

Compass UK and Ireland Guide to Completing an HSE Quarterly Record using Anonymous Log in Link or QR Code

HSE/G/028/01 March 2022

Completing and HSE Quarterly Record on AIR3 via Anonymous Log in

Link or QR Code

This document is hyperlinked throughout, and you can click on the blue text to take you to the relevant part of the document you are interested in. To return to the contents page at any time, you can click on the bottom right of each page to return.

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Section 1: Introduction

Welcome to AIR3, this guide will educate you on how to complete an Quarterly HSE Record on AIR3 using the anonymous login link or QR Code

By completing an Quarterly HSE Record in this way, the unit manager will receive an automatic notification once the record is complete, with a PDF of the Quarterly HSE Record and Corrective Actions as set by you the reviewer. They will also receive a Grant Access Link that will allow them to clink into to close out any corrective actions raised during the Quarterly HSE Record. You as the reviewer will also receive a an email confirming completion of the Quarterly HSE Record and a PDF copy of the report for your records.

To ensure the best experience we would recommend using either Chrome or Microsoft Edge web browser.

a. Top Tips to Remember Before Completing and Audit

- Know the unit number, this is the surest way to ensure you log the incident to the correct unit, this will be either a 5 digit number such as 64532 or it could be a letter and numbers such as g381. Either way ensure you know it before entering an audit.
- 2. Know the Unit Managers contact details.
- 3. The Contents page of this document is hyperlinked, so click on the content header and it will take you to that section in the User Guide. Equally there are blue hyperlinks throughout the User Guide where a particular topic is related or followed on to another section, so just click on the link to go to that next section.
- 4. Email notifications will come from AIR3 via the <u>notifications@origamirisk.com</u> email, if it does not appear on the first time or reporting an incident, please check your junk email or spam email box.

Finally if you need any further support or have any questions please contact the HSE Admin Team by either emailing <u>HSE@compass-group.co.uk</u> or calling on Tel. 0121 457 5194.

Section 2: Anonymous Log In Link

Please see below the link you will need to click on to take you to the HSE Quarterly Record commencement page;

https://live.origamirisk.com/Origami/IncidentEntry/Direct?token=DNtMWu3CO%2Fy23a0TMn2BYLL pomD4WrV5azJdab7YuSO3bhKVAqx%2FSL4He2IU4T7sPpg8F1YLSB7iIHwfcC6UaXYWJaKhiMkMB%2F glQ1%2BPR6EyUSwzXzuPkYNU6btK2naT

SCAN THIS QR CODE WITH YOUR SMART DEVICE



Page 3

On the Welcome page you will see a blue button that says "Click to complete your Quarterly HSE Record". So click on that to enter.

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Section 3: Completing the Quarterly HSE Record Details

Once you click on the blue button, it will open the Quarterly HSE Record response and you will firstly have to complete the details for the unit you are reviewing. Enter your unit number in the box marked Location, as you start typing it, the unit listing should display, once you have the correct unit number and site name, click on it to enter it in the box.

Fill in your details as the reviewer and then the Unit Manager Information.

In the box "Kitchen / Area", if you are a large multi-location site, you can record the particular kitchen, building or area you are reviewing, or if you are just reviewing the whole site as one then record in this box "Whole Unit"

If you are not a catering site, then you can click on the "Section Not Applicable" box to collapse the questions from that section and then you will move on to



Section 4: Responding to the Record Questions

If you scroll down from the Unit Details you will come the Quarterly HSE Record questions and then you can read through the questions and click on your response to the question which will be one of the following; "Yes"; "No"; or "Not Applicable". You can also retrieve more guidance on the question by clicking on the ⁽¹⁾* icon which will display the additional guidance to the question.

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Are an chemicals stored correctly in the designated area on site? ~	Yes	No	Not Applicable	🕊 Add
Are all chemicals dispensed and diluted correctly using the standard wall mounted dosing systems or the relevant pelican pumps as per the Safety Task Cards? *	Yes	No	Not Applicable	🖶 Add
Is all required PPE available, in good condition and allocated to each employee where relevant? (The PPE Record of issue should be completed and in the employee's file) *	Yes	No	Not Applicable	🖶 Add
Slip, Trip and Fall Hazards Spill Kits, M	ops, Buckets, Brooms are all availab dition and regularly cleaned. The	le		
Have all team members been briefed on Slip, Trip and Fall awareness, using the relevant Safety Conversations? Iocations of Converted to a	these items, in particular the Spill Ki learly identified in the unit	No No	Not Applicable	🖶 Add
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Are colleagues wearing the correct footwear for their job role? ①*	Yes	No	Not Applicable	🗣 Add
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Are wet noon signs reading available and used correctly?	Yes	No	Not Applicable	• Add
Manual Handling				
Are all team members given basic Manual Handling awareness training using the relevant Safety Conversations? ①*	Yes	No	Not Applicable	🕈 Add
Do all high risk manual handling tasks have a Task Specific Risk Assessment in place and have the persons required to carry out those tasks been	Yes	No	Not Applicable	🖶 Add
trained in the control measures? *				
Are manual handling aids available for team members to use should they be required to assist them and is training in place for there use? 🛈 *	Yes	No	Not Applicable	🗣 Add
Cut Prevention				
Have you provided knife safety training for all those team members who use knives? 🛈 * 🔎 🗣	Yes	No	Not Applicable	🖶 Add
Are clear procedures in place for dealing with and clearing up broken items such as glass and crockery? ①* 🚬 🕈	Yes	No	Not Applicable	🕈 Add
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a. Creating Corrective Actions

For any response that is marked as "No"you are required to create a corrective action for the unit. The text "Requires Corrective Action" will appear, click on this text and this will allow you to complete your corrective actions. To do this you will click on the "+ Add" at the end of that particular response. Then click on "Create a Corrective Action".

Slip, Trip and Fall Hazards				
Have all team members been briefed on Slip, Trip and Fall awareness, using the relevant Safety Conversations? *	Yes	No	Not Applicable	🕈 Add
Equipment and materials are readily available to clear up spillages and colleagues are trained on how to deal with slip, trip and fall hazards? ①*	Yes	No	Not Applicable	🗣 Add
Are colleagues wearing the correct footwear for their job role? $(\underline{0})^{*}$	Yes	No	Not Applicable	🗣 Add
Are "wet floor" signs readily available and used correctly? ①*	Yes	No	Not Applicable	🕈 Add
Manual Handling				
Are all team members given basic Manual Handling awareness training using the relevant Safety Conversations? (),*	Yes	No	Not Applicable	🕈 Add
	Requires Corrective Action			
Do all high risk manual handling tasks have a Task Specific Risk Assessment in place and have the persons required to carry out those tasks been trained in the control measures? *	Yes	No	Not Applicable	🗣 Add
Are manual bandling aids available for team members to use should they be required to assist them and is training in place for there use? ①*	Ver	No.	Not des Postela	

This will then open up the Corrective Actions window as displayed on the next page.



First you will need to record what corrective action you need to take relating to that particular question in the Action Required box. For example, Complete the Manual Handing Safety Conversation with all team members.

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The Unit Manager will have the ability to upload files and attachments as evidence of completion of a corrective action one they receive the audit email notification following completion of the audit.

The "Due Date" is automatically populated to be 4 weeks from the date of the audit. Once you have completed the "Action Required" box you can then click on "Save Changes".

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ls al in th	Action Required *	Complete the Manual Handling Safety Conversation with all team members.						
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Hav	you provided knife safe	training for all those team members who use knives? $\odot^* \nearrow \oplus \bullet$	Yes	No	Not Applicable	Ad	l	
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This will then take you back to the audit response where that particular question will now show as "+ 1 Corrective Action" next to it.



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2051 Response			Save and Continue	Complete Response or Cancel *
An all developed strend consults in the declaration on the 9 K				
Are all chemicals stored correctly in the designated area on site?	Yes	No	Not Applicable	- Add
Are all chemicals dispensed and diluted correctly using the standard wall mounted dosing systems or the relevant pelican pumps as per the Safety Task Cards? *	Yes	No	Not Applicable	🗣 Add
Is all required PPE available, in good condition and allocated to each employee where relevant? (The PPE Record of Issue should be completed and in the employee's file) *	Yes	No	Not Applicable	● Add
Slip, Trip and Fall Hazards				
Have all team members been briefed on Slip, Trip and Fall awareness, using the relevant Safety Conversations? *	Yes	No	Not Applicable	🕈 Add
Equipment and materials are readily available to clear up spillages and colleagues are trained on how to deal with slip, trip and fall hazards? ()*	Yes	No	Not Applicable	🕈 Add
Are colleagues wearing the correct footwear for their job role? ${}^{\bullet}$	Yes	No	Not Applicable	🕈 Add
Are "wet floor" signs readily available and used correctly?	Yes	No	Not Applicable	🖶 Add
Manual Handling				
Are all team members given basic Manual Handling awareness training using the relevant Safety Conversations? ①*	Yes	No	Not Applicable	1 Corrective Action
	Requires Corrective Action			
Do all high risk manual handling tasks have a Task. Specific Risk Assessment in place and have the persons required to carry out those tasks been trained in the control measures? *	Yes	No	Not Applicable	🕈 Add
Are manual handling aids available for team members to use should they be required to assist them and is training in place for there use? ①*	Yes	No	Not Applicable	🕈 Add
Cut Prevention				
Have you provided knile safety training for all those team members who use knives? $\textcircled{0}$ * \fbox *	Yes	No	Not Applicable	● Add
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You can then carry on with the rest of the questions and repeat the above process should you need to add any further corrective actions.

b. Adding a Positive Comment

If you responded that a question is compliant with a "YES" and you just wanted to add some positive comments, then to do this you can just again click on the "+ Add" next to the question and then select "Show Comment Box"

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2051 Response			Save and Conti	inue Complete Response or Cancel
Do you have a CoSHH Product Assessment and Safety Task Card available for all chemicals listed on the CoSHH Inventory? *	Yes	No	Not Applicable	🕈 Add
Are all chemicals stored correctly in the designated area on site? *	Yes	No	Not Applicable	🕈 Add
Are all chemicals dispensed and diluted correctly using the standard wall mounted dosing systems or the relevant pelican pumps as per the Safety Task Cards? *	Yes	No	Not Applicable	🖶 Add
Is all required PPE available, in good condition and allocated to each employee where relevant? (The PPE Record of Issue should be completed and in the employee's file) *	Yes	No	Not Applicable	🖶 Add
Slip, Trip and Fall Hazards				
Have all team members been briefed on Slip, Trip and Fall awareness, using the relevant Safety Conversations? *	Yes	No	Not Applicable	🕈 Add
Equipment and materials are readily available to clear up spillages and colleagues are trained on how to deal with slip, trip and fall hazards? 🛈 *	Yes	No	Not Applicable	🖶 Add
Are colleagues wearing the correct footwear for their job role? $\textcircled{0}$ *	Yes	No	Not Applicable	Treate Corrective Action
Are "wet floor" signs readily available and used correctly? ①*	Yes	No	Not Applicable	Show Comment
Manual Handling				
Are all team members given basic Manual Handling awareness training using the relevant Safety Conversations? ①*	Yes	No	Not Applicable	1 Corrective Action
	Requires Corrective Action			
Do all high risk manual handling tasks have a Task Specific Risk Assessment in place and have the persons required to carry out those tasks been trained in the control measures? *	Yes	No	Not Applicable	🕈 Add
Are manual handling aids available for team members to use should they be required to assist them and is training in place for there use? ①*	Yes	No	Not Applicable	🕈 Add
Cut Prevention				
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This will then open up a box below the question where you can add in your positive comments as per the example on the next page.

Add your comments in the white box below the question and then just move on to the next question. You can also select "Not Applicable" if a question is not relevant to the unit, if it is "Not Applicable" we would advise just writing a comment as to why it is not applicable.

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2051 Response			Save and Continu	Complete Response or Cancel
Do you have a CoSHH Product Assessment and Safety Task Card available for all chemicals listed on the CoSHH Inventory? *	Yes	No	Not Applicable	♣ Add
Are all chemicals stored correctly in the designated area on site? *	Yes	No	Not Applicable	🗣 Add
Are all chemicals dispensed and diluted correctly using the standard wall mounted dosing systems or the relevant pelican pumps as per the Safety Task Cards? *	Yes	No	Not Applicable	🕈 Add
Is all required PPE available, in good condition and allocated to each employee where relevant? (The PPE Record of Issue should be completed and in the employee's file).*	Yes	No	Not Applicable	♣ Add
Slip, Trip and Fall Hazards				
Have all team members been briefed on Slip, Trip and Fall awareness, using the relevant Safety Conversations? *	Yes	No	Not Applicable	🗣 Add
Equipment and materials are readily available to clear up spillages and colleagues are trained on how to deal with slip, trip and fall hazards? $^{(1)}$ •	Yes	No	Not Applicable	🕈 Add
Are colleagues wearing the correct footwear for their job role? ① *	Yes	No	Not Applicable	🖶 Add
	All colleagues are wearing the Compa	ss approved Wearer Tech Footwear		
Are "wet floor" signs readily evailable and used correctly? () *	Yes	No	Not Applicable	◆ <i>y</i> hd
Manual Handling				
Are all team members given basic Manual Handling awareness training using the relevant Safety Conversations? ①*	Yes	No	Not Applicable	1 Corrective Action
	Requires Corrective Action			
Do all high risk manual handling tasks have a Task Specific Risk Assessment in place and have the persons required to carry out those tasks been trained in the control measures? *	Yes	No	Not Applicable	🕈 Add
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c. Completing the Quarterly HSE Record

Once you are happy you have entered all of the relevant information, responded to all the required questions and created the relevant corrective actions, you can then look to update the "Audit Summary" back at the top of the auditing screen before then clicking to "Complete Response".

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Quarterly HSE Record De	tails			l	
Audit Definition	Quarterly HSE Record				
Audit Number	2051				
Location *	68675 - Edinburgh International				
Person Completing Quarterly HSE Record Name *	Mr Reviewer				
Person Completing Quarterly HSE Record Email *	reviewer@compass-group.co.uk				
Unit Manager Name *	The Manager				
Unit Manager Email *	manager@compass-group.co.uk				
Kitchen/Catering Area *	Whale Unit				
Date Completed *	31632022				
Food Safety					Section Not Applicable
Hot and Cold running water is	s available at all sinks and hand wash basins? *	Yes	No	Not Applicable	🗣 Add
All Wash Hand Basins are un	obstructed, fully stocked with paper hand towels/drier, antibacterial hand soap and sink plug or mixer tap? *	Yes	No	Not Applicable	🕈 Add
The structure of the premises	$\$ (walls, floors, ceilings etc.) is in good repair and easily cleanable? *	Yes	No	Not Applicable	• Add
The premises are free of pest Record easily accessible and	ts and suitably proofed against pest access, fly screens, door bristle strips, drain covers etc. The Pest Control Servic checked regularly? *	20 Yes	No	Not Applicable	🕈 Add
The lighting, ventilation and e	drainage are adequate, and lights in food rooms are covered? *	Yes	No	Not Applicable	🗣 Add
Adequate Storage is provided	d for refuse both inside and outside the catering facility and it is kept clean and tidy? $\ensuremath{^\circ}$	Yes	No	Not Applicable	🕈 Add
All glass items are stored aw	ay from food preparation areas and breakages dealt with as per the Glass Breakage guidance? *	Yes	No	Not Applicable	🗣 Add 🗸 🗸
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Once you click on "Complete Response" that will then display the below screen, if you are definitely sure you want to complete then click "OK" if not click "Cancel" and this will take you back to the audit.

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Audit Definition Details Audi Definition Audit Number Audit Number Audit Type " Above Unit MSE Magr or MSE/Audit Champion? " Auditor Nume " Auditor Nume " Auditor Nume " Unit Manager Nume " Unit Manager Email " Key Unit Personnel Present at Audit " Audit Summary "	Food Services Audit 337 Compass Internal Audit HSE /Audit Champion David Crowe@levy co uk Kenry Chapman david crowe@levy co uk Kenry Chapman david crowe@levy co uk Kenry Chapman The site in every well area systems. There were a cou- on the Allergen information close out the corrective acti-	V V V V V V V V V V V V V V V V V V V	Are you equired able to	u ready to comple	te this response?						
Location * Date Completed * RM/ OD/ BD Email Address * Number of Employees * HSE Manager *	72489 - The O2 17/01/2020 david crowe@levy.co.uk 11 - 50 David Crowe - Levy - Confe										

Once you click "OK" you will then get the following screen;

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COMPASS			
Thank you for completing the Quarterly HSE Record			
Swe Successful			
Please ensure that any actions raised are closed out within 1 month of submitting this record. If you have any concerns or need further support, please contact your HSE Sector Lead.			
Return to Welcome Screen of click here to log out			

At this point a number of email notifications are sent out following completion of the audit. See next page for further details. Finally please click on the text "click here to log out"

Section 5: Quarterly HSE Record Completion Email Notifications

There are 4 email notifications that will now be sent out following the completion of an audit.

a. Reviewer Email Notification

As the reviewer you will receive an email notification thanking you for completing the audit and you will also receive a PDF copy of the completed audit responses with the corrective actions for your reference.

b. Unit Manager Email Notifications

The Unit Manager will receive 2 email notifications, the first will contain a PDF of the Audit and include the overall audit score and the text that you completed in the "Audit Summary" box on the Audit Response. See example below;





The second email will contain the Grant Access Link that will allow the Unit Manager to go back into the audit and close out their Corrective Actions and Upload any evidence that was requested directly to the AIR3 System. See example below;

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File Message Help	V Tell me what you want to do									
Signore	Reply Reply Forward Dim -	Travel Bookings → To Manager Team Email ✓ Done Reply & Delete Freate New	Move Actions	Mark Categorize Follow Unread v Up v	Find Prind Translate → Select →	Read Aloud	Zoom Insights	Reply with Meeting Poll		
Delete	kespona	Quick steps	I. Move	lags i v	Eating	Speech	Zoom	Find time		Ŷ
[Ext] Corrective A	ction Close out for Food	Services Audit, completed	at 72489 – The O2, ,	Audit No. 337						a.e
notifications@	origamirisk.com						S Reply	S Reply All	-> Forward	
To David Crow	we T								Fri 17/01/202	0 12:54
Dear Kerry Chapman,										
Following on from your rec	ent audit conducted on 17/01/2020.									
You are now required to re	view the Corrective Actions and Close	these out by clicking on the Grant Acc	ess Link below;							
https://live.origamirisk.com	n/Origami/ExternalAccessKeys/Direct	token=DNtMWu3CO%2fy23a0TMn2B	YLLpomD4WrV5azJdab7YuSP	DIb1DFlgCncDG18T6zSeOvJfvl	4aLWW2CE905m8pxLJ9	0msh2U%2	fYN5sS5CploplQ%	<u>3d</u>		
If you have any questions on this or are unsure how to close out the corrective actions, please ask your sector HSE Manager for support.										
Kind Regards,	Kind Regards,									
D 110										

Section 6: Reminder Notifications if Corrective Actions are not closed as complete

The AIR3 system has automatic reminder email notifications built in to ensure that the Unit Manger completed the Corrective Actions within the 4-week due date.

The first reminder will be sent to the Unit Manager 3 weeks following the audit date if any of the Corrective Actions are not closed as complete.

Then a second reminder will go out a week later (4 weeks after the audit date), however this time it will go to the Above Unit Manager (RM/ OD/ BD) asking them to contact the Unit Manager to ensure the Corrective Actions are closed out.



Section 7: How a Unit Closes out the Corrective Actions

To begin to close out the Corrective Actions raised within an audit the Unit Manager should use the Grant Access Link in the email notification received following the completion of the audit at their Unit. By clicking on the link it will take them into the Audit Response Screen where they can scroll down to the Corrective Actions section as per below;

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orrective Actions						New Ce	orrective	Actio
Question			Audit Category	Action Required	Statu	Correct Type	ve Actic	n
NI foods are within their Use By o	or Best Before shell life		Food Safety	Two cartons of milk were found to be past their use by date of 16/01/2020. Please ensure they are discarded and that all persons are retrained on the Shelf Life Safety Conversation from the Food Safety Management System. As evidence please provide copies of the training sign off.	New	Minor Non-Cor	formanc	e
llergen reports are printed and a illergen information regarding all	available for customers to easily retrieve, and menu items. Customer allergen notice is dis	contain accurate	Food Safety	Allergen reports have not been updated in the last 3 months, these should be reviewed daily and reprinted at least monthly where food items do not differ. As evidence of compliance please email a copy of the revised reports for the Burger and Chips Menu Item.	New	Minor Non-Cor	formanc	e
Permanent and temporary agence	y employees have received appropriate aller	gen training	Food Safety	Allergen training not completed with the temporary team on site in Kiosk 2 today. Ensure this training is completed and provide evidence of sion off.	New	Minor Non-Cor	formanc	e
Portable electrical equipment has	s been PAT tested		Workplace Safety	There are two stick blenders in the kitchen that have not been PAT testing and are not on the PAT register, as evidence of compliance, please provide a copy of these with the test results.	New	Minor Non-Cor	formanc	e
Files and Attachments							Uplo	ad File
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From the above screen they can begin to close out the Corrective Actions by clicking on the Orange Question text for each Corrective Action which will open up the following screen;

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Corrective Act	on for: All foods are within their Use By or Best Before shelf life	Save Changes or Cancel	Ĭ	
ate Comp ate Comp (Corrective Action Mr OD/ E Corrective Action Type * (SE Mans) Action Required * Orrective (ustion) B foods an	n Details Idence Non-Conformance v Complete v Two cators of mix were found to be past their use by date of 160/1/200. Please ensure they are discarded and that all pennos: are retrinied on the Sheft Life Safety Conversation from the Food Safety Management System. As evidence please provide copies of the training sign off.		ctive Act Action	tion
rigen rep Action Taken argen info mitabent ritable ele	Items were discarded at the time of the audit and the training has been completed by all team members on 1770/12020. A copy of the training record has been uploaded to the files list.		mance mance mance	
es and comme Abstra	02/14/2020 01/17/2020		Upload I	File

In the above screen, they can then review the Action Required and then complete what action they have taken in the "Action Taken" box. They should also change the Status of the corrective action to "Complete" and record the "Completion Date" at the bottom. Once this is all completed, they can click on "Save Changes".

This will show the Corrective Action is now complete and then the Unit Manager will have the option to "Upload File" if there is specific documentary or photographic evidence required. Please see screen shot on next page and instructions on uploading files.



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Corrective Actions					New Co	rrective Action
Question		Audit Category	Action Required	Status	Correctiv	ve Action
All foods are within their Use By o	r Best Before shelf life	Food Safety	Two cartons of milk were found to be past their use by date of 16/01/2020. Please ensure they are discarded and that all persons are retrained on the Shelf Life Safety Conversation from the Food Safety Management System. As evidence please provide copies of the training sion off.	Complete	Minor Non-Conf	ormance
Allergen reports are printed and a allergen information regarding all	vailable for customers to easily retrieve, and contain accur menu items. Customer allergen notice is displayed in the u	ate Food Safety nit	Allergen reports have not been updated in the last 3 months, these should be reviewed daily and reprinted at least monthly where food items do not differ. As evidence of compliance please email a copy of the revised reports for the Burger and Chips Menu Item.	New	Minor Non-Conf	formance
Permanent and temporary agenc	y employees have received appropriate allergen training	Food Safety	Allergen training not completed with the temporary team on site in Kiosk 2 today. Ensure this training is completed and provide evidence of sign off.	New	Minor Non-Conf	ormance
Portable electrical equipment has	been PAT tested	Workplace Safety	There are two stick blenders in the kitchen that have not been PAT testing and are not on the PAT register, as evidence of compliance, please provide a copy of these with the test results.	New	Minor Non-Conf	ormance
Files and Attachments						Upload File
Filename	Descri	ption	Folder Entry Date			
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a. Uploading Files as Evidence

From the above screen the Unit Manager will click on the "+ Upload File" and this will take them to the Upload New File screen as per below, where they can Browse for the selected file on their computer.

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Once the have located the relevant file, they will then select the "Safety Folder" from the drop down and then put a relevant description as to what the file is in relation the corrective action, finally the can click on "Save".



The files will then show in the Files and Attachments section below the Corrective Actions. If you need to upload more files and attachments that can be done by repeating the process. There is also the ability to upload multiple files at one time by clicking on the "Upload Multiple Files" button on the top right when you have selected to Upload New File.

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orrective Actions						•New (Corrective	Action
Question			Audit Category	Action Required	Status	Correc Type	tive Actio	on
Il foods are within their Use By or	r Best Before shelf life		Food Safety	Two cartons of milk were found to be past their use by date of 16/01/2020. Please ensure they are discarded and that all persons are retrained on the Sheft Life Safety Conversation from the Food Safety Management System. As evidence please provide copies of the training sion off.	Complete	Minor Non-Co	onformanc	:e
Wergen reports are printed and av	vailable for customers to easily	y retrieve, and contain accurate	Food Safety	Allergen reports have not been updated in the last 3 months, these should be reviewed daily and reprinted at least monthly where food items	New	Minor		
illergen information regarding all n Permanent and temporary agency	nenu items. Customer allerge (employees have received ap)	n notice is displayed in the unit propriate allergen training	Food Safety	do not differ. As evidence of compliance please email a copy of the revised reports for the Burger and Chips Menu Item. Allergen training not completed with the temporary team on site in Kiosk 2 today. Ensure this training is completed and provide evidence of sion off.	New	Non-Co Minor Non-Co	onformanc	e ce
Portable electrical equipment has	been PAT tested		Workplace Safety	There are two stick blenders in the kitchen that have not been PAT testing and are not on the PAT register, as evidence of compliance, please provide a copy of these with the test results.	New	Minor Non-Co	onformanc	e
iles and Attachments							Uplo	ad Fr
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Once the Unit Manager has completed all the Correcitve Actions and the Status for each is showing as "Complete" they can then **click on "Save Draft"**, they should <u>NEVER</u> click on "Complete Response" as this will resend all the email notifications.

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Corrective Actions						• Nevi	v Correcti	ve Action
Question		Audit Category	Action Required		Status	Corre Type	ective Ad	tion
All foods are within their Use By or Best Before shelf life		Food Safety	Two cartons of milk were found to be past their use by date of 16/01/2020. Please ensure they are discarded and that all persons are retrained on the Shell Life Safety Conversation from the Food Safety Management System. As evidence please provide copies of the tr sion off.	(aning	Complet	e Minor Non-(Conforma	nce
Allergen reports are printed and available for customers to easily re allergen information regarding all menu items. Customer allergen r	trieve, and contain accurate I totice is displayed in the unit	Food Safety	Allergen reports have not been updated in the last 3 months, these should be reviewed daily and reprinted at least monthly where food i do not differ. As evidence of compliance please email a copy of the revised reports for the Burger and Chips Menu Item.	tems (Complet	e Millor Non-/	Conforma	ince
Permanent and temporary agency employees have received appro-	priate allergen training	Food Safety	Allergen training not completed with the temporary team on site in Kiosk 2 today. Ensure this training is completed and provide evidence sign off.	bof (Complet	e Minor Non-/	Conforma	ince
Portable electrical equipment has been PAT tested		Workplace Safety	There are two stick blenders in the kitchen that have not been PAT testing and are not on the PAT register, as evidence of compliance, please provide a copy of these with the test results.	0	Complet	e Minor Non-C	Conforma	nce
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This will then display the below screen to confirm that they have saved the Corrective Action close out and that it now completed.

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