

# Chartwells New Manager HSE Guide



see



care



share

WE LOOK OUT FOR EACH OTHER



**Chartwells**  
So much more than fantastic food

## 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.
- ❖ This guide will also give you knowledge & understanding of our HSE Website where you will find all the tools and information required.

Our Health and Safety Lead, Jo Jackson, supports the business to make sure our colleagues come to work, serve safe food to our pupils, stay safe at work and go home safely to their family at the end of the day.

You can contact Jo on 07825 114309 [jo.jackson@compass-group.co.uk](mailto:jo.jackson@compass-group.co.uk)

Alternatively, support is always available from our HSE Advisor

Vanessa Migliozi:

Tel Number 07990 564907 [vanessa.migliozi@compass-group.co.uk](mailto:vanessa.migliozi@compass-group.co.uk)

or the HSE Admin Team:

**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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## ISO Standards

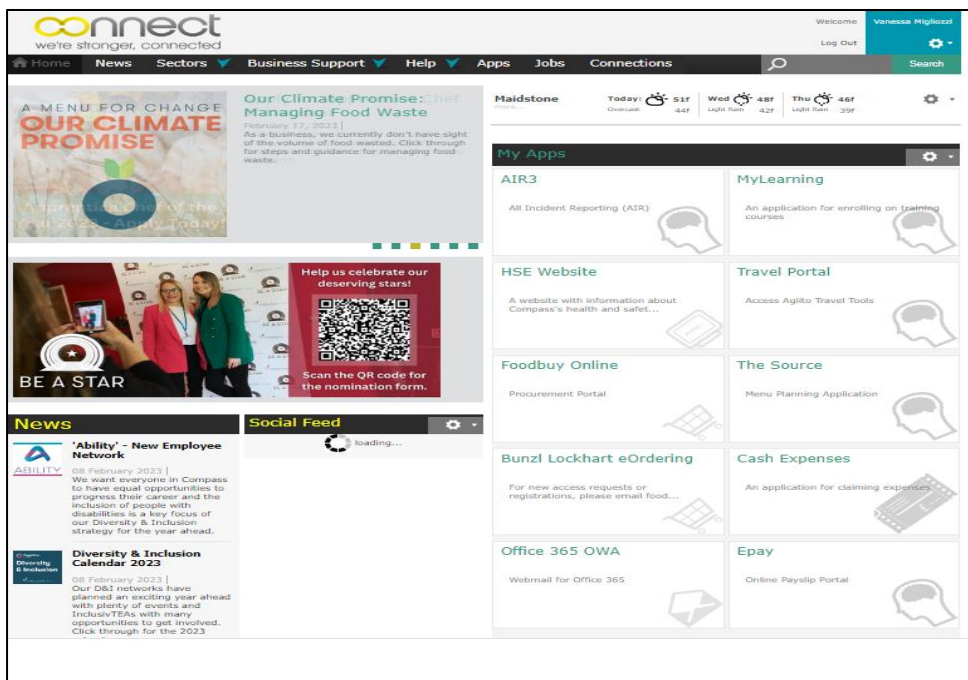
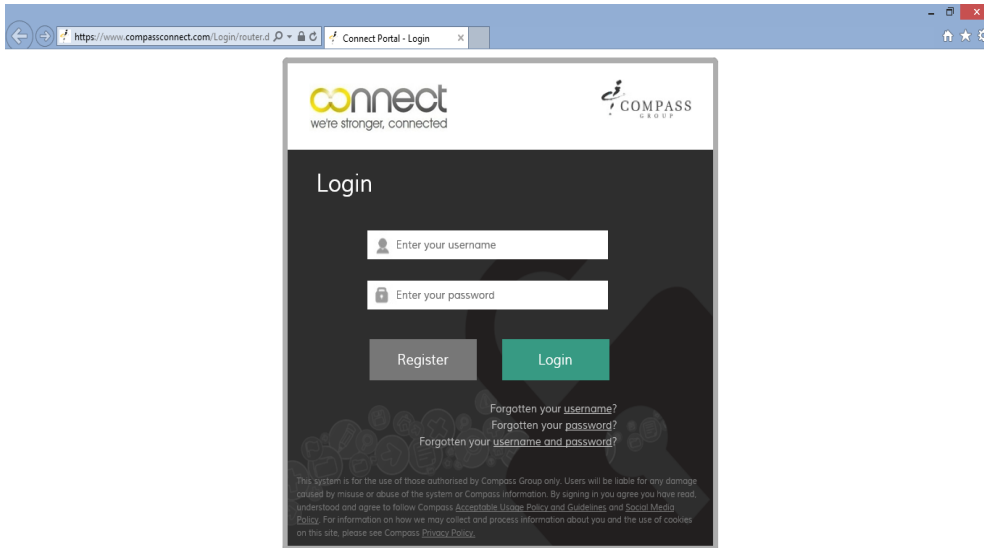
In your unit you will find the latest versions of our Health, Safety, Quality and Environment processes:

- ❖ **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 Records. Any team member using the processes should have been trained on the principles of HACCP and reviewed the Hazard Analysis Records.
- ❖ **Workplace Safety Management System (Risk Assessments)** – This folder contains Essential Risk Assessments, Service Specific Risk Assessments, Safety Task Cards and a Site Safety Information Pack. Some Essential Risk Assessments must be reviewed annually (Fire Safety). All other Risk Assessments relevant to your unit must be reviewed every 3 years, unless there is a change in equipment or process, or an incident has occurred. The Site Safety Information Pack should be made relevant to your unit and communicated to each team member. Each team member should review the Safety Task Cards appropriate to their role and complete and sign their individual WSMS Training Record Card.
- ❖ **Unit Managers Emergency Manual** – This must be completed with correct current unit details; and should be easily accessible and used for reference in case of any emergency
- ❖ **Net Zero 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, and 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 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. If you have any issues registering, please contact the IT Helpdesk on 0845 602 5555 opt. 3.



## 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 [Food Safety Forms & Guidance | Compass HSE \(mycompasshse.co.uk\)](#)

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 [Login to Linney Applications Website](#) Username : Unit email address, Password : Unit number

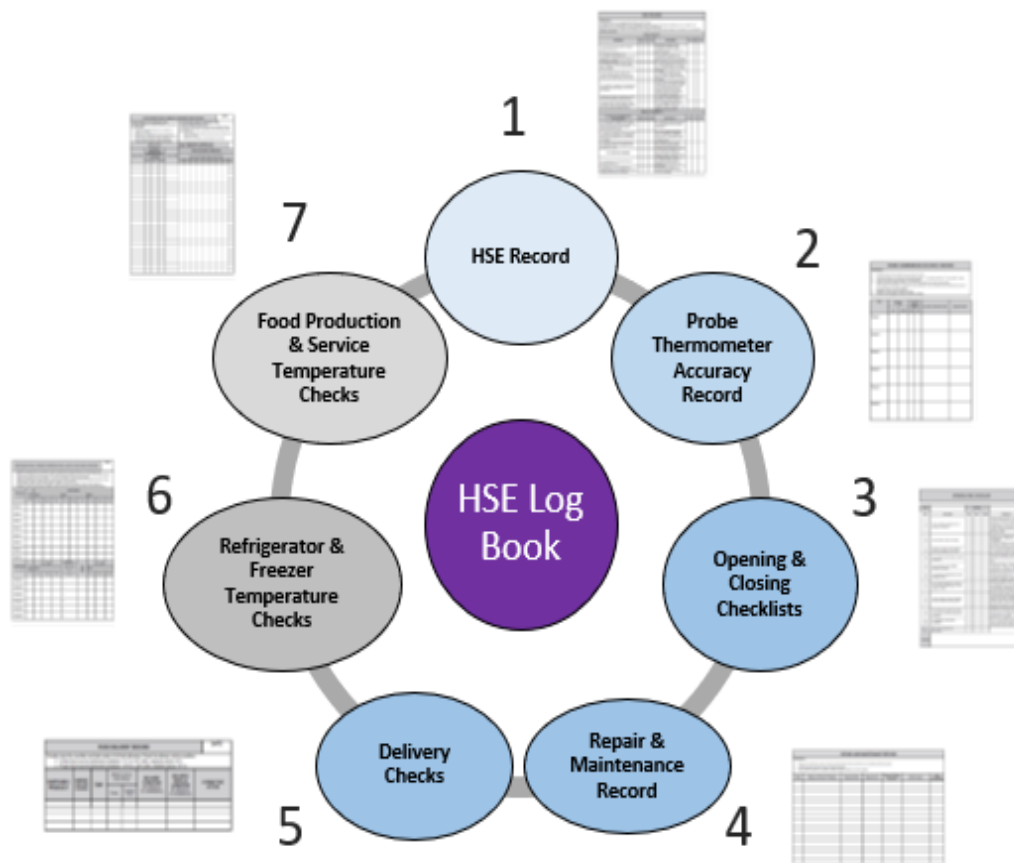
**SAFE FOOD**  
served with you in mind

**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**

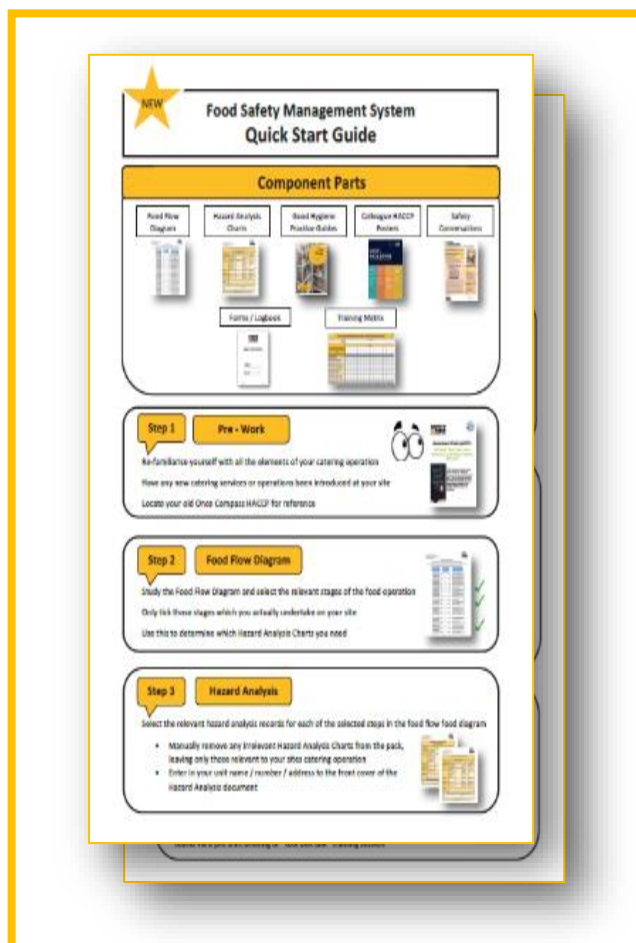
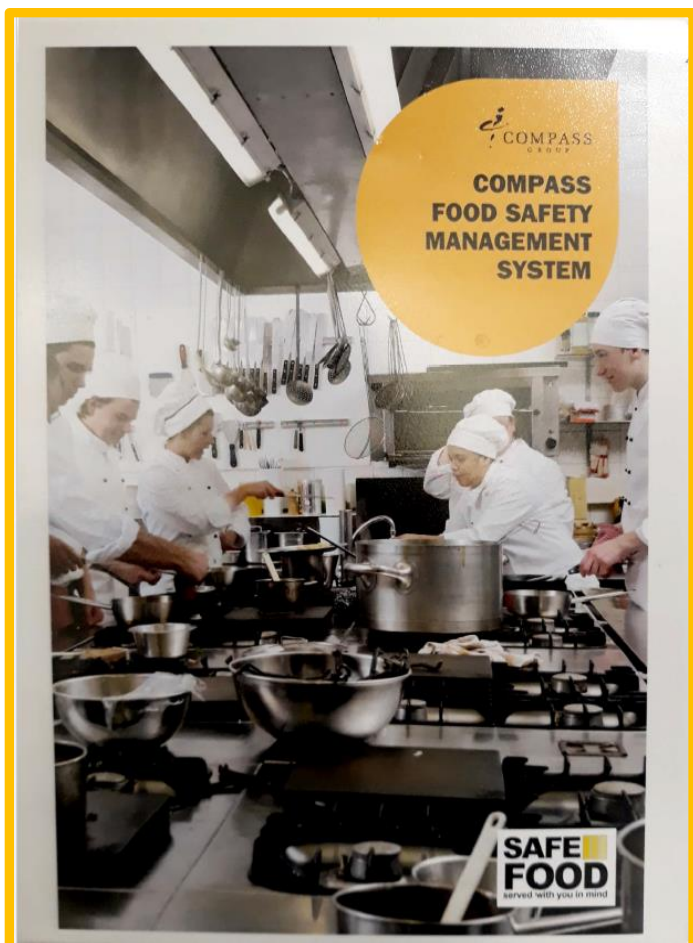
## Food Safety Management System

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:

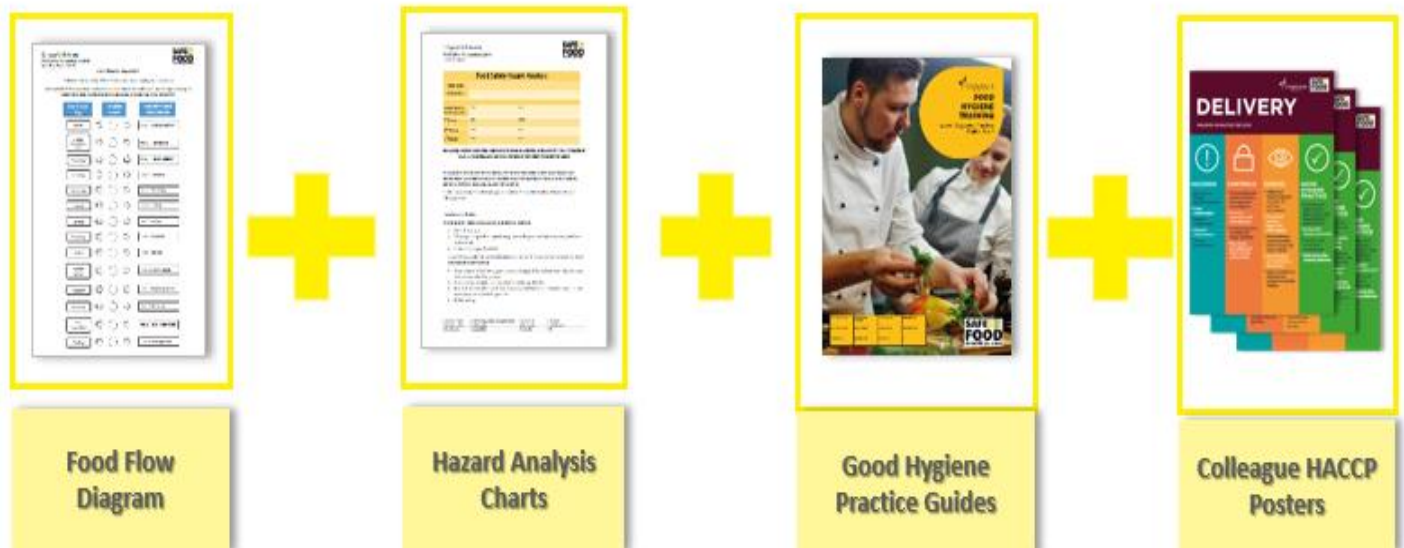
- review the Food Safety Management System
- identify food hazards specific to their operation
- properly communicate the process steps of the HACCP to employees
- identify the type of food service operated and the process steps in their unit
- confirm that controls, monitoring and records are being 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 version that you will have is V2 dated 2022. Please make sure the HACCP sheets have been reviewed and the Team have read the Safety Conversations and signed the Training Matrix at the back of the manual.**





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. **Shelf Life Posters** – These should be displayed at the relevant storage areas e.g. dry stores and fridges and are a training aid and point of reference for our teams
9. **Training Matrix** - Training is a large part of the FSMS and all this training must be recorded on the training matrix and must include refresh training and any new updates. This must be completed annually, and any new starters should complete and sign off within their first two weeks of employment.



**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 [Login to Linney Applications Website](#) and are also available on the HSE Website. [Allergens Awareness | Compass HSE \(mycompasshse.co.uk\)](#)

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. Alternatively, the unit may have an Allergen Tablet where all allergen information is downloaded directly from The Source menu application for customers to view. The Know Your Allergens Poster should also be on display and the Slightest Trace posters are designed to be displayed in your production area to remind your Team of the risk of cross-contamination. Each unit should have an nominated Allergen Champion.



**ALLERGEN CARD**

Recipe	Allergens													
Bacon Slice														
Oven Baked Pork Sausage		✓ Wheat									MC		✓	✓
Quorn Sausage		✓ Barley ✓ Wheat		✓			✓							
Fried Egg				✓										
Baked Beans														
Scrambled Egg							✓							
Hash Browns Oven Baked														
Grilled Tomatoes														
Breakfast Cumberland Sausage		✓ Wheat									MC			
Poached Egg		MC Barley		✓										✓
Grilled Black Pudding		✓ Barley ✓ Wheat												
Pan Fried Mushrooms							✓							
Boiled Egg				✓										
Batch 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 busy 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 also included in your Compass Food Safety Level 2 E-Learning.

We have a robust Medical Diet Policy in place, which must be adhered to. It includes information on how the process is managed in your unit, step by step, starting with the receipt of Medical Diet Request Forms right through to receiving Medical Diet Menus and preparing and serving the food safely. Support and access to the Allergen Academy, as well as additional training 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

The training cards are organized into six weekly modules:

- WEEK 1 - WHAT IS AN ALLERGEN?** Focuses on identifying allergens, understanding food allergies, and the importance of accurate allergen information.
- WEEK 2 - ALLERGEN INFORMATION AND ALLERGEN REPORTS.** Covers how to use allergen reports, manual allergen reports, and the importance of accurate labeling.
- WEEK 3 - KITCHEN PROCESS.** Details cross-contamination prevention, allergen-free zones, and safe handling practices.
- WEEK 4 - CUSTOMER JOURNEY.** Discusses staff responsibilities, allergen-free zones, and how to handle allergen challenges.
- WEEK 5 - WHAT TO DO IN THE EVENT OF AN ALLERGEN INCIDENT.** Provides a clear protocol for responding to allergen incidents, including first aid and reporting.
- WEEK 6 - SUMMARISING WHAT WE HAVE LEARNT.** A summary of key allergen management principles and a reminder of staff responsibilities.



# 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, came into effect from October 2021 and requires food businesses to provide full ingredient lists and allergen labelling on foods prepackaged for direct sale on the premises. The legislation was introduced to protect allergy sufferers and give them confidence in the food that they purchase. 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.

[Allergens Awareness | Compass HSE \(mycompasshse.co.uk/6027ghp-21-natashas-law-fsqhp02103pdf.pdf\)](https://www.hse.gov.uk/allergens-awareness-compass-hse/mycompasshse.co.uk/6027ghp-21-natashas-law-fsqhp02103pdf.pdf)

Unit teams should have daily pre-service, or Buzz briefings where safety messages, including those relating to allergens, are shared.

## COSHH

**Ecolab is our nominated Chemical supplier:**

[Chemical Safety \(COSHH\) | Compass HSE \(mycompasshse.co.uk\)](#)

### **Site/Unit Manager's COSHH Responsibilities**

- To download the COSHH Product Assessments for the products in use, taking care to ensure 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 to all colleagues involved in the handling and use of the products, in particular ensuring that they are aware of the hazard warnings, risk phrases, safety precautions and PPE requirements
- To ensure 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 (also included in the Workplace Safety Management System)
- 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 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
- In the event of an incident whilst using chemicals, the first aid information should be followed and the CPA taken with the injured person to hospital if further treatment is required.

COSHH PRODUCT ASSESSMENT (version 3 - August 2017) The MSDS For This Product – Although It Is Not Specifically Required - Is Available from <a href="https://safetysds.ecolab.eu/">https://safetysds.ecolab.eu/</a>		
<b>Product name and description:</b> ASEPTOPOX EL75 – Manual pot and pan cleaner/sanitiser. Surface sanitising.		
<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>	Hourly	X
	Daily	
	Weekly	
	Monthly	
	Infrequent	
<b>Persons exposed:</b>	Users and persons in vicinity	
<b>Susceptible workers:</b>	N/A	
<b>First Aid information:</b>		
<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 0321 457 5194.</li> </ul>		

**Task Cards** - 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

**Aseptopox EL76 SANITISING SURFACES**  
(Catering Back 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

1. Fill correctly labelled bottle with 600ml of clean water and add x2 Push (20ml) of Aseptopox to trigger spray.
2. Remove any loose food debris from all surfaces to be **cleaned** and spray with Aseptopox solution.
3. Remove all loosened soils.
4. Clean with paper towel, paying special attention to corners.
5. Spray all surfaces to be **sanitised** with Aseptopox 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.

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

**SAFETY FIRST**

**Aseptopox 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

1. Remove any loose food debris
2. Fill correctly labelled spray bottle with 600ml of clean water and add via piston pump 10ml of Aseptopox EL76 and set trigger - 1 pump per 600ml bottle
3. Spray cloth with Aseptopox EL76 solution. Wipe surface to clean. Remove all loosened soils.
4. Spray clean cloth with Aseptopox 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  
**5 Min**
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)

USE BIODEGRADABLE. ALWAYS READ THE LABEL AND PRODUCT INFORMATION BEFORE USE

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

**SAFETY FIRST**

## 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 into your Lockhart account. Some sites will need to order via their line manager.

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, hi-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
- Completing a PPE Record of Issue for each employee



## Hand Protection



- 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



## Workplace Safety Management System - Risk Assessments

All Risk Assessments must be reviewed, the date of review completed, and signed by the responsible person on the Record of Risk Assessments. These should be reviewed every 3 years (annually for some Essential Risk Assessments) or after an incident has occurred or equipment has been replaced.



# 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 Workplace Safety Management System Training Record card for all Safety Task Cards relevant to the tasks that they complete

INDUCTION & TRAINING RECORD			
Employee name:		Continuous employment start date:	
Employee number:		Compass start date:	
Job role:		Unit Number:	
		Emergency Contact:	
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/IN SUEDE:	Date Completed	Employee Signature	Trainer Signature
Compass Induction			
Site Building Induction and Staff Pass I.D.			
Unit Policies & Systems			
Uniform			
Records of PPE Issue & Use			
Reporting Infection & Illness Arrangements			
Company Policy Statements			
Safety Behaviours			
Unit Manager's Emergency Manual			
Personal Hygiene			
Fire Emergency Action Plan			
See Care Share			
<small>Note: This Document is to be retained on file for the full duration of the employee's service and a further three years after their date of leaving.</small> <small>CH.HSE.G.002.02 Internal Use May 2024</small>			

SECTION 2: E Learning						
Course	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed
Introduction to Safeguarding						
Health & Safety at Compass						
Compass Food Hygiene Level 2						
Compass Food Hygiene Level 3						
Managing Safety						
Allergen Academy						
Chartwells Medical Diet						
Code of Business Conduct						
Dignity @ Work						
GDPR Essentials						
DBS Awareness						
Working Time, Payroll & Uniform						
Ethics & Integrity						
Right to Work						
Calorie Labelling Regulations						
Cyber Security						
<small>Note: This Document is to be retained on file for the full duration of the employee's service and a further three years after their date of leaving.</small> <small>CH.HSE.G.002.02 Internal Use May 2024</small>						

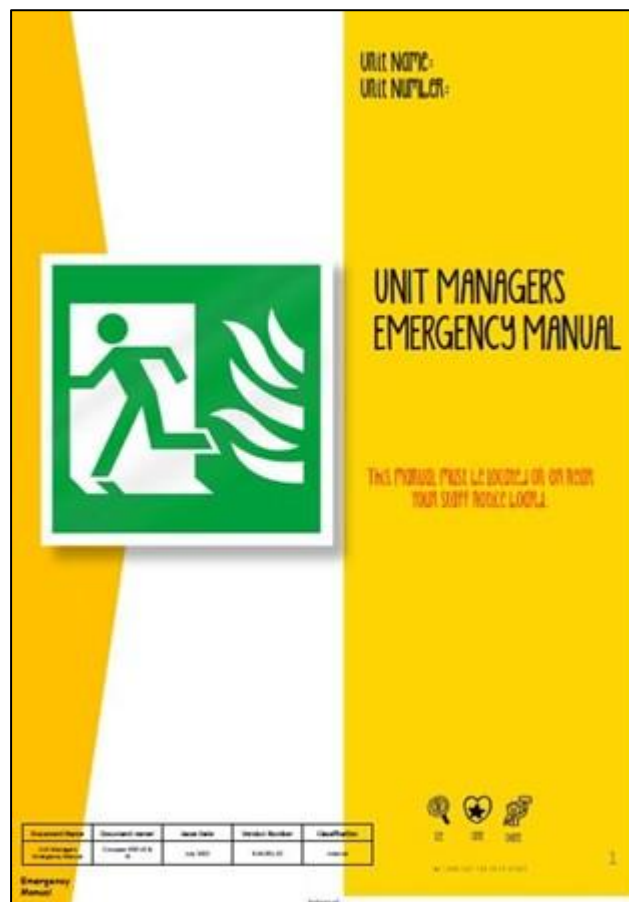
Workplace Safety Management System Training Record					
Employee Name:			Employee Unique Number:		
Employee Job Role:			Unit Number:		
Unit Manager:			Date:		
Training	Completion		Refresher		
	Employee Signature	Date	Employee Signature	Date	
Site Safety Information Pack					
STCOE 13 Goods receipt and storage					
STCOE 02 Wash-in ovens and toasters					
STCOE 03 Use of ovens					
STCOE 04 Use of cooking ranges					
STCOE 05 Use of ovens and contact grills					
STCOE 06 Multifunctional convection cooking					
STCOE 07 Using deep fat fryers					
STCOE 08 Cleaning deep fat fryers					
STCOE 01 Use of microwave ovens					
STCOE 09 Use of blastchilled ovens					
STCOE 02 Use of toasters					
STCOE 10 Hot food service equipment					
STCOE 11a Safety with sharp knives					
STCOE 11b Sharpening knives with a stilet					
STCOE 12 Use of manual slicers					
STCOE 13 Use of slicing machines					
STCOE 14 Use of potato peeling machines					
Document Name	Workplace Safety Management System Training Record	Document No.	WSLTRC.02.01		
Document Owner	Workplace Safety	Date of Issue	July 2022		
Classification	Internal Use	Version No.	1.0		
Page 1 of 4					

## 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.

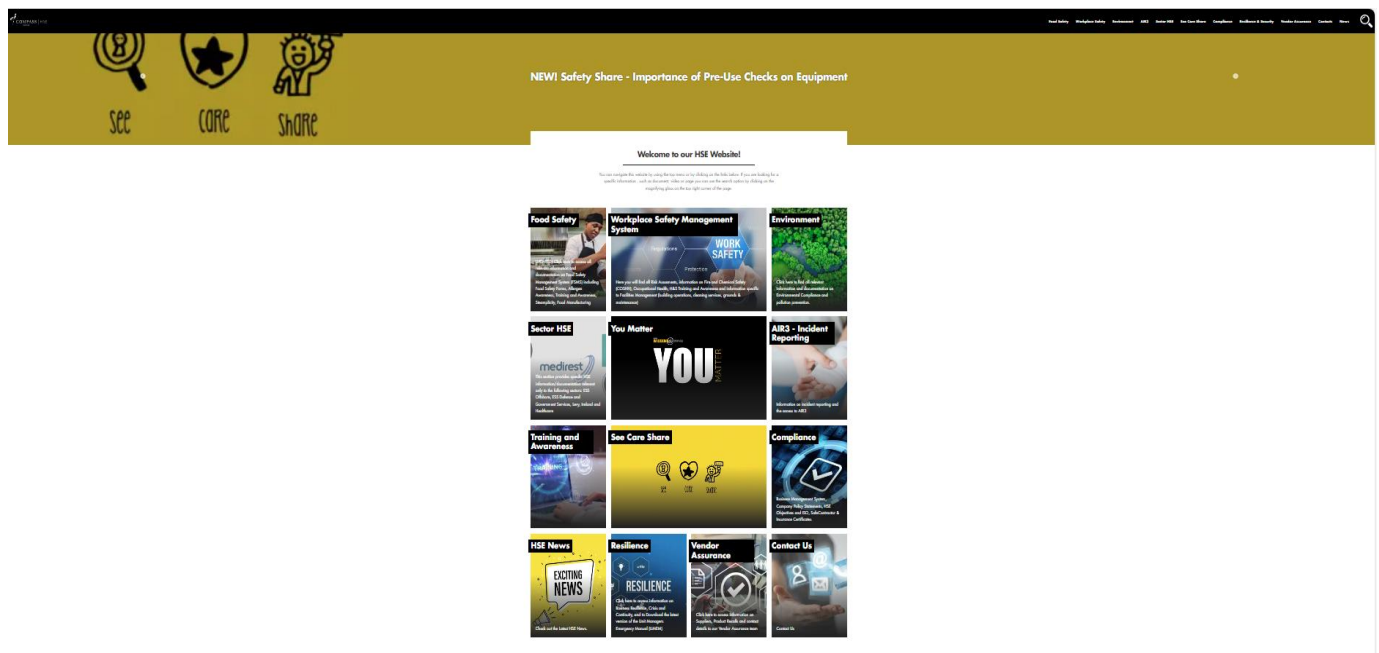
- Site Specific Details to be completed inside Document
- Emergency Contact Numbers available
- Designed as a Grab & Go document for use by all colleagues as required
- The document ensures that all Emergency Situation Procedure Guides are in place



## 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, Hazard Observations, Environmental Incidents, Alleged Food Poisoning, Food Allergy, Foreign Body Incidents and Food Quality Incidents, Pest Infestation, 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.



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

Any incidents which may be reportable under TRIFR (Total Reportable Injury Frequency Rate), e.g. RIDDOR, Lost Time, Medical Treatment or Restricted Work **must** be discussed with your HSE Manager prior to a report on AIR3 being made.

