

See Care Share Behaviours



BE MINDFUL
Focus on worksite hazards and how we control them.



SPEAK OUT
Encourage positive two-way dialogue.



GET INVOLVED
Be proactive to help keep safety front of mind.

First aid

Your Responsible Persons Are:

The nearest first aid box is situated:-

THE RULES OF SAFETY

- Be aware of your surroundings and report anything you regard as a hazard to your manager.
- All incidents that result in injury, however minor, must be reported to your manager immediately. You must provide relevant information in the Incident Investigation form. Near misses should also be reported to your manager.
- Familiarise yourself with the location of fire alarms, fire escapes, firefighting equipment, assembly points, first aid kits and facilities.
- Know what you must do in the case of a fire or bomb alert. In the event of an evacuation act quickly and quietly, use the nearest available exit, do not use lifts, and wait at the assembly point until you are given further instructions.
- Do not operate any machinery or use any equipment that you have not been trained to use, and only use it for its intended purpose.
- Take care as you go about your everyday tasks: focus and don't let yourself be distracted and don't rush.
- Don't run, be careful on staircases and take particular care if carrying hot liquids or foods.
- Never misuse or interfere with anything provided in the interest of Health and Safety.
- Always use a dustpan and brush to clean up broken glass and crockery – don't pick it up with your hands. Dispose of it in the broken glass or crockery bin.
- Keep your work area clean and tidy.
- Only use chemicals you have been trained to use and follow instructions on dilution, use, contact times and PPE (e.g., gloves and goggles) to be worn.
- Never decant cleaning materials in to unmarked bottles or containers and don't mix chemicals.
- Always take care when pouring hot water from hot taps/urns, when making and serving hot drinks, carrying hot foods and liquids, and when working with hot equipment.
- Never attempt to lift anything which may be too heavy. Use manual handling aids, such as trolleys and roll cages where available and ask for assistance.
- Check work equipment before you use it and report any defects, such as sharp edges or loose wheels, damaged cables or plugs, or evidence of overheating, to your manager. Never attempt to repair anything electrical or any other equipment.
- Always use equipment as directed - never take short cuts to save time and think about the risks involved.
- If you feel threatened or intimidated at any time, or if you observe any aggressive or inappropriate behaviour, report this to your manager immediately and ensure you know how to raise the alarm.
- Only smoke in designated areas and never smoke near gas cylinders, vehicles or other fuel and ignition sources.
- You are individually responsible for complying with this guidance and for your own personal safety and as well as the safety of your colleagues.

Remember Be Mindful and Speak Out if needed

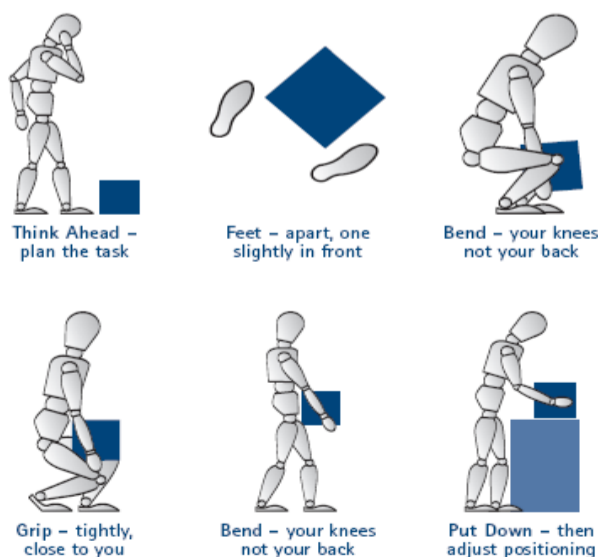
AVOIDING SLIPS TRIPS AND FALLS

A significant number of incidents recorded by Compass involve slips, trips and falls. They result in many minor and some very serious injuries to both employees and our customers. Follow the tips below to ensure the risks are reduced:

- Make sure the floor is kept clean, dry and free of obstructions.
- Clear up spillages immediately.
- Ensure all employees are aware of correct cleaning procedures.
- Dispose of waste materials in the appropriate areas.
- Avoid causing trailing cables.
- Store goods safely.
- Keep work areas and walkways clear of obstacles.
- Report any damaged or lifting flooring.
- Ensure there is adequate lighting.
- Wear sensible footwear with a good grip.
- Report any leaks or excess water to your manager.

LIFTING SAFELY

Plan the task and inspect the route to be taken - use your training.



H&S SAFETY POLICY

To view the current Compass Group UK & Ireland Health and Safety Policy scan the QR code.



Fire action

If you discover a fire

RAISE THE ALARM AND ALERT ALL EMPLOYEES IN YOUR AREA

ONLY IF SAFE TO DO:

**SECURE ALL CASH AND VALUABLES
CLOSE ANY DOORS OR WINDOWS
SWITCH OFF ALL GAS AND ELECTRICITY**

LEAVE BY THE NEAREST SAFE FIRE EXIT

GO TO ASSEMBLY POINT WHICH IS LOCATED:

**ONLY ATTEMPT TO FIGHT THE FIRE IF TRAINED
DONT COLLECT PERSONAL BELONGINGS
DONT RETURN TO THE AREA UNTIL INSTRUCTED**

WE LOOK OUT FOR EACH OTHER