

# HSE New Starter/Agency and Temporary Worker Induction Checklist



The following essential HSE information must be communicated to and understood  
by each individual New Starter/Agency/Temporary Worker  
before they commence work

## SAFETY BRIEFING CHECKLIST

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

<b>Unit Name</b>		<b>Colleague Name</b>	
<b>Inducting Manager</b>		<b>Date</b>	

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| <b>• Fire and Emergency</b> | <p><i>Alarm sound is; <span style="float: right;">Exit by nearest fire exit.</span></i></p> <p><i>Assembly point is located;</i></p> |
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| <b>• First Aid</b> | <p><i>You must report any accident to your supervisor/manager. <b>Including Covid 19 symptoms.</b></i></p> |
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| <b>• P.P.E</b> | <p><i>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</i></p> |
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| <b>• Manual Handling</b> | <p><i>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.</i></p> |
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| <b>• Slips, Trips and Falls</b> | <p><i>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.</i></p> |
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| <b>• COSHH</b> | <p><i>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.</i></p> |
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| <b>• Workplace Equipment</b> | <p><i>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.</i></p> |
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| <b>• Burns and Scalds</b> | <p><i>Take particular care when working with hot materials and equipment and when carrying hot food and liquids. Only clean fryers after training and completion</i></p> |
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| <b>• Safety with Knives</b> | <p><i>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</i></p> |
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| <b>• Essentials of Food Hygiene</b> | <p><i>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</i></p> |
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| <b>• Allergens</b> | <p><i>I have read and fully understand the "Know Your Allergens" information (Appendix 2) before commencing any food handling activity.</i></p> <p><i>Allergen information for this unit's daily menu is located:</i></p> |
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|--------------------------------|--|
| <b>• Site Specific Hazards</b> |  |
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| <b>• COVID 19</b> | <p><i>Be aware of the measures in the COVID-19 risk assessment.</i></p> <p><i>You must read the COVID-19 Working Safely Safety Conversation</i></p> <p><i>Observe all site rules regarding personal hygiene, social distancing and use of PPE</i></p> |
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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 are 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.

<b>Colleague Signature</b>	
<b>Date</b>	

# Essentials of Food Hygiene

## Personal Hygiene:

- Keep yourself clean and wear clean clothing.
- Always wash your hands thoroughly; before handling ready to eat food, after using the toilet, handling raw foods or waste, before starting work, after every break, after blowing your nose.
- Wash your hands following the correct method of applying soap with hot water and vigorously rubbing your hands for approx. 20 seconds before drying with disposable paper towel
- Tell your supervisor, before commencing work of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not.
- Ensure cuts and sores are covered with a waterproof, high visibility dressing.
- Do not smoke, eat or drink in a food room, and never cough or sneeze over food.

## Safe Food Preparation:

- Check deliveries for signs of damaged packaging, pest activity or leaking meat juices which could cause cross contamination of food
- Store food at the correct temperatures (below -18°C for frozen or between +1°C and +5°C for fresh / ready to eat)
- Be mindful of potential cross contamination between raw meat / unwashed fruit & vegetables and ready to eat food within the kitchen environment
- Keep the preparation of raw and cooked food strictly separate, ensuring clean equipment, chopping boards and other utensils are used for each.
- Do not use complex equipment, e.g. mincers, slicers or vac packing machines for both raw and ready to eat foods
- Cook food thoroughly to a core temperature of +75°C and hot hold at a temperature above +63°C or cool within 90mins and refrigerate.

## Cleaning:

- Operate clean as you go at all times to remove food debris and packaging as you work
- Use a 2 stage cleaning process to clean work surfaces, sinks and equipment. First remove general food debris, spray sanitiser and wipe clean then re-spray and leave for 1 minute contact time before rinsing and drying with a paper towel
- Ensure you read the cleaning chemical safety instructions before use and allow the correct contact time with the work surface before wiping away
- Ensure any cleaning cloths used for raw food preparation areas are not used to clean ready to eat food areas

# KNOW YOUR ALLERGENS



WHAT ARE THE ALLERGENS TO BE AWARE OF?

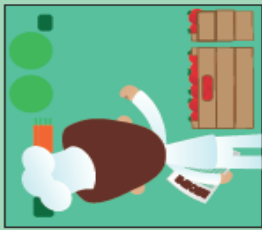


## BACK OF HOUSE:



1

Ensure your recipes are printed from The Source or where applicable created using the Manual Allergen Builder.



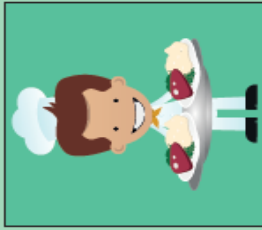
2

Always follow the recipe. Cross-check the ingredients against the recipe to ensure they match.



3

Periodically check The Source allergen information against your printed allergen information and against the packaging of items when they arrive in unit.



4

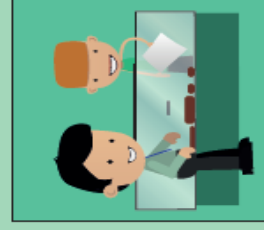
Before service, brief your front of house team on allergens in dishes available on a menu.

## FRONT OF HOUSE:



1

Ensure allergen information is correct and available. This must be cross-checked during pre-service brief.



2

If a customer has a question regarding allergens point them to where the allergen information is available. Remember don't advise the customer what they can have!



3

Customer to review the information in the allergen folder and decide if the food is safe for them to consume.



4

Allergen information to be kept whilst applicable and retain for 4 weeks before disposing of it.