An **Incident Information Pack** must be completed for **all incidents resulting in injury**. The IIP must be completed in full and sent by recorded post 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.mycompasshse.co.uk/media/q2rfjzr3/5058incident-investigation-pack-hsf00112docx.docx>

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 and Safety Task Cards. 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/accrains/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 5154. 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 Parkside, Parkside Court, Rubery, Birmingham, B45 9PZ.** For inland please send to: 3rd Floor, 41a Yeats Way, Parkwest Business Park, Dublin 12.

Person completing this form:		Sector:	
Name:			
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:			
<b>Injured Person Details:</b>			
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 Owner: Health & Safety  
 Classification: Internal Use

Document No: HSP/001/12  
 Date of Issue: Nov 2020  
 Page No: 1 of 4

HSP/001/12      November 2020      2 of 4

### REPORT IT ON AIR3 WITH QR CODES

ALL INCIDENT REPORTING SYSTEM

COMPLETING A HAZARD OBSERVATION, NEAR MISS, INCIDENT REPORT, SAFETY WALK OR QUARTERLY RECORD COULDN'T BE EASIER. YOU CAN NOW JUST SCAN THE RELEVANT QR CODE AND COMPLETE THE FORM USING YOUR UNIT INFORMATION.

**HAZARD OBSERVATION OR NEAR MISS**

Use this QR code to report a hazard observation or near miss.

Use this QR code to report an injury that occurred to a member of staff.

**COMPASS EMPLOYEE OR NON EMPLOYEE INJURY**

Use this QR code to report an injury that occurred to a member of staff.

Use this QR code to report an injury that occurred to a member of staff.

**REMEMBER:**  
 For all Injury Incidents we are required to complete an Incident Investigation Pack. Once complete upload to AIR3 or email to [hse@compass-group.co.uk](mailto:hse@compass-group.co.uk) within 7 days of reporting

**SAFETY WALK**

Management Only. Complete as part of your Site Care Share Safety Walk.

**FOOD SAFETY INCIDENT**

Use for any Food safety incident i.e. Food Allergy, Foreign Body or Alleged Food Poisoning.

**QUARTERLY HSE RECORD**

Management Only. Complete Quarterly as part of your unit's Quarterly HSE Record.

HS.P.000.01

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!

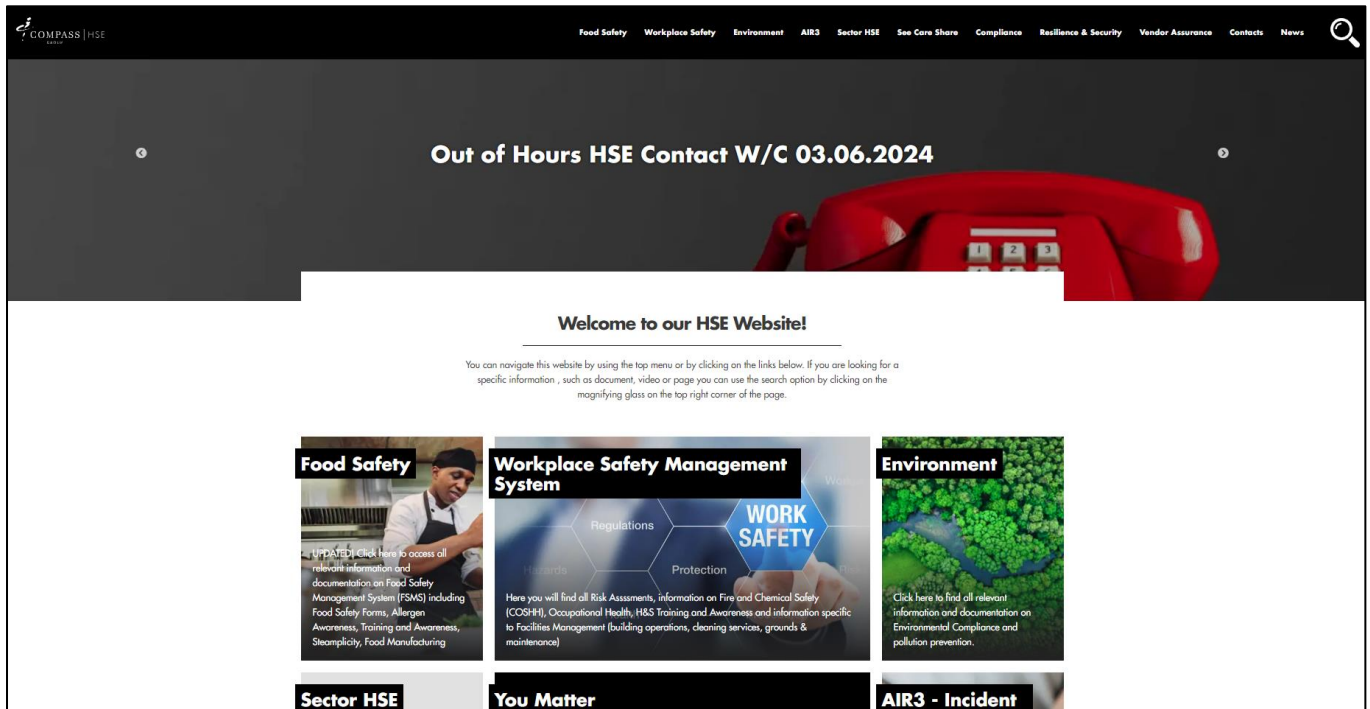
You will find a **Quarterly HSE Record** in your Log Book which must be completed when you start a new log book..

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 under the Workplace Safety Management System tab, in the Additional Health & Safety Documents list.

[Workplace Safety Management System | Compass HSE \(mycompasshse.co.uk\)](http://www.mycompasshse.co.uk)

<p><b>SAFETY FIRST</b> Compass Group UK and Ireland</p> <p><b>WORK PREMISES: STATUTORY COMPLIANCE DECLARATION</b></p> <p>UNIT NAME: _____ UNIT NO: _____          CATERING MANAGER: _____ REGIONAL MANAGER: _____          DATE REPORT COMPLETED: _____ COMPLETED BY: _____</p> <p>A copy of this document should be provided to the Client or person responsible for each aspect of the premises' maintenance</p> <p>Where Compass is the duty holder in respect of any of these matters and 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</p> <p><b>TO BE COMPLETED ANNUALLY - RETAIN FOR 6 years</b></p> <p><b>GAS SAFETY - ANNUAL SAFETY INSPECTION</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>I confirm that all gas supply and appliances are maintained, inspected and certified in accordance with the specific regulatory requirements by a competent person. (To be signed by representative of the duty holding organisation)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p><b>ELECTRICAL SAFETY OF PORTABLE APPLIANCES - ANNUAL OR AS APPROPRIATE INSPECTION AND TEST</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/></p> <p>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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p><b>ELECTRICAL HARDWARE - INSPECTION, TESTING &amp; MAINTENANCE - 5 YEARLY</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>I confirm that all electrical hardware 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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p><b>PRESSURE VESSEL INSPECTION - IN ACCORDANCE WITH WRITTEN SCHEME OF EXAMINATION</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Identify all Pressure Vessels at Unit: _____</p> <p>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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p>HSE/HS/V1/AUGUST2015</p>	<p><b>SAFETY FIRST</b> Compass Group UK and Ireland</p> <p><b>LIFT INSPECTIONS - 6 MONTHLY PASSENGER LIFT &amp; ANNUAL GOOD'S LIFT THOROUGH EXAMINATIONS</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Identify all Lifts or Lifting Equipment at Unit: _____</p> <p>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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p><b>MECHANICAL EXTRACT VENTILATION DUCTWORK CLEANING - ANNUAL OR MORE FREQUENT AS APPROPRIATE</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Identify location of all ductwork at Unit: _____</p> <p>I confirm that all ductwork and location for mechanical extract (recessed) 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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p><b>FIRE PRECAUTIONS &amp; PROVISIONS - INSPECTION, TESTING &amp; MAINTENANCE - ANNUAL OR MORE FREQUENT AS APPROPRIATE</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>I confirm that all fire precautions &amp; 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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p><b>ASBESTOS MANAGEMENT</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p><b>WATER SERVICES &amp; SYSTEMS - INSPECTION, TESTING &amp; MAINTENANCE - ANNUAL OR MORE FREQUENT AS APPROPRIATE</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p>HSE/HS/V1/AUGUST2015</p>	<p><b>SAFETY FIRST</b> Compass Group UK and Ireland</p> <p><b>AIR CONDITIONING SYSTEMS INSPECTION, TESTING &amp; MAINTENANCE - ANNUAL OR MORE FREQUENT AS APPROPRIATE</b></p> <p>Who is responsible for ensuring and completing this activity? (Please circle as appropriate): Client <input type="checkbox"/> Compass <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>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)</p> <p>Print Name: _____ Signature: _____</p> <p>Documents and services are held and available for reference at: _____</p> <p>HSE/HS/V1/AUGUST2015</p>
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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.



## 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	<b>Notification of Absence</b> Site Manager/supervisor must complete this section when first notified of an employee absence
2	<b>Returning from absence</b> All employees who have been absent due to illness or injury must complete Section A.
3	<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.
4	<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.
5	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.  File the form in the employee's personnel file
6	Refer any response which indicates that the employee may be unfit for food handling duties to the Regional HSE Manager for advice.

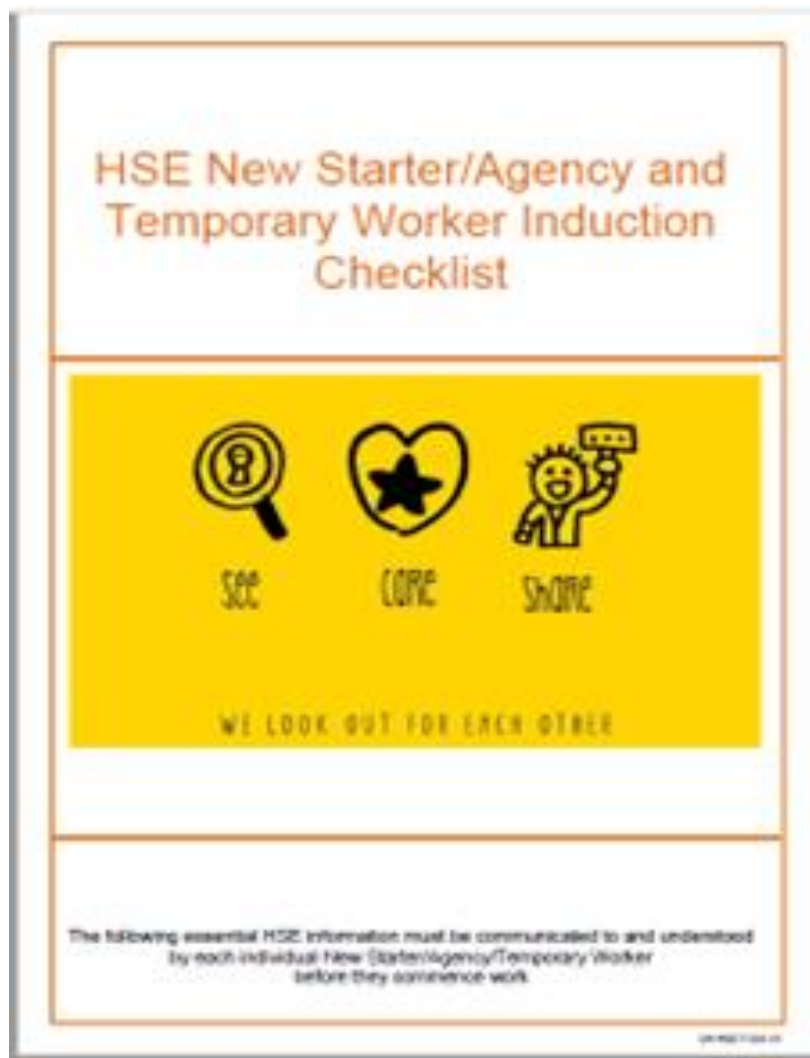
The latest form can be found on the HSE Website.

[absence-return-from-foreign-travel-employee-self-declaration-form-fsf03807docx.docx \(live.com\)](#)



## New Starter, Temporary Workers/Agency Employees Induction Checklist

The New Starter/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.



## **The Net Zero Toolkit**

The Toolkit was launched to help you effectively manage your

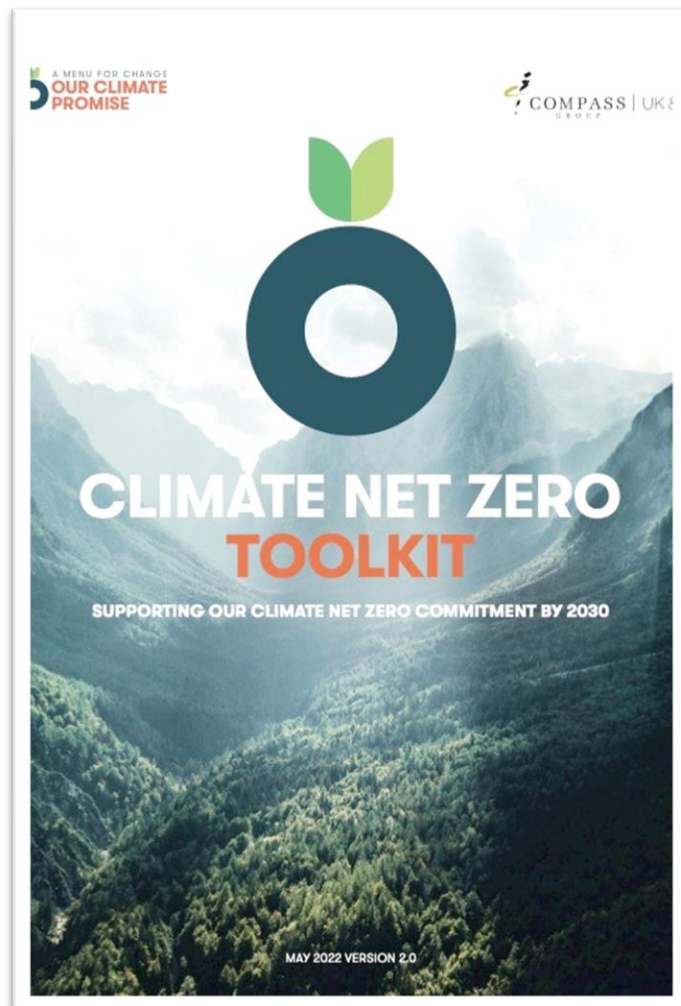
**Energy, Transport, Materials, Waste, Water and Prevent Pollution.**

There is an Environment section on the HSE Website [Environment | Compass HSE \(mycompasshse.co.uk\)](https://mycompasshse.co.uk)

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.



