



HSE Agency & Temporary Staff Induction For Non-Catering Services

All HSE information in this pack must be communicated to and understood by each individual agency or temporary colleague before they commence work at a Compass unit where they will not be carrying out catering services.

Unit Name:

Unit Number:

Manager Name:

Manager Signature:

Staff Name:

Staff Signature:

Staff Next of Kin Name:

Next of Kin Contact No:

This is optional to complete and the information provided will only be used in an emergency.

Date Completed:

This completed pack is to be securely retained for 6 years with all unit training records and information.

HEALTH & SAFETY INFORMATION

Our Key Safety Behaviours ensure that we are all working to the same safety framework to build a safety culture that ensures that we all look out for each other.



BE MINDFUL - Always think first before you carry out a task or activity - are there any risks or hazards and is it safe to carry on.



GET INVOLVED – Help your colleagues if they need it or if you see them in trouble.



SPEAK OUT – If you are unsure of anything ask your manager/ supervisor or if you see any unsafe environments or working activities then let them know.

FIRE & EMERGENCY

Familiarise yourself with the location of fire alarms, fire escapes, firefighting equipment and assembly points.



Always follow instructions from your manager/supervisor or announcements on public address systems.

INCIDENTS

All incidents that result in injury, and all Near Misses must be reported at the time they occur.



Familiarise yourself with the location of first aid kits and first aid facilities.

MANUAL HANDLING

Only carry out manual handling tasks that are within your capabilities. Know your limits - if you need assistance, ask a colleague or your supervisor/manager. Manual handling aids, such as trolleys, sack trucks, keg barrow and roll cages should be used wherever available.

- Plan the route before you start
- Ensure that any manual handling aids are in good working order
- Assess the load – ask for help with heavy or awkward loads
- Start from a stable base – soft knees and balanced stance
- Avoid twisting or leaning
- Make sure you can see where you are going

LIFTING/CARRYING

- Bend your knees when lifting or lowering
- Keep your spine soft and your head up.
- Hug the load, keeping it close to your body

PUSHING/PULLING

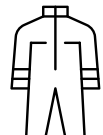
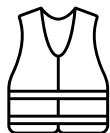
- Ensure the equipment is in working order
- Push rather than pull where possible
- Keep your elbows close to your body



PERSONAL PROTECTIVE EQUIPMENT (PPE)

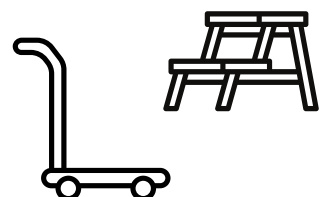
PPE such as goggles, gloves, safety shoes and high vis vests, is provided to minimise the exposure to hazards and reduce the risk of injury

- You must use/wear PPE where it has been provided. Some PPE, such as Slip Resistant Shoes or safety shoes (depending on role), must be worn throughout your work day, other items, such as goggles must be worn for specific tasks
- Take care of PPE and store it safely when it is not being used
- Make sure that any PPE you have been provided with fits and that you know how to use it correctly
- Report and damaged or missing PPE to your manager/supervisor



WORKPLACE EQUIPMENT

- Only use equipment you have been trained to use and follow the instructions provided
- Always visually check equipment before you use it to make sure it is safe to use
- Report any damage, such as loose wheels or sharp edges, to your manager/supervisor
- Don't use damaged or faulty equipment and remove it from use or clearly label it 'do not use'
- Never attempt to carry out any repairs yourself



WORKING WITH CHEMICALS

- Only use chemicals you have been trained to use.
- Follow all instructions on dilution, use and contact times - increasing the dilution of a chemical does not increase its effectiveness, but does increase the hazards and risk of chemical burn, skin irritation or other injury.
- Use the recommended PPE to avoid accidental contact with chemicals.
- Never mix chemicals or decant them into unlabelled containers or containers with other uses, such as a glass or cup.



PERSONAL HYGIENE

- Wash hands thoroughly after using the toilet, after handling chemicals or waste, after contact with patients and their environment, and before eating or drinking.
- Always eat and drink away from areas where chemicals are stored or being used, and from waste containers.
- Tell your supervisor, before commencing work, if you have any skin, nose, throat, bowel or stomach trouble or an infected wound.
- Your uniform should be clean and changed at least daily.



SLIPS TRIPS AND FALLS

- Spillages must be cleaned up immediately and wet floor signage displayed where appropriate.
- Keep walkways and work places clear of obstructions.
- Avoid running cables across pedestrian areas and always use the closest plug socket.
- Avoid rushing or running.
- Use the handrail when walking up or down stairs.
- Don't stand on furniture or other surfaces to reach, but use long-handled tools or a step stool.
- Report any damaged floor surfaces or poor lighting to your supervisor/manager.



ELECTRICAL SAFETY

Before use check portable electrical equipment for:

- damage to the cables and plug casing,
- bent plug pins and
- evidence of over heating, such as melted plastic or staining.



Don't...

- use damaged or faulty equipment - remove it or label it clearly 'do not use' and report it to your manager/supervisor.
- use electrical equipment around water.
- overload or daisy chain extension leads.

CUTS & SHARPS

- Inspect equipment and surfaces for sharp edges or damage and report this to your manager.
- Always use a dustpan and brush/wiper to clear up broken glass and crockery.
- Dispose of broken glass and crockery in the designated bin or wrap it well with cardboard before placing it in the general waste bin.
- Concentrate when carrying out tasks in which you come into contact with sharps.
- Always be aware that rubbish may contain concealed sharps - never push down on a waste bag.
- NEVER pick up a sharp object with your hands, especially not a medical sharp.



VIOLENCE AT WORK

- If you feel threatened or intimidated at any time, or if you observe any aggressive or inappropriate behaviour, remove yourself from the situation as quickly as possible and raise the alarm.
- Report threats, intimidation, harassment or suspicious behaviour to your manager immediately and ensure you know how to raise the alarm.



ADDITIONAL UNIT / SITE HAZARDS

Use the space below to add in unit or site hazards that are not covered in this document and that the person should be made aware of. Managers must attach a copy of the specific task cards (equipment, task, chemical) to this document and ensure they are trained to agency / temporary worker at induction.

SITE SPECIFIC SAFETY INFORMATION

This page provides you with the site specific information that you may require whilst working on this site. Your safety and wellbeing is important to us and we want you to remember our Key Safety Behaviours whilst working.



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FIRE & EMERGENCY

Familiarise yourself with the location of fire alarms, fire escapes, firefighting equipment and assembly points. Always follow instructions from your manager/supervisor or announcements on public address systems.



The alarm sound is:

The assembly point is:

FIRST AID ARRANGEMENTS

Familiarise yourself with the location of first aid kits and first aid facilities.

First aid kit is located:

Our first aider is:

Nearest A&E is:



INCIDENT REPORTING

All incidents/accidents, near misses, foreign body incidents and allergy incidents must be reported as soon as possible.



Report incidents to:

Reporting forms are available in:

SPILL RESPONSE

Spillages must be cleaned up immediately and wet floor signage displayed where appropriate.



Location of spill kit is:

STAFF WELFARE

Rest Area Location:



Smoking / Vaping Location: