



see



care



share

# **Safety Conversations**

BOH Team  
Daily Briefing Pack  
For 3-day Events

# ALWAYS FOLLOW THE SAFETY BEHAVIOURS AND BRIEF YOUR TEAMS ON THE KEY SAFETY BEHAVIOURS AS BELOW:



see



Care



Share

Your health and safety and the safety of our customers, clients and partners is important to us. That is why we turn to See Care Share and our Key Safety Behaviours. These apply to you, we will all stand up for safety together as one team.

This behaviour is about positive two-way dialogue about safety. In the workplace this would be expressing safety concerns to your supervisor or manager.

## COMMUNICATION



**SPEAK OUT**

## RISK ASSESSMENT



**BE MINDFUL**

This behaviour focuses on the hazards in the workplace and how we control them. This is as simple as taking the time to plan how to do the job safely.

Finally this behaviour is about being proactive to help keep safety front of mind. We can do this within the workplace by sharing our safety knowledge with others.

## INVOLVEMENT



**GET INVOLVED**

**PLEASE USE THE SAFETY CONVERSATIONS ON THE FOLLOWING PAGES TO BRIEF YOUR TEAM DURING THE EVENT AND ENSURE ALL TEAM MEMBERS SIGN THE BRIEFING RECORD**

**Deliver on  
Day 1**

# FOOD SAFETY CONVERSATION

## Good Hygiene Practice No: 2 – Personal Hygiene

### WHAT YOU'RE GOING TO LEARN

In this safety conversation you will understand the importance of good personal hygiene and hand washing which is an essential part of preparing, cooking and serving food

### HOW IT WILL HELP YOU IN YOUR JOB

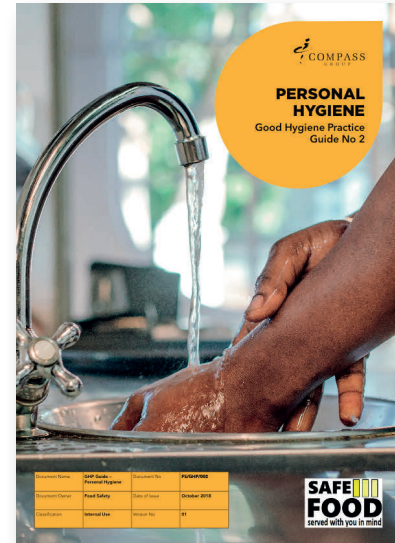
Good personal hygiene can help minimise cross contamination and ensure the food you prepare, cook and serve to your customers is safe to eat

### WHAT YOU NEED TO KNOW

- Hands must be washed before handling ready to eat foods
- Hands must also be washed after visiting the toilet, handling rubbish, handling or preparing raw food, cleaning, smoking or eating.
- Effective Handwashing Technique:
  - Wet your hands with warm or cold water
  - Apply hand soap (recommended Ecolab Epicare 5c)
  - Lather and scrub hands for no less than 20 seconds
  - Rinse for 10 seconds
  - Turn off the tap using a paper towel
  - Use additional paper towel to dry hands



- Hair must be clean, neat and tidy, and kept covered if handling open food
- With the exception of plain wedding rings and plain sleeper earrings, jewelry must not be worn while preparing food
- Uniform (if provided) must be clean and not worn until arrival at work
- Wearing gloves has not been proven to be a safer method of handling food compared to the use of effective hand washing techniques as cross contamination from raw to high risk food can still occur
- Hand to mouth contact must be avoided while carrying out food handling activities and eating, drinking and smoking must be avoided while on duty
- All food handlers must report signs of illness immediately to their line manager. All food handlers suffering from symptoms of nausea, stomach cramps, vomiting or diarrhea must be excluded from work and not return until 48hr symptom free



### RELATED HAZARD ANALYSIS RECORDS

- All stages

### YOUR VALIDATION

- Give examples of when hands must be washed
- How long should hands be washed to be effective at removing bacteria
- When should hair be covered
- What type of jewellery is permitted
- What time period must food handlers remain symptom free before returning to work

### PUTTING WHAT YOU'VE LEARNT INTO PRACTICE

- Always wash your hands when entering the kitchen
- Always wash your hands before and after any food preparation

### MORE INFORMATION

More information can be found within Good Hygiene Practice Guide No: 2 Personal Hygiene

Document Name	Food Safety Conversation – Personal Hygiene	Document No	FS/FSC/02
Document Owner	Food Safety	Date of Issue	October 2018
Classification	Internal Use	Version No	01



# FOOD SAFETY

# CONVERSATION

## Good Hygiene Practice No: 4 – Cross Contamination

### WHAT YOU'RE GOING TO LEARN

In this safety conversation you will understand the sources of cross contamination within a kitchen and the potential actions you can take to minimise the risks to food safety

### HOW IT WILL HELP YOU IN YOUR JOB

Cross contamination is one of the main ways in which food poisoning can occur. In order to look after the safety of our customers and provide safe food to eat you need to ensure that cross contamination of food is avoided

### WHAT YOU NEED TO KNOW

- Cross contamination is the transfer of harmful bacteria from raw foods to ready to eat foods
- Cross contamination must be avoided at all times as the ready to eat food will not be cooked / re-heated further which would kill any harmful bacteria transferred to the food
- Cross contamination can occur from:
  - Direct contact with raw foods such as raw meat and poultry, fish and shellfish, raw fruit and vegetables.
  - Indirect contact from the transfer of bacteria via hands, clothing, knives, chopping boards, equipment, work surfaces
- You can preventing cross contamination by:
  - Checking deliveries to ensure raw & ready to eat foods are separate
  - Store raw foods separate from ready to eat foods, either in separate refrigerators or at the bottom with ready to eat foods stored above
  - Designate a separate raw food preparation area within the kitchen whereby only raw food is to be handled and prepared.
  - If separate areas are not available, ensure ready to eat foods are prepared separately and before raw foods
  - Ensure all work surfaces are thoroughly cleaned down and sanitised after the preparation of raw foods
  - Always wash your hands thoroughly after handling raw foods
  - Use separate equipment and utensils for the preparation of raw and ready to eat foods, ensuring they are cleaned and sanisisted between use,
  - Separate complex catering equipment such as mincers, slicers, blenders and vacuum pack machines must be provided and labelled for raw and ready to eat foods
  - Separate probe thermometers provided and labelled for taking cooking / hot hold temperature checks and other tasks such as delivery and storage temp checks
  - Designate a raw food preparation sink where possible for the washing of raw vegetables and fruit or thoroughly clean and sanitise a shared sink between use
- The use of colour coded equipment can help to minimise cross contamination, e.g. colour coded knives, chopping boards, cleaning cloths etc
- Ensure you are familiar with and follow any colour code systems used in your kitchen such as the one opposite



### RELATED HAZARD ANALYSIS RECORDS

- Receipt
- Storage
- Preparation
- Cooking
- Food Service

### YOUR VALIDATION

- Can you describe the different types of cross contamination?
- Give examples of how you would avoid cross contamination during storage?
- Give examples of how you would avoid cross contamination during food preparation?
- Can you identify the uses of the different colour coded chopping boards?

### PUTTING WHAT YOU'VE LEARNT INTO PRACTICE

- Always wash your hands before and after any food preparation
- Always use separate work areas & equipment when preparing raw foods
- Wash raw fruit & veg before use

### MORE INFORMATION

More information can be found within Good Hygiene Practice Guide No: 4 Cross Contamination



<b>Unit Name:</b>		<b>Trainers Name:</b>		<b>Safety Conversation:</b>	<b>Cross-contamination</b>
<b>Unit Number:</b>		<b>Trainers Signature:</b>		<b>Date of Conversation:</b>	

**By signing below, I confirm that I have received the safety conversation on the topic listed above and that I will follow this information as applicable to my job role.**

[illegible]

see

CARE

SHARE

LY/HS/F/015/02







# SAFETY CONVERSATION

## WHAT YOU'RE GOING TO LEARN

In this safety conversation we will discuss the safety precautions to take when working with cooking equipment or handling hot items whilst in the kitchen. We will also discuss useful tips to avoid burn and scald injuries.

## HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand the hazards associated with cooking equipment that cause burns and scalds
- Know the precautions that should be in place as well as what you can do to avoid injury

## WHAT YOU NEED TO KNOW

Most burn and scald injuries in Compass affect the hands and arms. These happen most often when using cooking equipment, handling hot food and liquids; and when serving hot food and beverages. There are simple things you can do prevent incidents and injuries to yourself and your team.

**In food preparation** – Use oven gloves or cloths as required by risk assessment to protect the hands and forearms when placing items into and removing items from ovens.

- Ensure oven gloves or cloths are clean and dry. Any dampness will rapidly turn to steam on contact with a hot surface and scald you
- Assume all pots and metal handles are hot. Touch only when you are sure they are not hot or when using oven cloths or gloves
- Use long tools such as tongs and spiders to turn and to lift foods out of a deep fat fryer when not using the frying basket so that your hands do not get close to the hot oil.
- Do not allow cloths to hang down when moving pans of hot food or liquid on cooker hobs. The cloth can catch on the hob stands causing the pans to tip and spill over.
- When removing items from the steamer be aware of potential build of water on lids and cling film – tilt the item backward into the steamer to drain the excess water back into the steamer.
- Where practicable, the use of steamer shelves above eye-level should be avoided
- Do not use worn or damaged oven cloths or gloves. Report these to your manager or supervisor and get a replacement

**In food service** – ensure you are using the correct service utensils to avoid burns from hot lights.

- When setting up service points use trolleys to move hot food to the servery, do not attempt to catch falling hot equipment or hot food.
- Keep your long sleeves rolled down to provide added protection from hot surfaces or spillages
- If service equipment is faulty or damaged report this to your manager and remove the equipment from operation.

**Hot beverage service** – Ensure that lids are placed tightly onto take-away cups when serving hot drinks

- Ensure you keep your hands and arms away from steam and steam wands.

**Deliver on  
Day 3**

**Topic:** Avoiding Burns & Scalds



## BE MINDFUL

- Take time to complete the task correctly and safely, do not rush when handling hot equipment or items
- Be aware of those working with you and what they are doing to avoid injuries to each other

## SPEAK OUT

- If there are defects with equipment or utensils, stop using the item and report it to your manager
- Where you require new cloths or oven gloves for safety reasons notify your manager

## GET INVOLVED

- Set the example and ensure you are always following the safe systems of work
- Encourage your team follow instructions and not to take shortcuts

## YOU'RE VALIDATION

- When removing items from a steamer or combi what should we do?
- If there is a defect to equipment or PPE what should you do?

## DID YOU KNOW?

**Did you know that over 40% of all burns and scalds reported occurred when inserting and removing food from ovens?**



see



care



share



COMPASS  
GROUP

ESS. HS.SC.004.01



<b>Unit Name:</b>		<b>Trainers Name:</b>		<b>Safety Conversation:</b>	<b>Avoiding burns and scalds</b>
<b>Unit Number:</b>		<b>Trainers Signature:</b>		<b>Date of Conversation:</b>	

**By signing below, I confirm that I have received the safety conversation on the topic listed above and that I will follow this information as applicable to my job role.**

[illegible]

see

CARE

SHARE

LY/HS/F/015/02