## 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 a suggested layout of the HSE Notice Board.



*Remember: Double sided sticky tape/sticky dots should be used. Drawing pins must 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 UK & Ireland  
Workplace Safety Management System

Health, Safety and Environment Meeting			
Unit Name and Address			
Meeting Date	Date	Meeting Time	
Attendees			
Apologies			
Agenda			
1. See Care Share Moment			
2. Outstanding matters from previous meeting			
3. Health & Safety			
<ul style="list-style-type: none"> <li>• Incidents, hazard observations and near misses since last meeting</li> <li>• Report on findings of any Audits, Inspections and Risk Assessments</li> <li>• Changes to site equipment, services or work methods</li> </ul>			
4. Food safety issues			
5. Environmental issues			
6. Quality issues			
7. Changes to Company Policy or Procedures			
8. Training			
<ul style="list-style-type: none"> <li>• Training since last meeting</li> <li>• Training planned</li> </ul>			
9. Any other 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			

Document Name	HSE Meeting Minutes	Document No	HSLF.009.03
Document Owner	Health and Safety	Date of Issue	May 2022
Classification	Internal Use	Version No	03

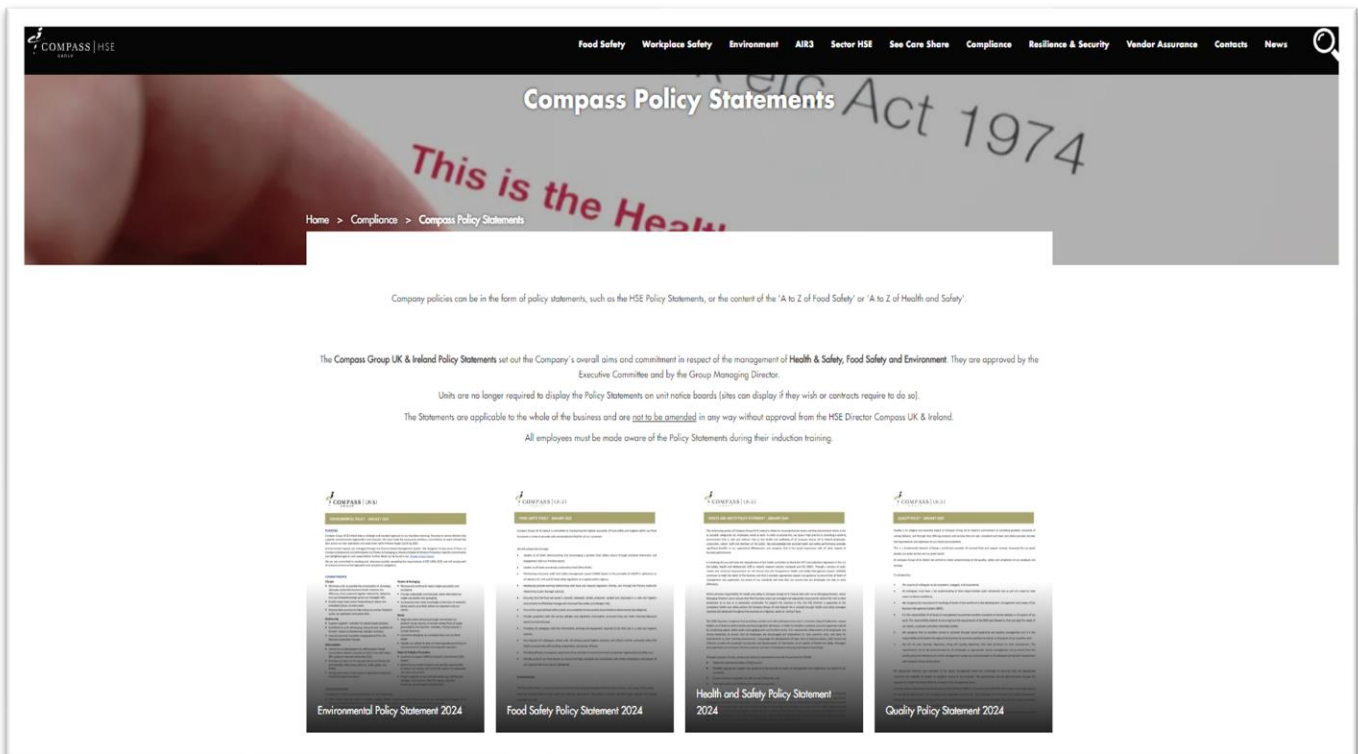
Compass UK & Ireland  
Workplace Safety Management System

1. See Care Share Moment	
Topic discussed during See Care Share Moment (topic from the monthly See Care Share Update, lessons learned from a recent incident etc)	
2. Outstanding matters from previous meeting	
Details	Actions required
3. Health and Safety	
Incidents, hazard observations and near misses since last meeting (where a colleague was involved in an incident that resulted in injury, ask them if they would like to share their experience with the team)	
Details and actions taken	Further actions required
Report on findings of any Audits, Inspections and Risk Assessments	
Findings/outcomes	Any actions required
Changes to Site Equipment, Services or Work Methods	
Details	Any actions required
4. Food Safety Issues	
Including alleged food poisoning, foreign body, allergen incidents and evidence of pests	
Details and actions taken	Further actions required

Document Name	HSE Meeting Minutes	Document No	HSLF.009.03
Document Owner	Health and Safety	Date of Issue	May 2022
Classification	Internal Use	Version No	03

The latest Compass Policy statements are available on the Compliance tab on the HSE Website [Compass Policy Statements | Compass HSE \(mycompasshse.co.uk\)](https://mycompasshse.co.uk)

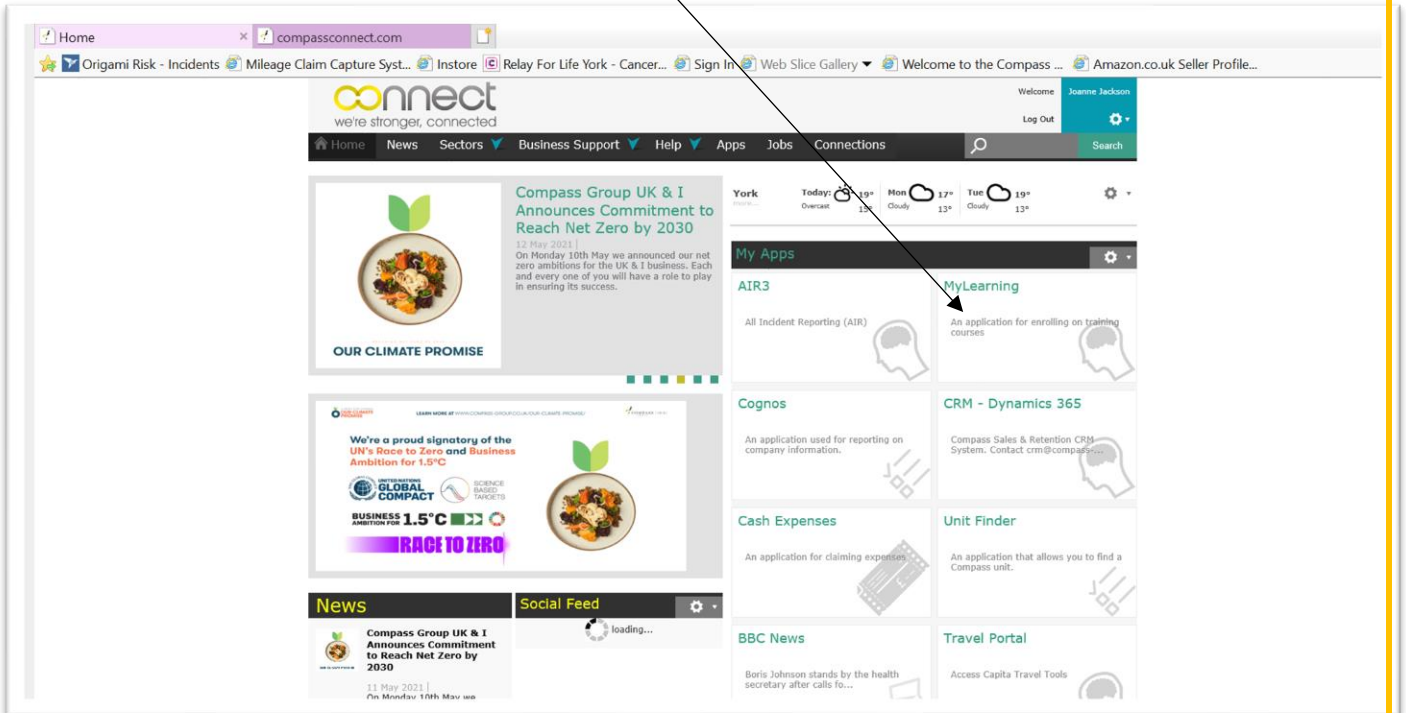
There is no requirement to have the policies on display but your Team should have been briefed on their content and Training Record Cards signed.



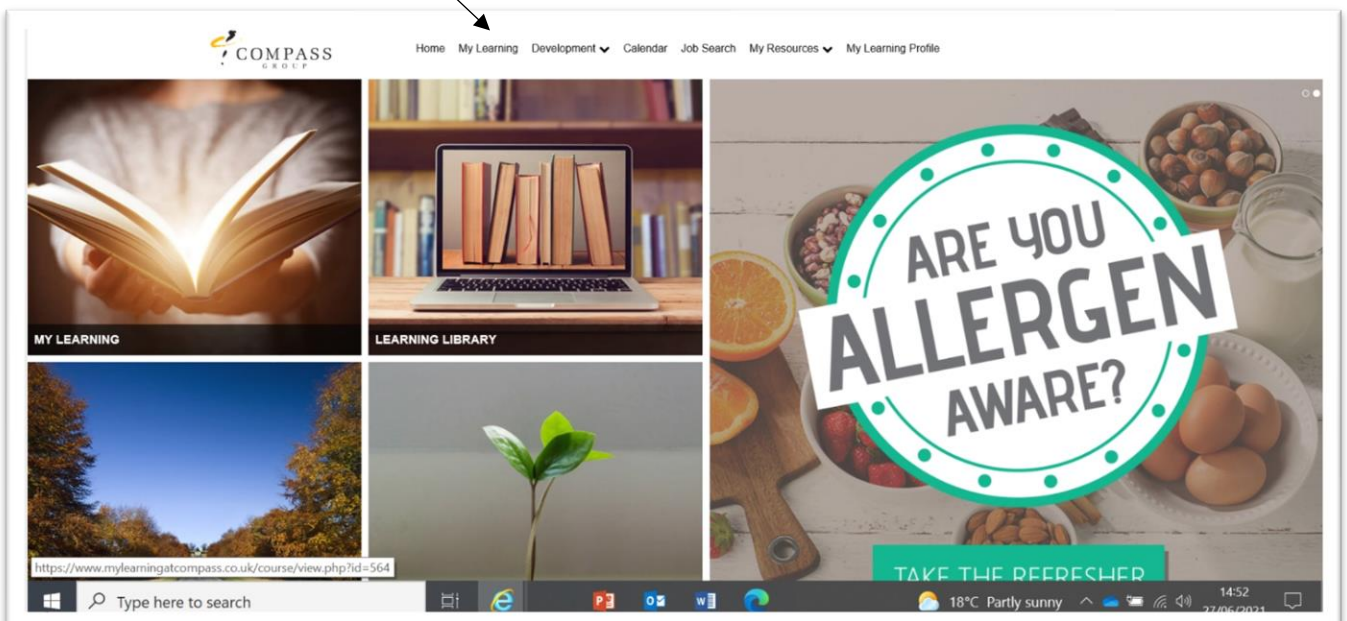
## On-Boarding & E Learning

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.

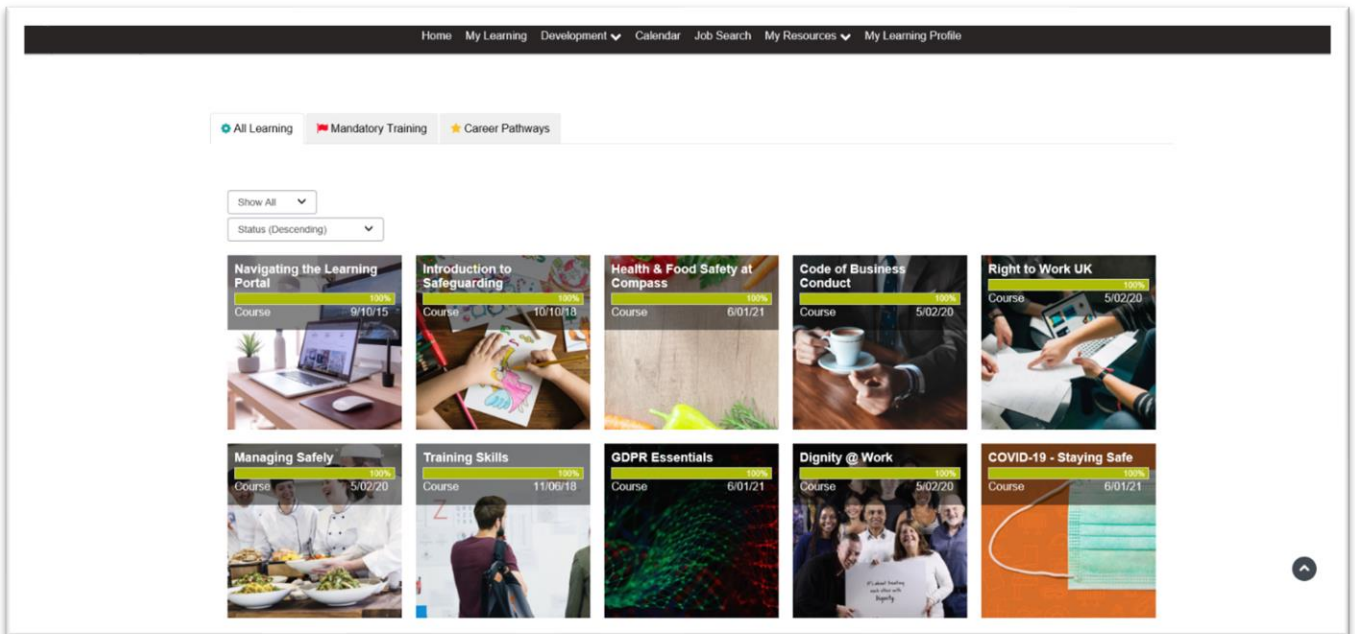
1. Click on MyLearning



2. Click on MyLearning



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



Any courses coloured red are overdue and should be completed as soon as possible. They will have a due date on them.

Courses coloured orange have already been 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.

w

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)

## **See Care Share**

See Care Share is our Leadership behaviours way of working. You and your team will complete See Care Share Training to promote a great Safety Culture within our Business. We need our teams to understand that Safety is seen as caring for our colleagues, not Safety as compliance.

We promote our three key Safety Behaviours to ensure everyone has a voice and stays safe at work.

All marketing material and the 30 minute video presentation for unit teams can be found on the HSE Website [See Care Share | Compass HSE \(mycompasshse.co.uk\)](https://mycompasshse.co.uk)



## Safety Behaviours



### COMMUNICATION **SPEAK OUT**

This theme is all about encouraging positive two-way dialogue.



### RISK ASSESSMENT **BE MINDFUL**

This theme focuses on worksite hazards and how we control them.



### INVOLVEMENT **GET INVOLVED**

This theme is about being proactive to help keep safety front of mind.

WE LOOK OUT FOR EACH  
OTHER

HSE.TM.001.05

## 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
- Day 1** all colleagues should have signed off the New Starter Induction
- 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** all colleagues should have completed See Care Share Training
- Within 4 weeks** - Review all relevant Risk Assessments for your unit in the Workplace Safety Management System
- Ensure that all training has been recorded on the colleagues Training Record Card ongoing
- Within 12 weeks** - Complete the Net Zero Toolkit

Internal



see



CARE



Share