



see



care



share

Training Matrix

Job Role	Delivery Method	Topic																							
	Time Frame	Day 1	First Week					Within First 2 Weeks			Prior to Task Being Completed						Within Month 1		Within First 3 Months			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	Health & Safety	Health & Safety for managers (add on)	Food safety – Level 2	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	Food safety – Level 3	Monthly safety conversations	Ad hoc/Venue specific/Updates	Ad hoc/Venue specific/Updates	Ad hoc/Venue specific/Updates
		Line manager	E-learning	Line manager	E-learning	E-learning	Line manager	Line manager	E-learning	Line manager	Line manager	E-learning	Line manager	Line manager	E-learning	Line manager	Line manager	E-learning	Line manager						
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	✓		✓	✓			✓				✓	No.2 Only	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
Frontline Team	✓	✓					✓		✓		✓	✓	✓	✓	✓		✓	✓	✓			✓	✓	✓	✓
Frontline (Supervisors/Team Leaders)	✓	✓		✓			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓

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

**L3 for those in a supervisory or management role



Training Matrix – Venue Copy

Unit Name

Position Start Date

Unit Number

Employee Name

Delivery Method

Line manager

E-learning

Line manager

E-learning

E-learning

Line manager

Line manager

E-learning

Line manager

Time Frame

Day 1

First Week

Within First 2 Weeks

Prior to Task Being Completed

Within Month 1

Within First 3 Months

Monthly/Ad hoc

Topic

Site Safety Induction

Allergens for food handlers

Allergen awareness for non food colleagues

DSE assessment

Site HACCP & Good Hygiene Practices

Emergency Manual

Health & Safety

Health & Safety for managers (add on)

Food safety – Level 2

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

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: