

LEVY RESTAURANTS HSE CHAMPIONS MEETING - MINUTES

Date: 25 February 2019

Location: Skype conference call

Attendees:

David Crowe
Evan Judge
Zoe Hammett
Matthew Davies
Maciej Klinowski
Hannah Myles
Mark Price
Reena Mistry
Anna Grimwood
Rupert Clarke
Steve Clunie
Michela Calufetti
Daniel Whelan
Steven Bryant-Jones

Apologies:

Ellie Dobbs, Rhona Hawcroft, Dawn Bidewell-Garratt
Helen Hutchinson, Stuart Griffin, Ibeneme
Onyekomwu, Jacky Cheung, Lewis Gates, Michal
Miekiewicz, Rhone Hawcroft, Simona Giordano, Helen
Craddock

Meeting Minutes Prepared by: Zoe Hammett

Item and Details	Action by	Date
<p>Welcome Evan welcomed everyone and advised that a recording of the will be uploaded onto the HSE website after the meeting.</p>	Info	
<p>Allergen incidents and update David went through an overview of the allergen incidents since October 2018. Levy accounts for 35% of the substantiated incidents, which is high considering the size of the business. The majority of incidents are down to miscommunication. The most important point is that staff provide the customer with the information and don't make the choice for them. When clients are asking for a dish without a component it needs to be made clear whether this is due to an allergy or not. Since the new campaign was launched only 46 venues have completed the online survey and it is important that others get this is back. The first self-audits are back from all venues and most doing a good job. We have had good feedback from EHOs so far. New material is going to be coming out in the next month or so. New videos have been filmed with JCC for The Festival and these will be able to be shared.</p>	Info	
<p>Food Safety Management System The new FSMS should be in place for most venues now – all to have to have it implemented by the end of March. The Primary Authority is expected to audit a number of premises to ensure we have implemented it correctly. We will be notified when/which Levy sites are on their audit schedule, but we are not sure how much notice will be given. Individual posters as well as who whole kit can be ordered off Linney. It is best practice to have A3 posters to be displayed as A3 and A2 as A2, as they are not as effective if printed in smaller sizes. They are a good price on Linney. Good feedback has been received so far from EHOs.</p> <p>Please send feedback through to hse@levyrestaurants.co.uk</p> <p>RM fed back that staff at Wimbledon were finding the new system very user friendly and prefer it to be old version.</p>	Info	All HSE Champions

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<p>HSE website</p> <p>Evan gave a brief tour of the new HSE website and where to find what. Some is still work in progress, but legal compliance content is all there. Event page still being worked on to be in-line with the new FSMS.</p> <p>There is now a HSE Champions Portal which will be under the Levy UK section of the HSE Website. Going forward the recording and the minutes and the presentation slides will be up here. Please let Evan know if there is anything you want to see on the Portal. Training videos and sector specific safety conversations will also be put up there.</p> <p>HM asked whether there was going to be a “What’s New” section as previously. EJ explained that any updates will be highlighted along the top of the Home Page. A “Latest New” section is planned for the Communications.</p> <p>MD asked what training videos were planned to be available on the website. EJ said that Manual Handling, Burns, Cuts, and Slips, trips and falls are in production and will be up sometime next month. When The EHO Knocks is due to be filmed next month. He advised that everyone should feedback if there was anything they felt would be good to add.</p>	Info	
<p>See Care Share</p> <p>This is a safety leadership programme, with a main focus on leadership, and to make sure things are happening on the ground as they are meant to be. It has already been implemented in the APAC region and will run out in the coming months in the UK. Levy UK will be the pilot in UK. The programme focusses on leadership styles with the intention to improve engagement between leaders and staff. Leaders will walk around and talk to people on the ground. The MD will co-host the workshop.</p> <p>The current safety behaviours form part of the programme. The GROW model will be used to develop and grow leadership behaviours.</p> <p>We will get a date in the diary to follow-up on this as soon as we know more about dates.</p>	Info	
<p>Technology update</p> <p>Origami is an incident reporting system, which will replace AIR and is a lot slicker than what we currently have. It has enhanced workflow and will negate completing Incident Packs. The system works on tablets and smartphones, so you will be able to do audits straight from those.</p> <p>Nutritics is an allergen and nutrient management system, which is intended to replace The Source. It updates live updates and runs checks on supplier’s updates, to make sure as accurate as possible. It also has a customer facing App, so customers can select the venue they are at and check allergens. There is also a Health and Wellbeing component. We are looking at a trial it at a couple of venues.</p>	Info	
<p>Internal audit schedule</p> <p>We have put together a list of all the audits that are required before end of September 2019. Everyone pick out a couple that convenient and email these to the generic HSE email.</p> <p>We will send out template letter to book in first audit. All newly trained auditors will need to do a shadow audit with EJ, DC, HM or RM. Please touch base with us asap so we can get these booked.</p> <p>MP noted that there were no venues in Scotland, but that he needs to do a shadow audit. EJ suggested that this is done at a Manchester or a York venue.</p>	All HSE Champions	04/03/2019
<p>Event support</p> <p>Wimbledon – Reena is looking for support for the Championships.</p> <p>Tottenham – now mobilising so if any London based Champions are interested please get in touch.</p>	All HSE Champions	

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Welcome	Evan introduced Zoe Hammett who is the new JCC HSE Manager and will be doing annual audits for all the JCC venues and also support on event days	Info	
Next Meeting	SKYPE Conference Call 10 June 2019 at 10am An invitation will be send out shortly Please send through any feedback as to the format of Skype meetings		