

■ USING ■ YOUR ■ TOOLKIT

Welcome to your Hand Protection Toolkit. It has been developed by the business to help you manage the Risk associated with hand and arm injuries.

You are all aware that the reduction in accidents and driving forward with our Safety Behaviours is the number one priority for everyone.

At all times, you should reinforce our Safety Behaviours and encourage everyone to Follow Rules, Speak Out, Be Mindful and Get Involved

We have aimed to keep your toolkit simple, easy to use and jargon free. Please use the toolkit as it will support you and your teams in driving the improved safety and behaviours that we all want.



SAFETY
||| FIRST
in everything we do

 **COMPASS**
GROUP

What's next?

To give all of our operational teams clear guidance, information and a process that allows the units to:

- Deliver effective Safety Conversations
- Complete relevant Risk Assessments and decide appropriate PPE provision

Your step by step guide?

We want you to start using this toolkit now. Firstly, use the flowchart to guide you through the PPE selection and Risk Assessment process. Then depending on the task, introduce the relevant Safety Conversation. This step by step guide will help you.

- Again ensure you allow time to discuss any issues raised.
- Complete the relevant Safety Conversation Training Record.
- Next, share the relevant Hand Protection posters with your colleagues.
- Discuss where best to display and use these materials – and answer any questions.
- Reinforce that all Units within Compass will be following the same process.
- Remind everyone that we want all accidents/near misses reported.
- Thank everyone for their time.

For more information on how to hold a Safety Conversation please refer to your unit Safety Behaviours Engagement Toolkit.

What's new?

We want to focus on safety behaviour and encourage colleagues to own their safety and that of others.

- Safety Conversations to deliver a clear and simple development activity that can be validated and recorded
- Risk Assessments that require you to add the detail of the hand protection PPE you provide

Sectors have identified certain tasks as requiring prescribed PPE and we have included clear guidance to assist and direct you in identifying and assessing tasks/risks, then selecting PPE.

You must read the contents of your pack, and then action appropriately the guidance and support materials available to you in the pack and the HSE website.

If you have any queries contact your HSE Manager.

Using Your toolkit

The following documents listed are in the toolkit and can also be downloaded from the HSE website.



Safety Conversations (PDF and Powerpoint)

There are 5 Safety Conversations that cover the 5 main areas where we have identified risks to health and safety arising from work activities. Risks can be reduced by informing colleagues about the hazards.



All colleagues must complete the Introduction to Hand and Arm Protection Safety Conversation. You can then decide which additional Safety Conversations your team need to complete. The best way for you to make the choice is to refer to your Hand PPE Requirements Guide. If you are still unsure contact your HSE Manager who will support you.

The Safety Conversations are available to download as pdf documents or PowerPoint presentations for group sessions. We have added blank slides that allow you to add contract/site-specific information or actions.



Posters

There are 9 posters in the toolkit that cover all the key areas/tasks where hand protection is required. Consider displaying the posters in rotation at your contract to keep the messages relevant and focused.



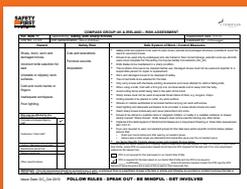
Hand PPE Requirements Guide

The guide will assist you in selecting the appropriate PPE for the task that you have identified. The task list is comprehensive and covers the whole business and advises of the PPE required. If you identify any additional tasks that are not listed, you can create your own Risk Assessment. Contact your HSE manager for support if required.



Risk Assessment Completion Guidance

This is a simple step by step process for you to follow and to complete your site specific Risk Assessments. A series of generic Risk Assessments are available that will deliver the majority of your requirements. These have been designed by your HSE team with operational inputs. BUT remember that you need to make the Risk Assessments specific to your contract/site.



Example Risk Assessment

There are generic Risk Assessments available for you to download. Guide and the Risk Assessment Completion Guidance. The main change is that you must now list the PPE provided by product type, and where no PPE is provided based upon the (Hand PPE Requirements Guidance) you must amend the Risk Assessment accordingly.



Training Record Cards

You must record all the Safety Conversations that you deliver to your teams on the training record cards.



Glove Selection Chart

The chart gives you the recommended PPE for use in your services with the key specifications and guidance on how to order via our existing system. All the detailed specification sheets for each product and applicable sizing charts are available from the HSE Website.



Safety with Blades and Sharp Edges

We have provided an additional Safety Conversation that looks specifically at knife skills and safe working with blades and sharp objects. In catering, the most common cut injuries do occur when using knives, so this Safety Conversation considers what we can do to prevent these from happening across all our operations.



Sharpening knives with a steel

Anyone who sharpens knives as part of their job must follow our 'sharpening knives with a steel' process. The key points are outlined in this poster which is included in your toolkit and should be referred to during training.

Now please refer to the flowchart

1

Read using
your toolkit
guide

2

Refer to
sector specific
guidance

3

Complete
Safety
Conversation

Completion
by all units

Please now read your
step by step guide
within the User Guide
on how to hold a
Safety Conversation

Complete Hand
& Arm Safety
Conversation

Complete task
relevant Safety
Conversation

Record

Display Posters

4

PPE
required

Yes

Download Risk
Assessments
and complete

Select PPE
and place order

Complete Risk
Assessment
Training Records

Implement PPE
into task

No

**At next Risk Assessment
review download task Risk
Assessment and complete**

**Please now read Risk
Assessment example and
Guidance Record**

**Complete Risk
Assessment
training records**

**Please now read Hand PPE
Requirement Guide and
Glove Selection Chart**

Compass HSE website
www.mycompasshse.co.uk
www.mycompasshse.ie

HSE Helpdesk HSE Out of Hours HSE Fax
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