

Compass UK and Ireland Guide to Reporting Safety Leadership Walks

HSE/G/024/01 – December 2019

Reporting a Safety Leadership Walk on AIR3 via Origami Mobile Forms

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Section 1: Down loading the Origami Mobile Forms App

To download the Origami Mobile Forms App, you will need to access your App Store, this may be Play Store or Apple App Store and then search for "origami mobile forms", once you have found it as per below, click on "Install" to download it to your phone;





a. Login to the App

Once you open the App you will then be asked to login to the relevant area. Enter **Compass** as the Account Name and then click on the "I have a 6-digit code" option and enter the code **984651**.





Section 2: Selecting to Complete a Safety Leadership Walk

If you click on the "+" symbol on the top right this will open up the option to select the Safety Leadership Walk mobile form, click on this form type to open up the form.





a. Inputting Location and Leader Details

To input the location details select the "Safety Leadership Walk" 2 out of 8 completed option, this then takes you into the location details screen, where you can do a lookup for the location by clicking on the magnifying glass icon and then entering the first 5 digits of the unit number e.g. 68687.





Once you have entered the unit number, click on the magnifying glass on the bottom right of your screen, this will then bring up the Unit Detail which you just click on to input that information to your Safety Leadership Walk form.



The date completed and time will be automatically populated at the date and time point you commence the Safety Leadership Walk record. You can adjust the time by clicking on the clock to open up the clock that can be adjusted should you require it.

Email Address of Lea Walk *	der Conducting Safety			
Please confirm your operating sector or support				
function ? *				
Date Completed *				
02/12/2019				
Time *				
11:08	0			



You can then carry on with entering your information as the Leader and your email address. You should then select the operating sector or support function you work in. You can click on the "?" symbol and this will open up a tool tip for this field as per below.

11:11 🖬 🤶 🍕	💼 11:11 🖬 କିଂ.ାା ୨6% 🖿
← Safety Leadership Walk	← Safety Leadership Walk
The All England LawnTennis&Croquet (68 🔍	The All England LawnTennis&Croquet (68
Name of Leader conducting Safety Walk *	Name of Leader conducting Safety Walk *
Jon Davies	Jon Davies
Email Address of Leader Conducting Safety Walk *	Please confirm your operating sector or support function
Please confirm your operating sector or support function ? *	If you work in sector choose the relevant sector, if you are a central support and not part of a sector overhead then choose the relevant central function. If you are a UK & I. Executive Board Member not
Date Completed *	responsible for an operating sector then please select Executive Board.
02/12/2019	Close
Time *	Time *

Once you have selected the relevant response to the operating sector or support function you can then continue by finally entering the Unit Managers Name and email address, then click on the left hand arrow on the top left of the screen to take you back to open the Workplace Observation Section.

11:11 📼	🙃 ,। 96% 🗎	← Safety Leadership Walk
ES Foodservice N.Ireland (06)	d 🔿	Jon Davies
ESS Defence & Offshor (07)	e ()	Email Address of Leader Conducting Safety Walk * Jon.Davies@levy.co.uk
Executive Board (08)	0	Please confirm your operating sector or support function ? *
Foodbuy (09)	0	Levy (11) Date Completed *
Healthcare (10)	0	02/12/2019
Levy (11)		12:00
RA Group (12)	0	Charlie Cook Unit Manager Email *

Section 3: Completing the Workplace Observation

You will now see that the Safety Leadership Walk is showing as 8 out of 8 completed. The Workplace Observation is showing as 0 out of 2 completed, you should now click on this section.

This will open up the Workplace Observation section where you have two questions to address, both have free text box so you can record your observations and engagement with a team member.

\leftarrow Safety Leadership Walk	DONE
SAFETY LEADERSHIP WALK Safety Leadership Walk 8 out of 8 Completed	
Workplace Observation 0 out of 2 Completed	

As previously you can click on the "?" symbol to open up a tool tip with some more guidance on the information required in this response.

← Workplace Observation	← Workplace Observation
Workplace Observation Please record any specific feedback observed during your	Please record any specific feedback observed during your walk around the site, this can be both areas of improvement and positive observations. ? *
Please have a walk around the unit and look at working practices, equipment in use, wearing of PPE, ask questions of why they may be doing tasks in a particular way to get an understanding such as Tell me	Great site with good organisations. Cleaning could be improved behind <u>the</u> counter in Wingfield.
about the job that you are doing?, Do you have everything you need to do the job safely?, Is there anything different today in your work envir- onment?. Please record positive observations and also where you feel improvements can be made.	Team Member Engagement; please engage with at least one team member and discuss with them what they are doing and how they are and record in the box below ? *
Close	Spoke with Paula in members, Paula enjoys her role but felt that it would be good to get some more training on Allergens and wants to be an Allergen Champion.

If you need to, you can also take photos as evidence of positive observations by clicking on the camera symbol. You will also have the option Annotate on the pictures.

Section 4: Submitting the Form

Once you are happy with the information you have entered, you can click on "DONE" in the top right hand side of the screen. This will then bring up 4 options, you should click on "Submit the form".

← Safety Leadership W	DONE	
SAFETY LEADERSHIP WALK	FILES	
Safety Leadership Walk 8 out of 8 Completed	:	
Workplace Observation 2 out of 2 Completed		



You will be asked if you are sure, you can click "Yes". You should then get the message that it has been submitted successfully and you can click "OK" to conclude.





Section 5: Incomplete Form Error Message & Saving as a Draft

If you have not completed all the relevant sections of the Safety Leadership Walk or Workplace Observations, you will get a "Validation failed" message. Click "OK", where you can click on "Cancel" to go back to edit the form. However you may wish to "Save as draft" which will then save the form for you to go back and complete later.



If you save it as a draft, it will show in the "My Forms" as a draft, where you can go back in later and complete the further information by clicking on the "DRAFT" form.

Safety Leadership W	alk		DR	AFT
Location Safety Walk Conducted	The All England LawnTennis&Croquet (686	587)	
Name of Leader conducting Safety Walk	Jon Davies			
Email Address of Leader Conducting Safety Walk	Jon.Davies@levy.co.uk			
Please confirm your operating sector or support function	Levy (11)			
Date Completed	02/12/2019			
Time	12:00 pm			
Unit Manager Name	Charlie Cook			
Unit Manager Email	CCook,fd@aeltc.com			



Section 6: Email Notifications

Once you submit the Safety Leadership Walk completed form, the system will generate two automatic emails.

- 1. You will receive an email from the Compass Group UK and Ireland, HSE and Technical Director, thanking you for completing the Safety Leadership Walk and also a PDF copy of the information you entered so you can follow up with the Unit Manager at a later date to confirm they have taken any necessary action following your visit.
- 2. The Unit manager will also receive an email from you with a copy of the PDF of the Safety Leadership Walk information that you entered and also advising them to complete any actions you may have raised. It will also inform them that you will follow up with them at a later date to check on their progress of any necessary actions you may have raised.

