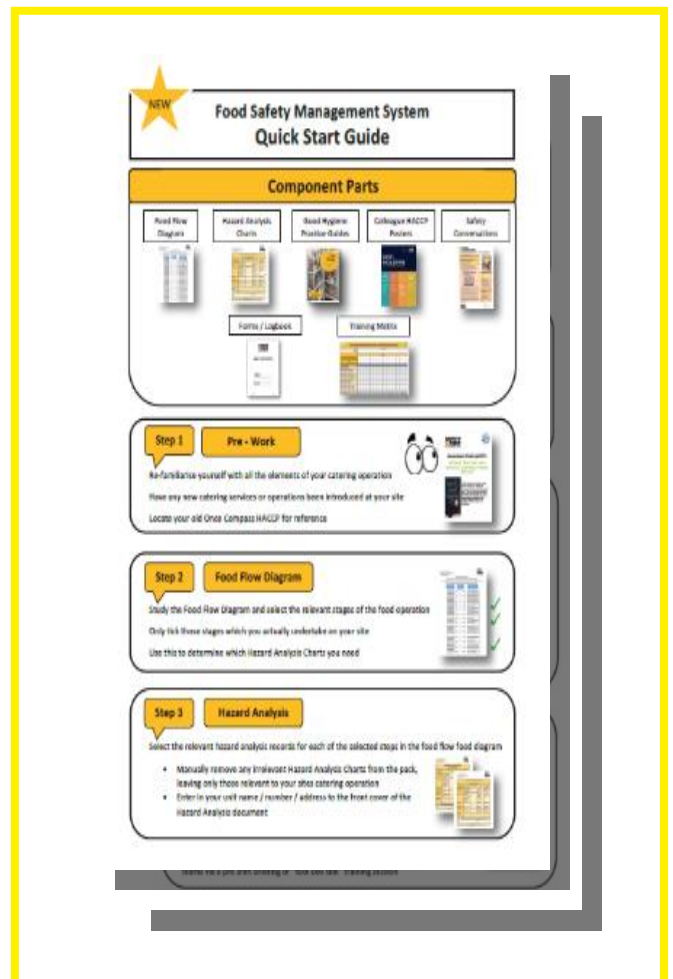
# Food Safety Management System

Compass have entered into a Primary Authority partnership agreement with Luton Metropolitan Council's Environmental Health Department in relation to providing regulatory advice and guidance around our food safety policies and procedures.

The Managers Quick Start Guide in the front of the manual will give you step by step instructions on the implementation of the system. It is the responsibility of the Unit Manager to:

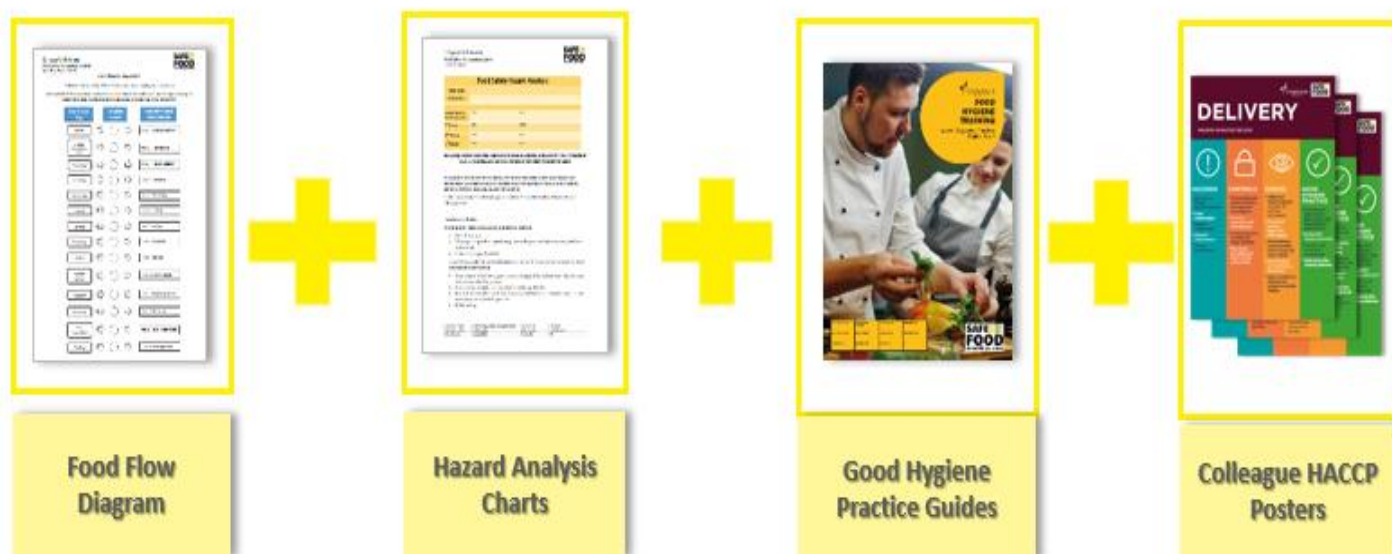
- Review the Food Safety Management System
- identify food hazards specific to their operation
- properly communicate the process steps of the HACCP to employees
- identify the type of food service operated and the process steps in their unit
- confirm that controls, monitoring and records are being implemented by signing the Hazard Analysis Sheets
- The Food Safety Management System must be reviewed every 12 months, unless there has been a change to any process

**NB The FSMS was launched in 2018, the manual must contain the 2019 Updates available from Linney, the Team should read the Safety Conversations and sign the Training Matrix**



1. **Food Flow Diagram** - Complete the food flow document to identify the applicable food processes

2. **Hazard Analysis** - Complete each of the applicable hazard analysis charts
3. **Validate Hazard Analysis** - Confirm you have the required controls in place for each process
4. **Sign & Date** - At the bottom of each process you can add site specific controls or brand standard checks. Then sign and date each process step
5. **Good Hygiene Practice Guides** - There are 19 GHP's to be implemented and used as reference guides to ensure that company standards are implemented
6. **Safety Conversations** - These should be used as training tools for the system
7. **Hazard Analysis Posters** - The posters should be displayed throughout the catering operation in the relevant areas, these are a training aid and point of reference for our teams
8. **Training Matrix** - Training is a large part of the FSMS and all this training must be recorded on the training matrix for 2018 and 2019 updates



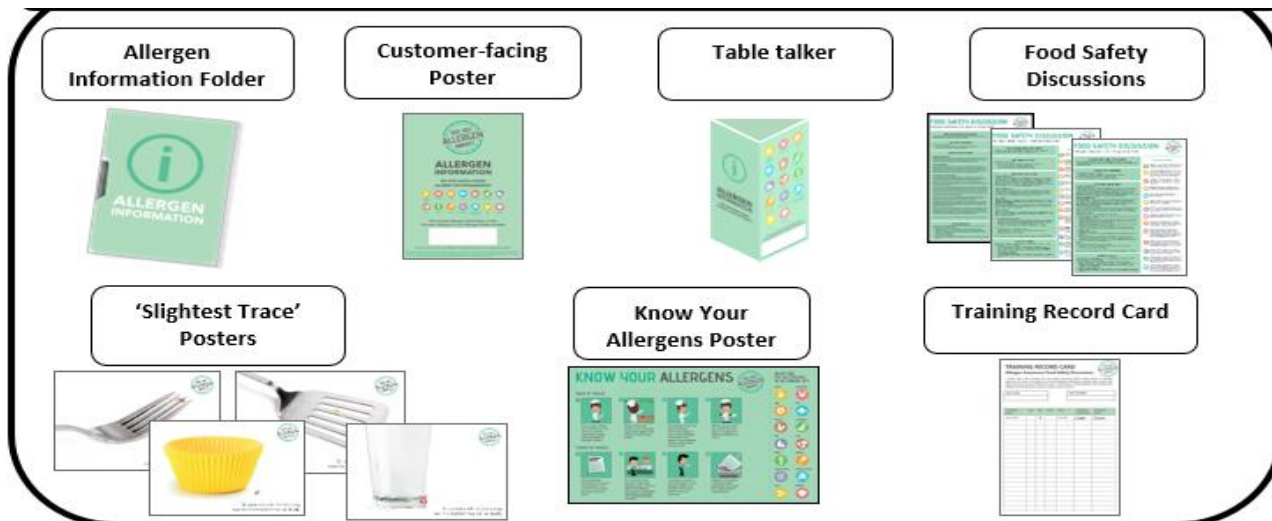
**SAFE**   
**FOOD**  
 served with you in mind

**Allergen Aware**

The Medical Diets Team and the HSE team work together to deliver Allergen Awareness. Campaigns 1 and 2 are available to order from Linney and are also available on the HSE Website.

<https://www.compassconnect.com/mycompasshse/food-safety/allergen-awareness/>

Your Team should be trained using the Food Safety Discussions and the Training Record Card signed. Correct Allergen Records should be available in the Allergen Information Folder, and the Customer Facing Poster on display to ensure your customers know the location of the Allergen information. The Know Your Allergens Poster should be on display and the Slightest Trace posters are designed to be on display in your production area to remind your Team of the risk of cross contamination.



**ALLERGEN CARD**

Recipe	Allergens													
Bacon Slice														
Oven Baked Pork Sausage		Wheat								MC				
Queen Sausage		Barley Wheat												
Fried Egg														
Baked Beans														
Scrambled Egg														
Hot Browns Oven Baked														
Grilled Tomatoes														
Breakfast Cumberland Sausage		Wheat								MC				
Poached Egg		MC Barley												
Grilled Black Pudding		Barley Wheat												
Pan Fried Mushrooms														
Boiled Egg														
Beach Roll		Wheat												

**Allergy Advice:**

- Ingredients highlighted in bold or annotated with ✓ are allergens that are present in this product
- MC = Cross Contamination risk indicating that this ingredient is present in the manufacturing site / factory or supply chain and our suppliers believe there is a significant risk that this allergen could contaminate the food
- Our buy kitchens endeavour to take all reasonable steps to avoid any risk of cross contamination however we cannot guarantee that our food is 100% free from a specific allergen

Your Buddy will explain the Company process on FIR and Allergens, it is imperative that this is adhered to. The Unit must complete the Allergen Risk Assessment.

Training is included in your Food Safety E Learning. Support and access to the Allergen Academy is available from the Medical Diet Team

[Chartwells.medicaldiets@compass-group.co.uk](mailto:Chartwells.medicaldiets@compass-group.co.uk)

# 1 Training

- All colleagues (including Agency) must be trained on allergen process prior to starting work
- All colleagues should have completed their e-learning training

# 2 Recipes

- Only use the approved Source recipes to build your menu plan

# 3 Kitchen

- Prepare known allergen free meals in a separate area of the kitchen with separate clean equipment

# 4 Information

- Download, print or write the allergen report for EVERY menu item
- Amend allergen information following ANY ingredient change

# 5 Customers

- Brief team on any known allergens within the food during your pre-service team briefing
- If challenged by a customer NEVER guess what allergens may be in a dish

In addition the Chartwells Act On Allergen Training Cards are also available on the HSE website

**ACT ON ALLERGENS WEEK 1 - WHY IS AN ALLERGEN?**

**PREPARING AREA** (This session is 20 minutes)

**INTRODUCTION** (They will learn a definition of allergen and how it affects someone with a food allergy)

**TRAINING CONTENT** (What an allergen is, why it is there, how it affects someone with a food allergy, how to identify allergen free products)

**ASK THE AUDIENCE** (What an allergen is, why it is there, how it affects someone with a food allergy)

**QUIZ** (Test understanding of allergen types and their effects)

**ACT ON ALLERGENS WEEK 2 - ALLERGEN INFORMATION AND ALLERGEN REPORTS**

**PREPARING AREA** (Have some allergen free food ready to taste)

**INTRODUCTION** (This module will tell you what you need to know about allergen information and allergen reports)

**TRAINING CONTENT** (Have the following things ready, allergen reports, manual allergen reports, why a customer would ask for an allergen report)

**QUIZ** (Test understanding of allergen information and reports)

**ACT ON ALLERGENS WEEK 3 - KITCHEN PROCESS**

**PREPARING AREA** (Have some allergen free food ready to taste)

**INTRODUCTION** (This module will tell you about allergen free zones and cross-contamination)

**TRAINING CONTENT** (Cross-contamination, allergen free zones, packaging)

**QUIZ** (Test understanding of kitchen allergen processes)

**ACT ON ALLERGENS WEEK 4 - CUSTOMER JOURNEY**

**PREPARING AREA** (Have the allergen information cards ready)

**INTRODUCTION** (This module will tell you why it is important to spend time at the start of the service talking about allergies)

**TRAINING CONTENT** (Allergen information cards, allergen requests, allergen-free products)

**QUIZ** (Test understanding of customer allergen journey)

**ACT ON ALLERGENS WEEK 5 - WHAT TO DO IN THE EVENT OF AN ALLERGEN INCIDENT**

**PREPARING AREA** (Have the allergen incident forms ready)

**INTRODUCTION** (Today we will cover the steps we need to take in the event of an allergen incident)

**TRAINING CONTENT** (Allergen incidents, manual allergen reports, allergen-free products)

**QUIZ** (Test understanding of allergen incidents)

**ACTING ON ALLERGENS WEEK 6 - SUMMARISING WHAT WE HAVE LEARNT**

**PREPARING AREA** (Have the allergen information cards ready)

**INTRODUCTION** (Today we will summarise what we have learnt about allergen information)

**TRAINING CONTENT** (Allergen information, allergen requests, allergen-free products)

**QUIZ** (Test understanding of allergen information)



# Natasha's Law



<p><b>What Is Natasha's Law?</b></p> <p>Following the tragic death of Natasha Laperouse in 2016 following the consumption of an unlabelled sandwich from a coffee shop, the UK Government have introduced new labelling laws</p>		<p><b>What Is PPDS Food?</b></p> <p>Pre-packaged food for direct sale is defined as:</p> <ol style="list-style-type: none"><li>1. Made or prepared in unit</li><li>2. Packaged before sale</li><li>3. Packaged at same location its sold</li></ol>	
	<p><b>What Does The New Law Require?</b></p> <p>The Food Information Regulations 2019 require all Pre-packaged Food For Direct Sale (PPDS) to be labelled with <u>ingredient and allergen</u> information from 1<sup>st</sup> October 2021</p>		<p><b>What is The Compass Approach?</b></p> <p>Working with our suppliers we will enable all Source based recipes identified as PPDS to export the ingredient and allergen data to a label which can be printed in unit using your standard printer</p>

The UK Food Information Amendment, also known as Natasha's Law, comes into effect from October 2021 and will require food businesses to provide full ingredient lists and allergen labelling on foods prepackaged for direct sale on the premises. The legislation is being introduced to protect allergy sufferers and give them confidence in the food they buy. The page on the HSE Website is dedicated to all the information available to Compass units. It is imperative that the Team have been trained on the process.

<https://www.compassconnect.com/mycompasshse/food-safety/allergen-awareness/natashas-law/>

## Covid Secure

At the beginning of the Pandemic, information was uploaded onto the HSE Website with guidance to ensure we minimise any risk to Compass employees, our clients and our consumers during the operation of a food service offer, whilst maintaining the principle of social distancing to limit the spread of Covid-19 virus. This guidance covers the range of principles which can be implemented within any compass unit to enable colleagues to work safely and deliver a safe food offer to the customer. You will find the information on

<https://www.compassconnect.com/mycompasshse/pandemic/>

**\*\*\* Although restrictions are lifted from July 2021, the information will remain on the website and will be updated accordingly\*\*\***

Coronavirus COVID-19

**"The Way Back" Operational Safety Guide**

Catering Units

July 2020  
R/G/039/06

**SAFE FOOD**

COMPASS

R/G/039/06 1 | Page

## Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### FIVE STEPS TO SAFER WORKING TOGETHER

- 1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- 2. We have cleaning, handwashing and hygiene procedures in line with guidance
- 3. We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- 4. We have taken all reasonable steps to maintain a 2m distance in the workplace
- 5. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer \_\_\_\_\_ Employer representative signature

Employer \_\_\_\_\_ Employer name Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your health and safety representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 023 1547)

Compass UK & Ireland  
Workplace Safety Management System  
Risk Assessment

**SAFETY FIRST**

### Risk Assessment

RA-C19 COVID-19

Unit Address	Risk Assessment	
	Date	Signed
<b>Risk Assessment Completed</b>		
<b>1<sup>st</sup> review (+3mo)</b>	Date	Signed
<b>2<sup>nd</sup> review (+6mo)</b>	Date	Signed
<b>3<sup>rd</sup> review (+9mo)</b>	Date	Signed

*Note* - Risk assessments must be reviewed quarterly, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

#### Step 1 - Workplace Safety Hazards

What are the hazards?	Who might be harmed?	How might they be harmed?	What are you already doing to control the risk?
Transmission of COVID-19 virus	Staff, contractors, customers, public, delivery operatives	Contracting COVID-19 virus, it is not excluded overall	<p>Exclude those not applicable</p> <p>Maximize steps to minimize any unnecessary contact: "hand washing, 2m rule at entrances etc"</p> <p>Minimize site visits regarding these areas: work, tooling, signage of PPE and following site pollution routes</p> <p>Ensure only one team member can restricted zones, avoid such as changing rooms, stores, bridges, treasuries, plant rooms, litter receptacles, control rooms etc to comply with the 2m rule</p> <p>Basic working zones marked within kitchen, food preparation and serving areas for tasks and team members allocated work zones</p> <p>Ensure only one team member enters zone i.e. hot food service, cold food service, till areas etc at time and controls with the 2m rule when handling food</p> <p>Utilise a daily planner to schedule out food production times and serving times and allocate specific staff members which colleagues can be assigned to</p> <p>If 2m distancing cannot be achieved risk to provide physical guard screens or barriers to separate working areas or provide enclosed working locations e.g. till points or service points</p> <p>For smaller services environments consider a production flow operation whereby colleagues can enter an area, work on it fast and then pass it on to the next person in the chain</p> <p>Floor markings used to ensure 2m separation where there might be queuing e.g. till points, reception areas, security gates</p> <p>Review staff and customer line arrangements at the importance of social distancing, use posters and other signage to reinforce the lines</p> <p>Management checks in place to ensure adherence to 2m rule</p> <p>Amended first aid procedures to reduce exposure</p> <p>Cleaning and maintenance activities only occurring when areas are vacated by building users where possible</p> <p>Complier reduction processes amended to advise of site social distancing procedures</p>

Document Name	COVID-19 Risk Assessment	Document No.	SAF004003030
Document Owner	Workplace Safety	Issue Date	26/01/2020
Classification	Internal Use	Version No.	02

## COSHH

Ecolab is our nominated Chemical supplier:

<https://www.compassconnect.com/mycompasshse/health-and-safety/chemical-safety-coshh>

### Site/Unit Manager`s COSHH Responsibilities

- To download the COSHH Product Assessments for the products in use, taking care to ensure that that the correct product assessment is used where different products of a similar name are available to download, e.g. Oasis Pro 16 & Oasis Pro 20.
- To check the "Activity Time per Shift" and "Frequency of Use or Task" and amend if necessary
- To communicate the details on COSHH Product Assessments and Task Cards are to all colleagues involved in the handling and use of the products, in particular ensuring that they are aware of the hazard warning, risk phrases, safety precautions and PPE requirements
- To train all colleagues involved in handling and using products are trained in the correct storage and use of the product, using manufacturer`s guidance where provided

The unit Manager must ensure the completion and/or retention of the following documents:

- COSHH Product Inventory
- COSHH Product Assessments
- Task Cards
- Safety Data Sheets for non-Ecolab products only, or where it is a Client requirement to hold them.

The **COSHH Product Inventory** is used to list all substances and products used and/or stored in a site/unit. For each product listed on the inventory form you must also show that the COSHH Product Assessments and Task Cards have been downloaded and reviewed, and that the Safety Data Sheet for Non Ecolab products is available where this is required.

The **COSHH Product Assessments (CPAs)** for each product have been prepared using the information on the most recent Material Safety Data Sheets (MSDS), the layout of which is

CH.HSE.G.002.02

prescribed by legislation. **Unless you are contractually required to do so, you DO NOT need to download and keep a paper copy of any Material Safety Data Sheets.**

- Download all CPAs that are relevant to your unit/site, review and understand them
- There is one CPA for each chemical, except for some products, e.g. Solid Power XL & Solid Protect, Toprinse & Toprinse Jet, Trump Hydro Special & Trump XL Special, where due to the same hazard, PPE and first aid specifications, CPAs for those chemicals have been merged.
- On the left hand side of each CPA, the "Activity Time per Shift" and "Frequency of Use or Task" have been completed for you based on Ecolab's experience. If how they are used in your unit/site differs from this, please amend the CPA and initial and date the amendment.
- Safely file the CPAs where they are accessible to everyone and inform all colleagues where they can be found

COSHH PRODUCT ASSESSMENT (version 3 - August 2017) The MSDS For This Product - Although It Is Not Specifically Required - Is Available From <a href="https://safetydata.ecolab.eu/">https://safetydata.ecolab.eu/</a>													
<b>Product name and description:</b> <b>ASEPTOPOOL EL75 - Manual pot and pan cleaner/sanitiser. Surface sanitising.</b>													
<b>Product classification:</b> (in concentrate form)													
<b>Product classification:</b> (when diluted and in use) Not a hazardous substance or mixture.													
<b>PPE required (diluted):</b>													
<b>PPE required (concentrated):</b>													
<b>Activity time per shift:</b> 2-3 hours													
<b>Users:</b> Only Trained Personnel													
<b>Frequency of use or task:</b> <table border="1"> <tr><td>Hourly</td><td>X</td></tr> <tr><td>Daily</td><td></td></tr> <tr><td>Weekly</td><td></td></tr> <tr><td>Monthly</td><td></td></tr> <tr><td>Infrequent</td><td></td></tr> </table>		Hourly	X	Daily		Weekly		Monthly		Infrequent			
Hourly	X												
Daily													
Weekly													
Monthly													
Infrequent													
<b>Persons exposed:</b> Users and persons in vicinity													
<b>Susceptible workers:</b> N/A													
<b>Signal word : Danger</b> <b>Causes serious eye damage.</b> <b>Very toxic to aquatic life with long lasting effects.</b> <b>You MUST refer to the CPAs &amp; Task Cards for your PPE requirements.</b>													
<b>Not required under SDS. However Gloves are requirement for this product when used by ALL colleagues as per Compass policy and best practice.</b> <b>Eye/Face protection (EN 166): Safety goggles</b> <b>Gloves not required under SDS. However gloves are requirement for this product when used by ALL colleagues as per Compass policy and best practice.</b>													
<b>Dilution:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> For surface sanitising (spray bottle): 1 pump (from 30ml) in 600ml trigger spray For pot & pan cleaning (10L sink): 2x pumps (from 60ml) in 50 litres of water.													
<b>Procedure - Dispensing of product via dosing unit into spray bottle</b> <b>Surface Sanitising</b> Fill correctly labelled spray bottle with 600ml of clean water. Add 1x pump (30ml) to trigger spray. <b>Manual Pot &amp; Pan Cleaning</b> Fill the sink to the required level of water. Add 2x pumps (60ml) to 50 litres of water.													
<b>Refer to the Aseptopool EL75 - Surface Sanitising Task card or Aseptopool EL75 - Manual Pot &amp; Pan Washing Up Task Card, or Asept Lemon Two Stage Manual Washing Up with Aseptopool EL75 for product application details.</b> <b>When removing or replacing trigger/feed pump ensure that correct PPE is used.</b>													
<b>First Aid Information:</b> <table border="1"> <tr> <td><b>eye contact</b></td> <td>Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention immediately.</td> <td>Rinse with plenty of water.</td> </tr> <tr> <td><b>Skin contact</b></td> <td>Rinse with plenty of water.</td> <td>Rinse with plenty of water.</td> </tr> <tr> <td><b>if inhaled</b></td> <td>Remove to fresh air. Treat symptomatically. Get medical attention if symptoms occur.</td> <td>Get medical attention if symptoms occur.</td> </tr> <tr> <td><b>if swallowed</b></td> <td>Rinse mouth with water. Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Get medical attention immediately.</td> <td>Rinse mouth. Get medical attention if symptoms occur.</td> </tr> </table>		<b>eye contact</b>	Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention immediately.	Rinse with plenty of water.	<b>Skin contact</b>	Rinse with plenty of water.	Rinse with plenty of water.	<b>if inhaled</b>	Remove to fresh air. Treat symptomatically. Get medical attention if symptoms occur.	Get medical attention if symptoms occur.	<b>if swallowed</b>	Rinse mouth with water. Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Get medical attention immediately.	Rinse mouth. Get medical attention if symptoms occur.
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<b>Product Concentrated</b>													
<b>At Use Dilution</b>													
<b>Firefighting measures:</b> Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.													
<b>Special requirements:</b> Store in a cool dry room. Do not mix with other chemicals.													
<b>Accidental Release Measures</b> <ul style="list-style-type: none"> <li>- If an accidental release occurs ensure people and colleagues are moved away.</li> <li>- Ensure the spill is dealt with by trained colleagues (i.e. know how to deal with spills and how to use spill kits) and wear appropriate PPE.</li> <li>- Follow the Immediate Spill Response Plan contained within the Environment Toolkit and the Unit Managers Emergency Manual.</li> <li>- If you have any queries please contact your HSE Manager or the HSE helpline on 0121 457 5194.</li> </ul>													

**Task Cards** -I indicate the new hazard pictograms that will be displayed on the product labels as well as the correct PPE that should be worn when completing each task, which are based on the new COSHH classifications.

- Download all Task Cards that are relevant to your unit/site, review and understand them.
- Where several products are used in the same way (e.g. Apex Manual, Apex Ultra, Apex Metal, Apex Rinse, Apex Pre-Soak and Apex Pot and Pan) a single task card will apply to the procedure for all of them.
- The Task Cards should be used as the main materials for training colleagues in each task.
- Safely file the Task Cards where they are accessible to everyone and inform all colleagues where they can be found

**Aseptopol EL76 SANITISING SURFACES**  
(Catering Back of House Two stage)

Version 1 June 2020

**READ BEFORE STARTING**

Wear PPE where advised in each step  
**GLOVES & GOGGLES**

You MUST refer to the CPAs & Task Cards for your PPE Requirements

USE BIOCIDES SAFELY ALWAYS READ THE LABEL AND PRODUCT INFORMATION BEFORE USE

**ECOLAB**

If in any doubt about the PPE required, please refer to the separate COSHH Product Assessment or your HSE Manager

**SAFETY FIRST**  
In everything we do

- 1 Fill correctly labelled bottle with 600ml of clean water and add x2 Push (20ml) of Aseptopol to trigger spray.
- 2 Remove any loose food debris from all surfaces to be **cleaned** and spray with Aseptopol solution.
- 3 Remove all loosened soils
- 4 Clean with paper towel, paying special attention to corners
- 5 Spray all surfaces to be **sanitised** with Aseptopol EL76 – Wipe with paper towel ensuring all surface remains wet
- 6 Allow 1 minute contact time
- 7 Rinse surfaces with clean water
- 8 Wipe dry with paper towel

**Aseptopol EL76 – Hard Surface Sanitisation**  
(Catering Front of House 2 stage)

Version 1 – JUNE 2020

**READ BEFORE STARTING**

Wear PPE where advised in each step  
**GLOVES & GOGGLES**

You MUST refer to the CPAs & Task Cards for your PPE Requirements

USE BIOCIDES SAFELY ALWAYS READ THE LABEL AND PRODUCT INFORMATION BEFORE USE

**ECOLAB**

If in any doubt about the PPE required, please refer to the separate COSHH Product Assessment or your HSE Manager

**SAFETY FIRST**  
In everything we do

- 1 Remove any loose food debris
- 2 Fill correctly labelled spray bottle with 600ml of clean water and add via pelican pump 10ml of Aseptopol EL76 and re-fit trigger - 1 pump per 600ml bottle
- 3 Spray cloth with Aseptopol EL76 solution. Wipe surface to clean. Remove all loosened soils.
- 4 Spray clean cloth with Aseptopol EL76 solution. Wipe surface to be disinfected, ensuring it is thoroughly wet. 10ml / 1 pump per 600ml trigger via dispenser
- 5 Allow 5 minutes contact time
- 6 Rinse surfaces with clean water
- 7 Wipe dry with paper towel
- 8 Dispose of cloth into sealed bag for disposal or laundering (microfibre only)

## Personal Protective Equipment (PPE)

Health and safety regulations relating to PPE requires employers to provide suitable personal protective equipment to employees who may be exposed to a risk to their health and safety whilst at work, except where such risk has been adequately controlled by other means which are equally or more effective.

Our nominated supplier of PPE, including safety footwear is Bunzl Lockhart.

<https://www.lockhart.co.uk/>

### How do I place my order?

Visit the Lockhart website and sign in to your Lockhart account.

Use the Compass PPE Product Guide to ensure you order the right product. The Lockhart code and image of the product is available to help units when ordering.

If you need a branded product, please contact the **Lockhart Admin Team** via [email](#) or phone 03701 667 277.

### Where do I purchase uniforms from?

The Business Wear Company is our nominated supplier of uniform. You will need to order any uniform wear (i.e. non-safety clothing, high Vis jackets, etc.) by emailing [compass@thebusinesswearcompany.co.uk](mailto:compass@thebusinesswearcompany.co.uk)

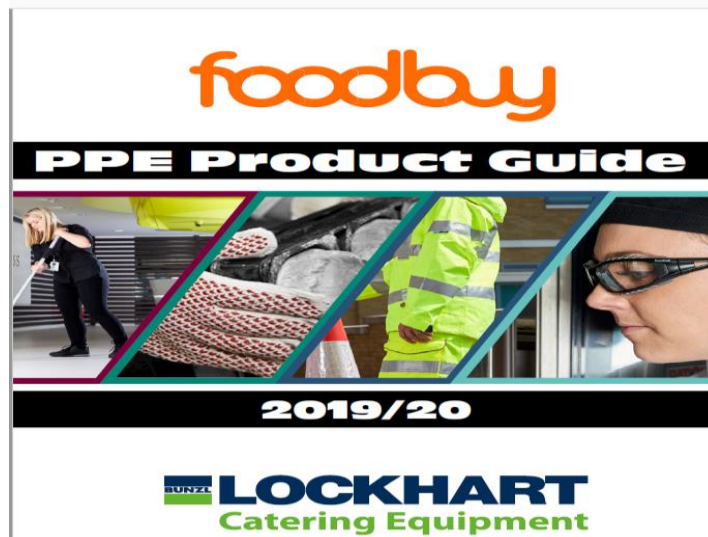
The Site Manager is responsible for:

- Ensuring that where the need for appropriate PPE is identified through the risk assessment process, it is provided.
- Ensuring that the PPE Risk Assessment is completed and reviewed at least annually.
- Training employees in the correct use and care of PPE
- Ensuring that all items of PPE fit the users comfortably and provide adequate protection
- Providing suitable clean storage facilities for PPE
- Checking the cleanliness and condition of PPE
- Replacing PPE as necessary as it becomes worn or damaged

**CH.HSE.G.002.02**



- Completing a PPE Record of Issue for each employee



- 1 • Cut Resistant Gloves are a Mandatory requirement within Chartwells and must be worn whenever there is a risk of a cut injury taking place
- 2 • Our recommended PPE to prevent burns and scalds are Oven Mitts as opposed to Oven Cloths
- 3 • PPE is provided and must be worn, whenever we are using chemicals gloves must be worn, the COSSH Task Cards will tell you the PPE required
- 4 • PPE is provided for Manual Handling tasks, Rigger Gloves will protect your hands whilst carrying out these tasks

## **Risk Assessments**

All relevant Mandatory, Common and Catering Risk Assessments must be reviewed and the date of review completed and signed by the responsible person on the Record of Risk Assessments. These should be reviewed every 3 years or after an incident has occurred or equipment has been replaced.

COMMONLY USED RISK ASSESSMENTS								
<b>IMPORTANT</b> - Risk assessments must be reviewed every 12 months, or whenever there is a significant change in the task or activity and following any accident or incident involving the task or activity. Risk assessments must be retained for a period of 3 years.								
Ref	Risk Assessment Title	Tick if risk assessment applicable to this site	First assessment date	Signature	Review date	Signature	Review date	Signature
COM 03	Gas Safety							
COM 05	Damp Mopping							
COM 06	Disposal of General Waste							
COM 09	Roll Cages							
COM 11	Step Stools							
COM 17	Violence at Work Risk Assessment							
COM18	Waste Compactors							

CATERING RISK ASSESSMENTS								
Ref	Risk Assessment Title	Tick if risk assessment applicable to this site	First assessment date	Signature	Review date	Signature	Review date	Signature
CAT 01	Baby Food and Baby Bottle Warming							
CAT 02	Bag and Sandwich Sealers							
CAT 05	Beverage Dispensers							
CAT 08	Bonzer Can Openers							
CAT 10	Cash Registers							
CAT 13	CO <sub>2</sub> Cylinders							
CAT 14	Combination Ovens							
CAT 15	Cooking							
CAT 16	Cooking Ranges							
CAT 17	Contact Grills (Sandwich Toasters, Panini Grills, Crêpe & Waffle Makers)							
CAT 18	Deep Fryers							

MANDATORY RISK ASSESSMENTS								
<b>IMPORTANT</b> - Risk assessments must be reviewed every 12 months, or whenever there is a significant change in the task or activity and following any accident or incident involving the task or activity. Risk assessments must be retained for a period of 3 years.								
Ref	Risk Assessment Title	Tick if risk assessment applicable to this site	First assessment date	Signature	Review date	Signature	Review date	Signature
MAN 01	Young Persons Workplace Risk Assessment – Site specific							
MAN 01a	Young Persons Workplace Risk Assessment – Person specific							
MAN 02	COSHH Product Inventory							
MAN 05	Electrical Safety							
MAN 06	Fire Safety Risk Assessment							

## Training Record Cards

All Colleagues must have a Training Record Card set up in their Personnel File.  
 All training must be recorded and signed by the employee and the trainer.  
 Within our business Training Record Cards that are available are:

- ❖ Training Record Card that covers Induction and all basic training and E Learning sign off
- ❖ Safety Conversations Training Record Card

❖ Individual Employee Risk Assessment Training Record card for all Mandatory, Common and Catering Risk Assessments relevant to the tasks that they complete

INDUCTION & TRAINING RECORD			
Employee name:		Continuous employment start date:	
Employee number:		Compass start date:	
Job role:		Area/Contact/Unit:	
DBS Number:		Issue date:	
DBS Number:		Issue date:	
Record previously attended courses and qualifications that your employee may have achieved below:			
Title of Training or Qualification	Awarded by	Approximate Date	
SECTION 1: COMPANY INDUCTION			
COMPLETED/ISSUED:	Date Completed	Employee Signature	Trainer Signature
Getting to Know Compass			
Contract of Employment			
Job Description			
Site Building induction and Staff Pass I.D.			
Employee Handbook			
Unit Policies & Systems			
Employee Benefits			
Uniform			
Locker Key			
PPE Issue and Use			
Reporting infection and illness Arrangements			
Company Policy Statements			
Safety Behaviours			
Emergency Manual			
Media Policy			
Personal Hygiene			
Fire Emergency Action Plan			

NOTE:  
This Document is to be retained on file for the full duration of the employee's service and for a further three years after their date of leaving.

SECTION 2: E Learning						
Course	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed
Perfect Start Onboarding						
Safeguarding						
Food Safety For Caterers						
Food Safety Non Caterers						
Health & Safety						
Code of Business Conduct						
Accessing Connect						
Managing Safety						
Profit Protection						

NOTE:  
This Document is to be retained on file for the full duration of the employee's service and for a further three years after their date of leaving.

SECTION 3: Training Essentials			
Training Completed	Date Completed	Employee Signature	Trainer Signature
Fire and Emergency Procedures			
First Aid Arrangements			
COSSH			
Daily HACCP			
HACCP Principles			
Environmental Toolkit			
Environmental Awareness			
Spill Response			
HSEQ Silver Standard			
Principles of Gas			
Principles of Electrical Safety			
Slips, Trips and Falls			

NOTE:  
This Document is to be retained on file for the full duration of the employee's service and for a further three years after their date of leaving.  
Ver: Feb 17

SECTION 4: Job Skills			
Training Completed	Date Completed	Employee Signature	Trainer Signature
Hand Protection Tool Kit			
Knife Handling Skills			
Slips Trips and Falls			
Menu Compliance			
Recipe Compliance			
E Coli			
Allergen Folder			
Glass Breakage Procedure			
Pest Control Measures			
Waste & Refuse Disposal			
Dangerous Equipment (list)			

NOTE:  
This Document is to be retained on file for the full duration of the employee's service and for a further three years after their date of leaving.  
Ver: Feb 17

# SAFETY CONVERSATIONS

Cut Resistant Gloves

## Training Record Card

UNIT NAME		UNIT NUMBER		TRAINER NAME	
NAME	TRINEE SIGNED	DATE	NAME	TRINEE SIGNED	DATE



COMPASS GROUP UK & IRELAND

EMPLOYEE'S NAME:		COMMONLY USED RISK ASSESSMENTS – EMPLOYEE TRAINING RECORD			
Ref	INSTRUCTION GIVEN Hazards, Risks & Safe System of Work	Tick if risk assessment applicable to this employee's job	Date	Trainer's Signature	Employee's Signature
COM 00	Blank Risk Assessment Form				
COM 01	Avoidance of Needlestick Injury				
COM 02	Charging Lead-Acid Batteries				
COM 03	Gas Safety				
COM 04	Homeworkers Risk Assessment				
COM 05	Damp Mopping				
COM 06	Disposal of General Waste				
COM 07	Mechanical Floor Cleaning				
COM 08	Pressure Washers				
COM 09	Roll Cages				
COM 10	Steam Cleaners				
COM 11	Step Stools				
COM 12	Storage and Use of LPG in Cylinders				
COM 13	Trolleys, Sack Trucks etc				
COM 14	Tugs				
COM 15	Use of Hand-Pallet Trucks				
COM 16	Vacuuming & Suction Cleaning				
COM 17	Violence at Work Risk Assessment				
COM 18	Waste Compactors				
COM 19	Workplace Transport Risk Assessment				
COM 20	Stepladders				
COM 21	Stair Cleaning Wet & Dry Mopping				
COM 22	Roller Shutter Tensile Barrier Operation				

HSE/COM/VI/NOVEMBER 2014

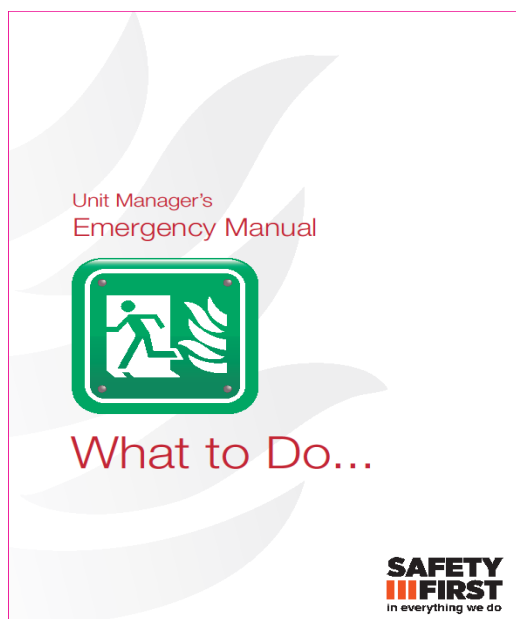
FOLLOW RULES - SPEAK OUT - BE MINDFUL - GET INVOLVED

## The Unit Manager Emergency Manual

Being informed about what to do in an emergency means you can help yourself and others when an incident happens. In a real life emergency, knowing a few safety tips will help you to stay calm and help yourself and others. Remember not to put yourself in danger and alert the emergency services as soon as possible.

If you find yourself in the middle of an emergency, your common sense and instincts will usually tell you what to do, our Unit Manager Emergency Manual provides you with all the information you will need in any emergency situation.

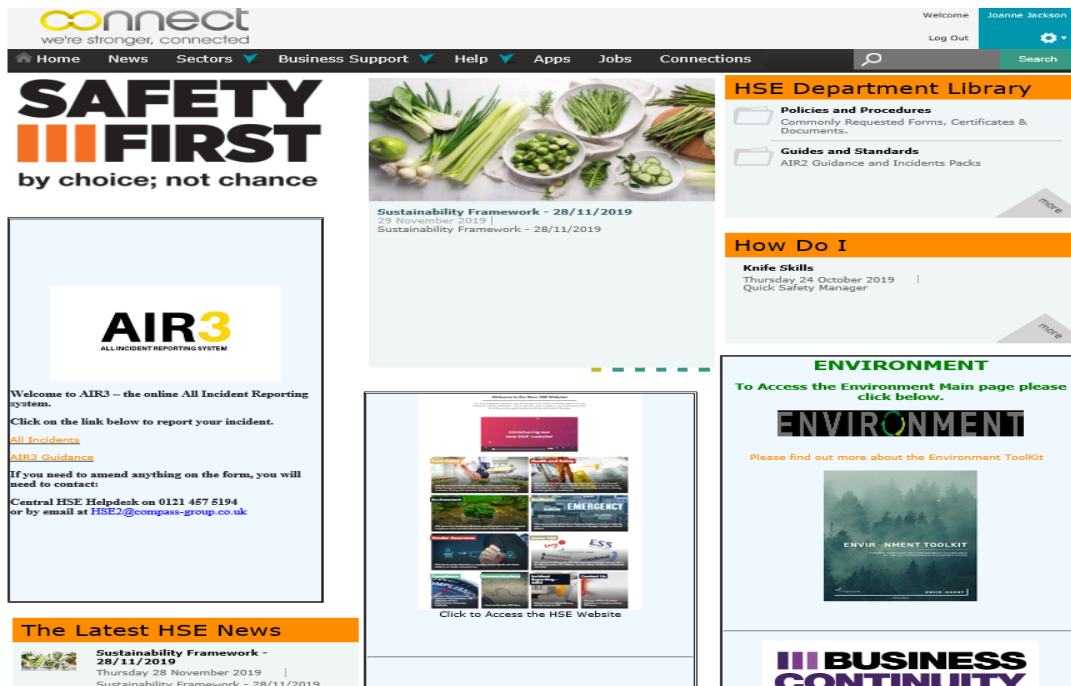
- Site Specific Details to be completed inside Document
- Emergency Contact Numbers available
- Designed as a Grab & Go document for use by all colleagues as required
- The document ensures that all Emergency Situation Procedure Guides are in place



## Incident Reporting and HSE Website

All incidents must be reported on the AIR3 system. This can be found on Connect by clicking on the AIR App on the homepage.

You will then be directed to the HSE homepage. **All Accidents, Near Misses, Environmental Incidents, Alleged Food Poisoning, Food Allergy and Foreign Body Incidents, Enforcement Contact and Profit Protection Incidents** must be reported on the AIR3 system, all relevant links are accessed from the links on the left-hand side.



The screenshot shows the 'connect' website homepage. The top navigation bar includes 'Home', 'News', 'Sectors', 'Business Support', 'Help', 'Apps', 'Jobs', and 'Connections'. A search bar is located on the right. The main content area features a large 'SAFETY FIRST by choice; not chance' banner. Below this is a section for 'AIR3 ALL INCIDENT REPORTING SYSTEM' with a welcome message and a link to report an incident. To the right, there is a 'HSE Department Library' section with links to 'Policies and Procedures' and 'Guides and Standards'. Below the library is a 'How Do I' section with a link to 'Knife Skills'. At the bottom, there is a 'The Latest HSE News' section with a link to 'Sustainability Framework - 28/11/2019'. A central graphic shows various safety-related images and a link to 'Click to Access the HSE Website'. On the right, there is an 'ENVIRONMENT' section with a link to 'To Access the Environment Main page please click below.' and a 'BUSINESS CONTINUITY' section.

AIR3 Guidance is available to assist you with completing any AIR3 report, click on the **AIR3 Guidance** link to direct you to this document.

An **Incident Information Pack** must be completed for all incidents resulting in injury. The IIP must be completed in full and sent recorded or scanned and emailed to the HSE Department at Parklands as soon after the incident as possible. We must be able to trace receipt of the IIP pack, an IIP Chase List is issued by the HSE Admin team at 12 noon each Wednesday; a copy of this is sent to each sector Business Director.

The latest version of the IIP pack must be used. This can be found on the HSE Website landing page under Incident Investigation Pack

<https://www.compassconnect.com/mycompasshse/incident-reporting-AIR3/>

It is imperative that the pack is completed in full with all relevant documents attached, including injured persons statement, witness statements, full Training Record Card for the injured person and any relevant Risk Assessments. Page 2 contains a list of documents required,

We encourage all our units to report any **Near Miss** incidents and **Hazard Observations**. A true Near Miss is an incident that has not resulted in injury, but highlights any potential hazards to avoid incidents. An IIP Pack is **not** required for a Near Miss or Hazard Observation..

### INCIDENT INVESTIGATION PACK

This Pack must be completed within 48 hours of the incident by the Unit Manager, Team Leader, and/or Supervisor for all accidents that occur at a Unit – Please check that you have actioned all points as soon as the injured person has been treated.

It is critical that all relevant paperwork in respect of the incident is obtained, copied and placed together within this incident pack.

**YOU MUST TAKE THIS PACK WITH YOU TO THE LOCATION OF THE INCIDENT**

Please use the checklist on page 3 to complete all parts of this pack.

**AT THE TIME OF THE INCIDENT – Gathering key information.** This involves gathering information including witness details/statements/diagrams/photos etc. (see appendix 1 to 3 for statement templates).

**AFTER THE INCIDENT – Reporting and escalation requirements.** You must report the incident via the AIR3 Incident Reporting system as soon as possible after the incident has occurred. If you have no computer access, you can telephone the Accident Reporting Line on 0121 457 5194. You must also escalate incidents in accordance with the requirements of the Unit Managers Emergency Manual and Crisis Management Plan.

**AFTER THE INCIDENT – Documentation review and storage.** You must gather all required paperwork as detailed on Page 2 and retain a copy of this pack in a secure and easily retrievable location in your Unit. It is important that you write your notes clearly in the sections provided at the time of the incident. This document must be retained for a period of 6 years. You will also be requested to upload copies of this incident pack and relevant supporting documents to AIR3 if you have the capability to do so. Alternatively, you can post it by recorded delivery to **HSE Department, Compass Group UK & I, 24 Parklands Parklands Court, Rubery, Birmingham, B45 9PZ. For Ireland please send to: 3rd Floor, 43a Yeats Way, Parkwest Business Park, Dublin 12.**

Person completing this form:	
Name:	Sector:
Employee Number:	Job Role:
Compass Unit Number:	Unit Name:
Date & Time of incident:	AIR3 Reference:
Full postal address of unit incl. post code & telephone number	
Unit email address:	
Injured Person Details:	
Name:	<ul style="list-style-type: none"> <li>• Compass Employee</li> <li>• Agency/ Contractor</li> <li>• Member of the public</li> <li>• Client member of staff</li> <li>• Work Experience</li> </ul>
Agency/Contractor Name:	
Body Part injured:	Nature of injury:
e.g. Head, Arm, Hand, Torso, Leg, Foot etc.	e.g. Bruise, cut, burn, fracture etc.
Cause of injury:	Incident Status:
e.g. Slip/Trip/Fall, Contact with heat, Contact with Sharp Object, Manual Handling etc.	e.g. Minor Injury, Lost Time Injury or Major Injury

Document Name	Incident Investigation Pack	Document No	HSP/P00112
Document Owner	Health & Safety	Date of Issue	Nov 2020
Classification	Internal Use	Page No	1 of 4

### DOCUMENTS REQUIRED

Please note Full Staff Training Record card **MUST** be sent in every case an employee is involved

Supporting documents **MUST** be included or a reason why they are not included should be noted in the relevant boxes on page 3

Type of Accident	Documents you should send with the IIP
Assault	<input type="checkbox"/> Full Staff Training Record Card for IP or Temporary Workers Induction card for Agency <input type="checkbox"/> Site specific Risk Assessment <input type="checkbox"/> Risk Assessment Employee Training Card <input type="checkbox"/> Training certificates <input type="checkbox"/> Physical Intervention training <input type="checkbox"/> Conflict Management training <input type="checkbox"/> Relevant Safety Conversations briefed with sign off
Slip, Trip or Fall	<input type="checkbox"/> Full Staff Training Record Card for IP or Temporary Workers Induction card for Agency <input type="checkbox"/> Opening and Closing Checklists for the date of incident <input type="checkbox"/> Full Staff Training Record Card for the person to last clean the floor prior to the incident <input type="checkbox"/> Floor Safety Risk Assessment <input type="checkbox"/> Risk Assessment Employee Training Card <input type="checkbox"/> Hourly Floor Check <input type="checkbox"/> Full Staff Training Record Card for the person who last completed the floor check <input type="checkbox"/> Details of footwear worn <input type="checkbox"/> Relevant Safety Conversations briefed with sign off
Task Related Injuries: Cuts, Manual Handling, Burns, Fall from Height, etc.	<input type="checkbox"/> Task specific Risk Assessment (i.e. sharp knives, needle stick, etc.) <input type="checkbox"/> Risk Assessment Employee Training Card <input type="checkbox"/> Full Staff Training Record Card for IP or Temporary Workers Induction card for Agency <input type="checkbox"/> Relevant Safety Conversations briefed with sign off
Chemical Burns	<input type="checkbox"/> Task specific Risk Assessment <input type="checkbox"/> Risk Assessment Employee Training Card <input type="checkbox"/> Full Staff Training Record Card for IP or Temporary Workers Induction card for Agency <input type="checkbox"/> COSHH Product Assessment <input type="checkbox"/> Safety Data Sheet <input type="checkbox"/> Relevant Safety Conversations briefed with sign off
Contact with Stationary or moving objects	<input type="checkbox"/> Task/ Equipment specific Risk Assessment <input type="checkbox"/> Risk Assessment Employee Training Card <input type="checkbox"/> Full Staff Training Record Card for IP or Temporary Workers Induction card for Agency <input type="checkbox"/> Maintenance Records <input type="checkbox"/> Relevant Safety Conversations briefed with sign off
Injury due to broken furniture/ equipment	<input type="checkbox"/> Equipment specific Risk Assessment <input type="checkbox"/> Risk Assessment Employee Training Card <input type="checkbox"/> Full Staff Training Record Card for IP or Temporary Workers Induction card for Agency <input type="checkbox"/> Maintenance Records <input type="checkbox"/> Opening and Closing Checklist for the date of the incident <input type="checkbox"/> Relevant Safety Conversations briefed with sign off

All **Food Allergy, Alleged Food Poisoning and Foreign Body Incidents** must be reported on the Food Safety Form on AIR3. For all Food Allergy or alleged Food Poisoning incidents please first discuss with your Regional Manager and your HSE Manager before this is entered onto AIR3. These incidents will require a thorough and detailed investigation. Foreign Body incidents will be investigated by the Commercial Support Team if the root cause lies with the supplier.

All **Enforcement Officer Visits** to your unit must also be reported on AIR3. This should be done on the day of the visit. The Officer will usually leave a hand-written report, but it is recommended that you make notes of any conversations that take place with the EHO so when you receive the report through the post confirming your Food Hygiene rating, there are no surprises!

You will find a **Quarterly HSE Record** in your Log Book which must be completed when you start a new log book..

In addition to the Quarterly HSE Record, each unit must have a **Work Premises Statutory Compliance Declaration** completed annually to verify safe equipment in the unit. Equipment such as electrical and gas equipment, lifts, pressure systems; safety systems such as fire-fighting equipment; water and ventilation systems and asbestos materials used in the construction of premises all have the potential to cause serious harm if they are not managed properly. In addition, there is specific legislation that requires them to be maintained and, in some instances, to be examined periodically by a competent person. This document can be found on the HSE Website in the Health and Safety Guidance and Useful Information section.

<https://www.compassconnect.com/mycompasshse/health-and-safety/hs-guidance-useful-information/>

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**WORK PREMISES: STATUTORY COMPLIANCE DECLARATION**

UNIT NAME: \_\_\_\_\_ UNIT No: \_\_\_\_\_  
 CATERING MANAGER: \_\_\_\_\_ REGIONAL MANAGER: \_\_\_\_\_  
 DATE REPORT COMPLETED: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

A copy of this document should be provided to the Client or person responsible for each aspect of the premises' maintenance

Where Compass is the duty holder in respect of any of these matters they have not already been included on the HSE Activity Calendar, for planning purposes, please add them to the "Site Specific Activities" section at the bottom of the calendar

**TO BE COMPLETED ANNUALLY - RETAIN FOR 8 YEARS**

**GAS SAFETY - ANNUAL SAFETY IN SPECTION**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

I confirm that all gas supply and appliances are maintained, inspected and tested in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

**ELECTRICAL SAFETY OF PORTABLE APPLIANCES - ANNUAL OR AS APPROPRIATE IN SPECTION AND TEST**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

I confirm that all portable electrical appliances are maintained, inspected and tested in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

**ELECTRICAL HARDWIRING, IN SPECTION, TESTING & MAINTENANCE - 5 YEARLY**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

I confirm that all electrical hardwiring is maintained, inspected and tested in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

**PRESSURE VESSELS IN SPECTION - IN ACCORDANCE WITH WRITTEN SCHEME OF EXAMINATION**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

Identify all Pressure Vessels at Unit: \_\_\_\_\_

I confirm that all pressure vessels are maintained, inspected and tested in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

HSE/HS/V1/AUGUST2015

**SAFETY FIRST**  
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**LIFT INSPECTIONS - 6 MONTHLY PASSENGER LIFT & ANNUAL GOODS LIFT THOROUGH EXAMINATIONS**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

Identify all Lifts or Lifting Equipment at Unit: \_\_\_\_\_

I confirm that all lifts and lifting equipment are maintained, inspected and tested in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

**MECHANICAL EXTRACT VENTILATION DUCTWORK CLEANING - ANNUAL OR MORE FREQUENT AS APPROPRIATE**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

Identify location of all ductwork at Unit: \_\_\_\_\_

I confirm that all ductwork and ductwork for mechanical extract ventilation are maintained, inspected and cleaned in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

**FIRE PRECAUTIONS & PROVISIONS, IN SPECTION, TESTING & MAINTENANCE - ANNUAL OR MORE FREQUENT AS APPROPRIATE**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

I confirm that all fire precautions & provisions are maintained, inspected and tested in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

**ASBESTOS MANAGEMENT**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

I confirm that all asbestos in the premises is managed in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

**WATER SERVICES & SYSTEMS, IN SPECTION, TESTING & MAINTENANCE - ANNUAL OR MORE FREQUENT AS APPROPRIATE**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

I confirm that all water services and systems are maintained, inspected and tested in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

HSE/HS/V1/AUGUST2015

**SAFETY FIRST**  
INSPECTING THE WORLD

Compass Group UK and Ireland

**AIR CONDITIONING SYSTEMS IN SPECTION, TESTING & MAINTENANCE - ANNUAL OR MORE FREQUENT AS APPROPRIATE**

Who is responsible for ensuring and completing this activity (Please circle as appropriate): Client Compess N/A

I confirm that all air conditioning systems are maintained, inspected and tested in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Documents and certificates are held and available for reference at: \_\_\_\_\_

HSE/HS/V1/AUGUST2015

The **HSE Website** is accessed through the HSE homepage. This is the hub for all HSE information and latest updates on documentation and legislation. Any new updates are posted on the front page and communicated to the business in the Weekly Communication.

The screenshot shows the HSE website homepage. At the top, there is a navigation menu with the following items: Food Safety, Health and Safety, Pandemic, Environment, Resilience and Security, Vendor Assurance, Compliance, AIR3 - Incident Reporting, News, and Contacts. Below the menu is a large banner with the text "New! Workplace Stress Risk Assessment 23.06.21". Underneath the banner, there is a heading "Welcome to our HSE Website!" followed by a paragraph: "You can navigate this website by using the top menu or by clicking on the links below. If you are looking for specific information, such as document, video or page you can use the search option by clicking on the magnifying glass on the top right corner of the page." At the bottom of the page, there are three main navigation buttons: "Food Safety" (with an image of a chef), "Pandemic Page" (with an image of virus particles), and "Health and Safety" (with an image of a person working). Below the "Health and Safety" button, there is a sub-link: "Here you will find all Risk Assessments information on Fire and Chemical".



## Absence and Return from Foreign Holidays

To ensure food handlers and healthcare sector employees are fit to return to work after periods of absence due to illness or from a foreign holiday/travel (outside of Europe and North America / Canada), the Absence and Return from Foreign Holiday form must be completed.

**Frequency:** After each period of absence due to illness or foreign holiday/travel (outside of Europe and North America / Canada). Actions - Completing the Declaration Follow the steps in the table below to complete the Declaration:



Step	Action
1	<p><b>Notification of Absence</b> Site Manager/supervisor must complete this section when first notified of an employee absence</p>
2	<p><b>Returning from absence</b> All employees who have been absent due to illness or injury must complete Section A.</p>
3	<p><b>Returning from absence</b> All employees who have been absent due to illness or injury and work in catering, retail or healthcare must also complete Section B.</p>
4	<p><b>Returning after foreign holiday or travel</b> All employees who are returning from a foreign holiday or foreign travel and work in catering, retail or healthcare must complete Section C.</p>
5	<p>The Site/Unit Manager/supervisor must review completed forms and complete the Confirmation of Employee Absence on the first day of the employee's return to work.</p> <p>File the form in the employee's personnel file</p>
6	<p>Refer any response which indicates that the employee may be unfit for food handling duties to the Regional HSE Manager for advice.</p>

The latest form can be found on the HSE Website and takes into consideration absence due to Covid 19 related illness or self-isolating

<https://www.compassconnect.com/mycompasshse/food-safety/food-safety-forms/>

# Temporary Workers/Agency Employees Induction Checklist

The Temporary Workers/Agency Induction Checklist must be completed for all relevant workers in your business. This ensures that all colleagues working in your unit are aware of the local health and safety processes and specifically include a section on allergen awareness. It ensures that all temporary staff are properly inducted, which includes training in the correct allergen and food hygiene processes. Unit managers are accountable for making sure this induction happens and that the checklist is completed and signed.

<p><b>HSE Agency Induction Checklist</b></p>   <p>The following essential HSE information must be communicated to and understood by each individual agency colleague recruited into the business by the Compass catering unit before they commence work</p> <p style="text-align: right; font-size: small;">HSE/IF/002/01</p>	<p style="text-align: center;"><b>SAFETY BRIEFING CHECKLIST</b> This document should be amended to reflect actual practices and procedures at your site.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Unit Name</td> <td style="width: 50%;">Unit Number</td> </tr> <tr> <td>Inducting Manager</td> <td>Date</td> </tr> </table> <ul style="list-style-type: none"> <li>• <b>Fire and Emergency</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Alarm sound <input type="checkbox"/></td> <td style="width: 40%;">Exit by nearest the exit.</td> </tr> <tr> <td colspan="2">Assembly point is located:</td> </tr> </table> </li> <li>• <b>First Aid</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">You must report any accident to your supervisor/manager. First aid facilities are available at:</td> </tr> </table> </li> <li>• <b>P.P.E</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">Personal Protective Equipment is provided to ensure risks to your safety are minimised e.g. non-slip shoes, oven cloths / gloves. Where PPE is provided you must use / wear it during the task</td> </tr> </table> </li> <li>• <b>Manual Handling</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">Ensure any manual handling tasks are within your capabilities and if you need assistance please ask a member of the team or your supervisor/manager. Always using lifting aids where provided, e.g. Trolleys, sack trucks, keg barrows.</td> </tr> </table> </li> <li>• <b>Slips, Trips and Falls</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">Ensure that any spillages are cleaned up immediately, keep walkways and working areas clear of obstructions, report any damaged floor surfaces to your supervisor/manager immediately and avoid running or rushing in your workplace.</td> </tr> </table> </li> <li>• <b>COSHH</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">You must not use any chemicals unless you have been trained to do so. Ensure you always follow instructions and are aware of the meaning of chemical hazard symbols.</td> </tr> </table> </li> <li>• <b>Workplace Equipment</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">Only use equipment and machinery that you have been trained to do so. Always check the equipment before use to ensure it is safe to use and report any defects to your supervisor/manager immediately and do not use. Never attempt to carry out any repairs or modifications to equipment.</td> </tr> </table> </li> <li>• <b>Burns and Scalds</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">Take particular care when working with hot materials and equipment and when carrying hot food and liquids. Only clean fryers after training and completion</td> </tr> </table> </li> <li>• <b>Safety with Knives</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">Ensure the knives you use are sharp and in good condition. Store knives safely when not in use and always select the correct knife for the task. If in doubt ask your supervisor/manager</td> </tr> </table> </li> <li>• <b>Essentials of Food Hygiene</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">I have read and fully understand the 'Essentials of Food Hygiene' (Appendix 1) before commencing any food handling activity. All food handlers must be familiar with the Compass Food Safety Management System</td> </tr> </table> </li> <li>• <b>Allergens</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%;">I have read and fully understand the 'Know Your Allergens' information (Appendix 2) before commencing any food handling activity. Allergen information for this unit's daily menu is located:</td> </tr> </table> </li> <li>• <b>Site Specific Hazards</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 100%; height: 20px;"></td> </tr> </table> </li> </ul> <p style="font-size: x-small;">By signing below, I confirm that I have been briefed on the above safety information. I understand it is my responsibility to follow instructions, to work safely and only to do work that I have been trained to do or am being trained or supervised whilst doing. I also understand that I can ask my manager or supervisor at any time if I am unsure of what to do.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Agency Signature</td> <td style="width: 50%;"></td> </tr> <tr> <td>Date</td> <td></td> </tr> </table> <p style="text-align: right; font-size: small;">HSE/IF/002/01</p>	Unit Name	Unit Number	Inducting Manager	Date	Alarm sound <input type="checkbox"/>	Exit by nearest the exit.	Assembly point is located:		You must report any accident to your supervisor/manager. First aid facilities are available at:	Personal Protective Equipment is provided to ensure risks to your safety are minimised e.g. non-slip shoes, oven cloths / gloves. 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## The Environment Toolkit

The Toolkit was launched to help you effectively manage your

**Energy, Transport, Materials, Waste, Water and Prevent Pollution.**

There is an Environment section on the HSE Website

<https://www.compassconnect.com/mycompasshse/environment/>

This section will help you to complete the Environment Toolkit for your unit; it will also help you identify, report and respond to Environmental Incidents.

The Resource Efficiency Programme will help you identify opportunities to get 'smarter' with your resources and save money.

The Toolkit should be reviewed annually and replaced with the latest version after 3 years.

**CH.HSE.G.002.02**



## HSE Signage & Communication

We have a legal obligation to communicate Health and Safety to our colleagues. A suitable area must be identified where a catering 'Notice Board' can be implemented; this should be as near to the main catering outlet / facility as possible and also where all employees have full access to the area.

Below is the suggested layout of the HSE Notice Board.



Remember: Double sided sticky tape/sticky dots should be used. **Drawing pins should not be used**

HSE must be first on everybody's agenda and each daily brief should include HSE.

HSE is communicated through the Chartwells Weekly Update which is emailed to units weekly; via your HSE Manager and HSE Champion and by looking on the Latest News on the HSE Website. For units without internet access, your Regional Manager will update with any communications.

A dedicated Health and Safety Meeting must take place and be documented at least every 6 months. The template can be found on the HSE Website and completed minutes must be displayed on the noticeboard

COMPASS GROUP UK & IRELAND

HEALTH, SAFETY & ENVIRONMENT MEETING MINUTES	
Name of Unit/Site	
Site Address	
Unit/Site Manager	
Date and Time of Meeting	
Team Members Present	
<b>Agenda</b>	
1. Safety Moment 2. Outstanding matters from previous meeting 3.1 Health & Safety • Accidents and Near Misses since last meeting 3.2 • Report on findings of any Audits, Inspections and Risk Assessments 3.3 • Changes to Site Equipment, Services or Work Method 4. Food safety issues 5. Environmental issues 6. Quality issues	7. Changes to Company Policy or Procedures 8. Training 8.1 • Training since last meeting 8.2 • Training planned 9. HSE Matters that team colleagues wish to discuss 10. Recognition/nominations for team members who should be recognised for their contribution to HSE 11. Action plan
<b>Safety Moment</b>	
Topic discussed during safety moment: e.g. Note from Weekly Unit Update - encourage managers to report near misses from a report (not just an)	

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Outstanding Matters from Previous Meeting	
Details	Action

HSF/000/02      Page 2 of 5      Feb 2011      Internal Use

Health & Safety	
Accidents and Near Misses since last Meeting	
Details of Accidents and Near Misses since last Meeting	Details of any further action required to prevent recurrences

Report on findings of any Audits, Inspections and Risk Assessments carried out since last meeting	

Changes to Site Equipment, Services or Work Methods that may affect safety	
Item:	Action:

The latest Compass Policy statements are available on the Compliance tab on the HSE Website <https://www.compassconnect.com/mycompasshse/compliance/compass-policy-statements/> There is no requirement to have the policies on display but your Team should have been briefed on their content and training record cards signed.

**COMPASS**      Compass Group UK & Ireland  
Food Safety Policy Statement

**SAFE FOOD**

It is the policy of Compass Group UK and Ireland that we will maintain the highest standards of food safety within our food businesses in order to provide safe and wholesome food for our customers.

We will achieve this through:

- Maintaining a business wide food safety management system (FEMS) based upon HACCP principles and in accordance to all relevant UK, Irish and EU food safety legislation;
- Ensuring that the food we serve is sourced, delivered, stored, prepared and cooked in a safe and hygienic environment in order to minimise the level of risk;
- Provide customers with the correct allergen and ingredient information, about the food they eat;
- Providing all colleagues with the information, training and equipment necessary to do their job in a hygienic and safe manner;
- Ensuring that all colleagues comply with all company good hygiene practices contained within the food safety management system, to ensure the safe handling, preparation and service of food;
- Providing good general managerial supervision of our activities to ensure that food is produced hygienically and safely and;
- Periodic audit of our food service to ensure that high standards are maintained, and issues are highlighted and addressed in a timely manner.

Communication

The Food Safety Policy is to be communicated to all food service employees at the time of induction and renewed at regular intervals.

**Food Safety Policy Statement January 2021**

**COMPASS**      Compass Group UK & Ireland  
Health and Safety Policy Statement

**SAFETY FIRST**

The continuing success of Compass Group UK and Ireland is reliant on ensuring that we have a working environment that ensures, so far as possible, that our employees remain healthy and safe while at work. In order to achieve this we place a high priority on providing a working environment that is safe and without risk to the health and wellbeing of all Compass Group UK and Ireland employees, contractors, clients, staff and members of the public. We are proud that our health and safety performance provides significant benefits to our operational effectiveness and recognises that it has equal importance with all other aspects of business performance.

In achieving this we will meet the requirements of the Health and Safety at Work Act 1974 and subsidiary legislation in the UK, the Safety, Health and Welfare Act 2005 in Ireland, relevant industry standards and ISO 45001. Through a process of audit, review and continual improvement we will ensure that the Occupational Health and Safety Management System (OHSMS) continues to meet the operational needs of the business and that it provides appropriate support and guidance to ensure that all levels of management and supervision are aware of our standards and how they can ensure that our employees are able to work effectively.

While ultimate responsibility for health and safety in Compass Group UK and Ireland rests with me as Managing Director, Senior Managing Directors are to ensure that their business areas are managed and continuously reviewed to reduce the risks to the health and safety of their employees to a level as is reasonably practicable. To support the business in this the HSE Director is supported as the competent health and safety advisor for Compass Group UK and Ireland. This is assisted through health and safety managers operationally deployed throughout the business or a senior, approved or licensed, health and safety advisor.

The senior management of the business recognises and understands that providing a positive and safe working environment is a function of good leadership. I therefore expect leaders at all levels to demonstrate and encourage best behaviours resulting in the establishment of a positive, safe and supportive culture.

The development of a positive culture requires the collaboration of all employees and it is a function of good leadership to ensure that all employees are encouraged and empowered to raise concerns with and seek for improvement in their working environment. I therefore encourage the involvement of open lines of communication, both formal and informal, to allow for a successful consultation and observation of information on all aspects of health and safety. Managers and supervisors are to ensure that they treat the concerns of employees seriously and respond accordingly.

Through a process of audit, review and continual improvement we shall ensure that the Occupational Health and Safety Management System (OHSMS) will:

- Meet the operational needs of the business;
- Provide appropriate support and guidance to ensure that all levels of management and supervision are aware of our standards; and
- Ensure that our employees are able to work effectively.

Our OHSMS identifies responsibilities at all levels of the business and outlines our standards for health and safety. All employees should be familiar with the OHSMS and understand their contribution to their own health and safety and that of their colleagues.

We recognise our health and safety performance is a critical and highly visible element and will ensure that our OHSMS is continually reviewed and improved to ensure that it remains relevant and effective.

It is the responsibility of all levels of management and supervision to ensure that the OHSMS is effectively implemented and that it provides appropriate support and guidance to ensure that all levels of management and supervision are aware of our standards and how they can ensure that our employees are able to work effectively.

Communication

All responsible directors and members of the senior management team are committed to ensuring that the appropriate human, financial and other resources are available to enable an excellent service to be provided. This commitment will be demonstrated through the adoption of Leadership Safety Values.

**Health & Safety Policy Statement January 2021**

**COMPASS**      Compass Group UK & Ireland  
Quality Policy Statement

**ENVIRONMENT**

Quality is an integral and essential aspect of Compass Group UK and Ireland's commitment to providing excellent standards of service delivery and through that, offering products and services that are safe, compliant and meet, and where possible exceed, the requirements and objectives of our clients and customers.

This is a fundamental element of being a world-class provider of contract food and support services renowned for our great people, our great service and our great results.

All Compass Group UK & Ireland we commit to never compromising on the quality, safety and compliance of our products and services.

In order to achieve this:

- We require all colleagues to be competent, engaged and empowered;
- All colleagues must have a full understanding of their responsibilities both individually and as part of a team to take action to deliver excellence;
- We recognise the importance of involving all levels of the workforce in the development, management and review of the Business Management System (BMS);
- Senior management are to ensure that this quality policy and relevant parts of the management system are communicated to all colleagues during their employment with Compass Group UK & Ireland;
- It is the responsibility of all levels of management to promote excellent standards of service delivery in all aspects of our work. This responsibility extends to ensuring that the requirements of the BMS are followed so that we meet the needs of our clients, customers and other interested parties;
- We recognise that an excellent service is achieved through sound leadership and positive management and it is the responsibility of all leaders throughout the business to promote excellent standards in all aspects of our activities; and
- We will set clear business objectives, along with quality objectives, with clear strategies for their achievement. The requirements are to be communicated to all employees as appropriate.

All responsible directors and members of the senior management team are committed to ensuring that the appropriate human, financial and other resources are available to enable an excellent service to be provided. This commitment will be demonstrated through the adoption of Leadership Safety Values.

Compass Group UK & Ireland have developed and documented a BMS in accordance with ISO 9001:2015 and is continually seeking to improve its effectiveness. The processes are monitored and where appropriate, the results are measured and analysed to ensure continual improvement of the service provided. Records are maintained where necessary to provide evidence that the BMS is effective and that it meets the needs of our clients, customers and other interested parties.

**Quality Policy Statement January 2021**

**COMPASS**      Compass Group UK & Ireland  
Environment Policy Statement

**ENVIRONMENT**

Compass Group UK & Ireland is committed to minimising the impacts our foodservice and support service operations have on the environment.

We will ensure compliance with all relevant environmental legislation and compliance obligations, and will manage our environmental impacts through our Environmental Management System, meeting, and where possible, exceeding the requirements of ISO 14001:2015.

We will achieve this through our commitment to:

- Minimise the consumption of energy in the form of electricity, gas and fuel oil where possible;
- Consider more sustainable travel options to minimise the impacts of commuting and business travel where possible, and make use of our highly efficient logistics network for deliveries;
- Responsibly source and use resources in the most sustainable way;
- Apply the waste hierarchy when dealing with waste, ensuring we introduce interventions to prevent, reuse, recycle, or recover energy from waste, before considering disposal to landfill or incineration;
- Reduce water consumption and control the release of wastewater into the environment; and
- Prevent pollution to air, land and water (e.g. oil/chemical spillages, air emissions, litter, fly-tipping, lorry washwaters, and damage to biodiversity).

We will foster environmental awareness and understanding in all employees, suppliers, clients, customers and other stakeholders, by providing the right tools, training, communication and advice to take action.

In locations where we are not directly responsible for utility, equipment and infrastructure, we will work closely with our clients to provide environmental advice and support. Where practicable, we will provide information and assistance to clients on environmental issues arising from our products and services.

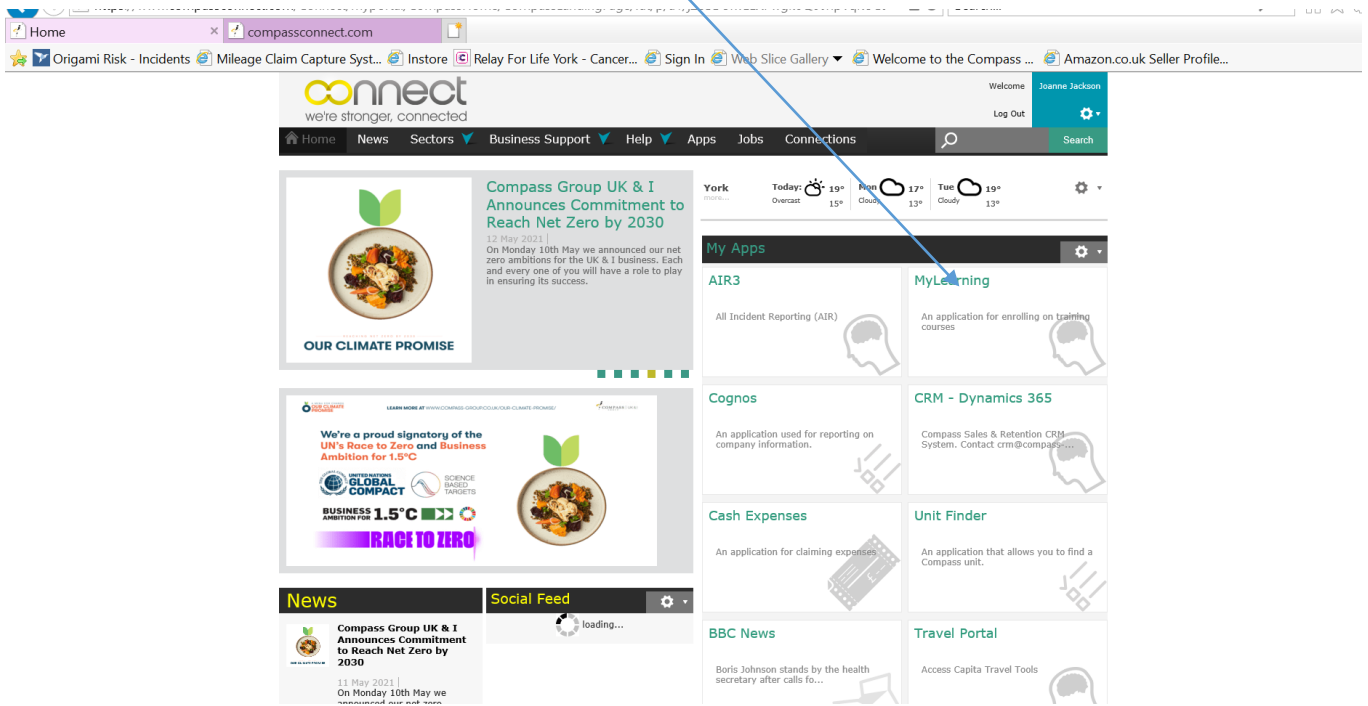
We will ensure continuous improvement and will monitor our environmental impact and ensure that we are continually seeking to improve its effectiveness. The processes are monitored and where appropriate, the results are measured and analysed to ensure continual improvement of the service provided. Records are maintained where necessary to provide evidence that the BMS is effective and that it meets the needs of our clients, customers and other interested parties.

**Environmental Policy Statement January 2021**

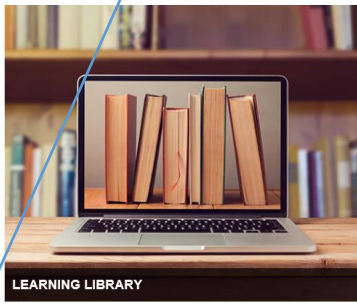
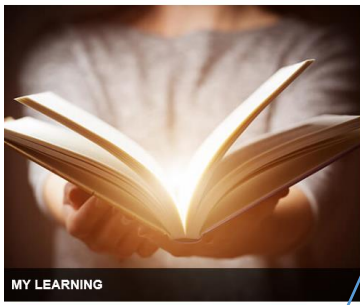
# On-Boarding & E Learning

The first step in your learning journey with Compass Group is to complete On-Boarding which can be found on your Learning Portal MyLearning on Connect. Once this has been completed, all Compass colleagues must complete online learning, as a legal requirement and for personal development.

1. CLICK ON MYLEARNING TAB



Home My Learning Development Calendar Job Search My Resources My Learning Profile



2. Click on MyLearning

G.002.02

A page similar to the below will appear with any learning relevant to you.

The screenshot shows a navigation bar at the top with links: Home, My Learning, Development, Calendar, Job Search, My Resources, and My Learning Profile. Below this is a filter bar with 'All Learning', 'Mandatory Training', and 'Career Pathways'. A dropdown menu is set to 'Show All' and the status is 'Descending'. The main area displays a grid of 10 course cards, each with a title, a progress bar at 100%, and a completion date. The courses are: Navigating the Learning Portal (9/10/15), Introduction to Safeguarding (10/10/18), Health & Food Safety at Compass (6/01/21), Code of Business Conduct (5/02/20), Right to Work UK (5/02/20), Managing Safety (5/02/20), Training Skills (11/06/18), GDPR Essentials (6/01/21), Dignity @ Work (5/02/20), and COVID-19 - Staying Safe (6/01/21). A small upward arrow icon is visible on the right side of the grid.

If you have any courses that are coloured red they will be overdue and should be completed as soon as possible. They will have a due date on them.

If you have any courses coloured orange they will be started, please complete as soon as possible. They will have a due date on them.

If you have any courses coloured green they will be completed and the completion date will be shown.

All Unit Managers should complete Managing Safety, if this has not been assigned to your learning portal, please contact the Learning and Development Team on [Learning.and.Development@compass-group.co.uk](mailto:Learning.and.Development@compass-group.co.uk)

***Classroom Health and Safety Training is provided by the Chartwells HSE Team. It is a requirement that all Unit Managers must attend this training. Please contact your relevant HSE Manager to find out the date and venue of the next available course.***

## Summary of New Unit Buddy Support Actions:

- Day 1** ensure the Log Book is completed with all HACCP controls in place
- Day 1** we would expect that the unit has Medical Diet pupils identified; by the end of **Week 1**, the Teams should have been trained on the Medical Diets Policy and all the processes in place
- Week 1** - Your Mobilisation Buddy will support you in the completion of the Covid 19 Risk Assessment in your unit so that you can display the Covid 19 Secure poster
- Week 1** - Implement the Food Safety Management System in your unit, we should expect to see the Hazard Analysis Charts reviewed by the Unit Manager, and by the end of **Week 2**, the relevant Safety Conversations read by the Team and the Training Matrix signed
- Within 4 weeks** - Review all relevant Risk Assessments for your unit
- Ensure that all training has been recorded on the colleagues Training Record Card ongoing
- Within 12 weeks** - Complete the Environment Toolkit