



Training Matrix

Job Role	Training Matrix																							
	Delivery Method		Time Frame		Topic		Topic		Topic		Topic		Topic		Topic		Topic		Topic		Topic		Topic	
	Line manager		E-learning		Line manager		E-learning		Line manager		E-learning		Line manager		E-learning		Line manager		E-learning		Line manager		E-learning	
	Day 1		First Week		Prior to Task being Completed		Within Month 1		Within First 3 Months		Monthly/Ad hoc		Monthly/Ad hoc		Monthly/Ad hoc		Monthly/Ad hoc		Monthly/Ad hoc		Monthly/Ad hoc		Monthly/Ad hoc	
	Site Safety Induction	Allergens for food handlers	Allergen awareness for non food colleagues	DSE assessment	Site HACCP & Good Hygiene Practices	Emergency Manual	Allergen champion Training (if in sector)	Safety task cards for Role/Task	Food safety conversations	Chemical safety task cards for role	Manual Handling (task specific for role)	PPE issue (role depending)	Incidents/hazards/near miss reporting (AIR3)	Safety walks guide training video and in unit	See Care Share frontline session	90 minute GM See Care Share session	Health & Safety	Health & Safety for managers (add on)	Food safety - Level 2	Food safety - Level 3	Monthly safety conversations	Ad hoc/Venue specific/Updates	Ad hoc/Venue specific/Updates	Ad hoc/Venue specific/Updates
Venue Manager/ Director	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
Management (i.e. Senior Operations/Head of Departments)	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
Culinary (Head Chefs and Exec Chefs)	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓*	✓	✓	✓	✓	✓
Culinary (not Head Chef or Exec Chef)	✓	✓		✓				✓	✓	✓	✓	✓		✓	✓		✓		✓**		✓	✓	✓	✓
Office Based	✓		✓	✓				✓	✓	✓	✓	✓		✓	✓		✓				✓	✓	✓	✓
Frontline Team	✓	✓						✓	✓	✓	✓	✓		✓	✓		✓		✓		✓	✓	✓	✓
Frontline (Supervisors/Team Leaders)	✓	✓		✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓	✓	✓

No.2 Only

*L2 Quiz must be complete if L3 training has taken place

**L3 for those in a supervisory or management role



see



care



share

Training Matrix – Venue Copy

Unit Name

Position Start Date

Unit Number

Employee Name

Delivery
Method

Line manager

E-learning

Line manager

E-learning

Line manager

Line manager

Line manager

E-learning

Line manager

Time Frame

Day
1

First Week

Prior to Task being Completed

Within
Month 1

Within First 3 Months

Monthly/Ad hoc

Topic

Site Safety Induction

Allergens for food
handlersAllergen awareness for
non food colleagues

DSE assessment

Site HACCP & Good
Hygiene Practices

Emergency Manual

Allergen champion
Training (if in sector)Safety task cards for
Role/TaskFood safety
conversationsChemical safety task
cards for roleManual Handling
(task specific for role)PPE issue
(role depending)Incidents/hazards/near
miss reporting (AIR3)Safety walks guide
training video and in unitSee Care Share frontline
session90 minute GM See Care
Share session

Health & Safety

Health & Safety for
managers (add on)

Food safety – Level 2

Food safety – Level 3

Monthly safety
conversations

Ad hoc/Venue specific/updates

Ad hoc/Venue specific/updates

Ad hoc/Venue specific/updates

Job Role

Date to be completed
by

Initial when completed

Training record card
completed and signed?Line manager signature
once completed

Comment/Notes: