

HSE New Starter, Agency & Temporary Staff Induction Checklist

All HSE information in this pack must be communicated to and understood by each individual New Starter/Agency or Temporary Worker before they commence work.

TO BE COMPLETED BY ALL STAFF

Unit Name:

Unit Number:

Colleague Name:

Colleague Signature:

Manager Name:

Manager Signature:

Colleague Next of Kin Name:

Next of Kin Contact Number:

This is optional to complete and the information provided will only be used in an emergency.

Date Completed:

This completed pack is to be securely retained for a minimum period of 3 years with all unit training records and information.

SAFETY BRIEFING CHECKLIST

This document should be amended to reflect actual practices and procedures at your site.

Unit Name:

Colleague Name:

Inducting Manager:

Date:

Fire & Emergency

Alarm sound is:

Exit by nearest Fire Exit

Assembly point is located at:

First Aid

You must report any accident/near miss to your Manager/Supervisor immediately.

Manual Handling

Personal Protective Equipment is provided to ensure risks to your safety are minimised e.g. non-slip shoes, oven gloves/mitts. Where PPE is provided you must use/wear it during the task being carried out.

PPE

Ensure any Manual Handling tasks are within your capabilities and, if you need assistance, please ask a member of the team or your Manager/Supervisor. Always use lifting aids where provided, e.g. trolleys, sack trucks, roll cages etc.

Slips, Trips & Falls

Ensure that any spillages are cleaned up immediately. Keep walkways and working areas clear of obstructions and report any damaged floor surfaces to your Manager/Supervisor immediately and avoid running or rushing in your workplace.

COSHH

You must not use any chemicals unless you have been trained to do so. Ensure you always follow instructions and are aware of the meaning of chemical hazard symbols.

Workplace Equipment

Only use equipment and machinery that you have been trained to use. Always check the equipment before use to ensure it is safe and report any defects to your Manager/Supervisor immediately and do not use. Never attempt to carry out any repairs or modifications to equipment yourself.

Burns & Scalds

Take particular care when working with hot materials and equipment, and when carrying hot food and liquids. Only clean deep fat fryers after training has been completed. **OVEN/STEAMER GLOVES/MITTS MUST BE WORN.**

Safety with Knives

Ensure the knives you use are sharp and in good condition. Store knives safely when not in use and always select the correct knife for the task. If in doubt, ask your Manager/Supervisor. **CUT GLOVES ARE A MANDATORY REQUIREMENT AND MUST BE WORN WHENEVER THERE IS A RISK OF CUT INJURIES.**

Essentials of Food Hygiene

I have read and fully understand the "Essentials of Food Hygiene" (Appendix 1) before commencing any food handling activities. All food handlers must be familiar with the Compass Food Safety Management System.

Allergens

I have read and fully understand the "Know Your Allergens" information (Appendix 2) before commencing any food handling activities.
Allergen information for this unit's daily menu is located : _____

Site Specific Hazards

By signing below, I confirm that I have been briefed on the above safety information. I understand it is my responsibility to follow instructions, to work safely and only to do work that I have been trained to do or are being trained or supervised whilst doing. I also understand that I can ask my manager or supervisor at any time if I am unsure of what to do.

Colleague Signature:

Date:

SITE SPECIFIC SAFETY INFORMATION

This page provides you with the site-specific information that you may require whilst working on this site. Your safety and wellbeing is important to us and we want you to remember our Key Safety Behaviours whilst working.



SPEAK OUT – If you are unsure of anything ask your manager or supervisor, or if you see any unsafe working activities or environments then let them know.



BE MINDFUL – Always think first before you carry out a task or activity – are there any risks or hazards and is it safe to carry on?



GET INVOLVED – Help your colleagues if they need it or if you see them in trouble.

FIRE & EMERGENCY

Familiarise yourself with the location of fire alarms, fire escapes, firefighting equipment and assembly points. Always follow instructions from your manager/supervisor.



The alarm sound is:

The assembly point is:

FIRST AID ARRANGEMENTS

Familiarise yourself with the location of the first aid kits and first aid facilities.



First Aid kit is located:

Our First Aider is:

Nearest A&E is:

INCIDENT REPORTING

All incidents/accidents, near misses, foreign body and allergy incidents must be reported as soon as possible.



Report Incidents to:

ALLERGENS - **NB New Starters, Agency or Temporary Workers MUST NOT prepare or serve any Medical Diet Meals until Allergen Aware & Allergy Academy training has been completed and signed off by the Regional Manager **



If a customer asks you about allergens within specific dish, provide them with a copy of the Allergy Information Folder and point out the allergy information sheet for that dish so they can make an informed choice, no verbal advice should be given.

Allergen Information is available:

Allergy Champion is:

HEALTH & SAFETY INFORMATION

Our Key Safety Behaviours ensure that we are all working to the same safety framework to build a safety culture that ensures that we all look out for each other.

FIRE & EMERGENCY

Familiarise yourself with the location of the fire alarms, fire escapes, firefighting equipment and assembly points. Always follow instructions from your manager/supervisor.



INCIDENTS

All accidents, incidents and near misses must be reported to your manager/supervisor. Familiarise yourself with the location of first aid kits and first aid facilities.



PPE

Personal Protective Equipment, such as goggles, gloves, and safety shoes is provided to reduce risks of injury and must be used/worn where provided. Report any damaged or missing PPE to your manager/supervisor.



MANUAL HANDLING

Only carry out manual handling tasks that are within your capabilities. If you need assistance, ask a colleague or your manager/supervisor. Manual handling aids, such as trollies, sack trucks and roll cages should be used wherever available.

SLIPS, TRIPS & FALLS

Spillages must be cleaned up immediately and wet floor signage displayed where appropriate. Keep walkways and workspaces clear of obstructions. Avoid rushing or running and report any damaged floor surfaces or poor lighting to your manager/supervisor.



COSHH

Only use chemicals you have been trained to use and follow instructions on dilution, use, contact times and PPE to be worn. Never mix chemicals or decant them into containers such as glasses or cups.



CUTS & SHARPS

Make sure any knives you use are sharp and in good condition. Always use the right knife for the task and store knives safely. **Cut gloves are a mandatory requirement and MUST be worn.** Always use a dustpan and brush to clean up broken glass or crockery – don't pick it up with your hands, and dispose of in the designated bin.



BURNS & SCALDS

Take care when working with hot materials and equipment, when carrying hot foods and liquids, and when making hot drinks. **You MUST use oven/steamer gloves or mitts** when taking items out of ovens/hot cupboards. You may only use and clean deep fat fryers if you have been trained and completed the Hot Oil Quiz.



WORKPLACE EQUIPMENT

Only use equipment and machinery that you have been trained to use, and check equipment before you use it to make sure it is safe. Report any damage to your manager/supervisor immediately and do not use damaged or faulty equipment. Do not attempt to carry out any repairs yourself.



VIOLENCE AT WORK

If you feel threatened or intimidated at any time, or if you observe any aggressive or inappropriate behaviour, report this to your manager immediately and ensure you know how to raise the alarm.



ADDITIONAL UNIT/SITE HAZARDS

Use the space below to add unit or site hazards that are not covered in this document and that the person should be made aware of. ****All Relevant Safety Task Cards MUST BE briefed and signed off before any task is carried out****

ESSENTIALS OF FOOD HYGIENE

Providing our customers with good quality and safe food is our passion at Compass Group and therefore Food Safety is vital to our operation. Please ensure you adhere to the below at all times.

PERSONAL HYGIENE

- Wash your hands thoroughly before handling ready to eat food, after using the toilet, after handling raw foods, after handling unwashed fruit and vegetables, after handling raw food packaging or waste, before starting work, after every break, after eating and after blowing your nose.
- Keep yourself clean and wear clean clothing.
- If you are handling food you must wear a hat or hairnet. Long hair must be tied back.
- Tell your supervisor, before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound.
- If you have been experiencing diarrhoea and vomiting in the last 48hrs you must not be working.
- Cuts and sores must be covered with a waterproof, high visibility dressing such as a blue plaster.
- Always eat and drink away from a food room and never cough or sneeze over food.
- Avoid unnecessary handling of food and use utensils where possible.
- With the exception of plain wedding rings and plain sleeper earrings, jewellery must not be worn in any food preparation areas.



SAFE FOOD HANDLING

- Deliveries must be temperature and shelf-life checked, inspected for damaged packaging, leaks etc.
- Perishable food must be stored at 8°C or below and frozen food at -18°C or below.
- All food must be covered and dated.
- Cook protein foods thoroughly to a core temperature of 75°C and hot hold all food, in particular protein foods and rice, at a temperature above 63°C or cool within 90mins and refrigerate.
- Always reheat food until it is piping hot, 75°C or above (82°C in Scotland), and only reheat once.
- Prepare food as close to service time as possible and minimise the amount of time food is out of temperature control.
- Keep the handling, preparation, storage or raw meat/unwashed fruit & vegetables and ready to eat food strictly separate to prevent cross-contamination. Always use separate equipment, utensils, chopping boards and cloths for raw food.
- All fruit, salad and vegetables served raw must be thoroughly washed.
- Drinks, bar fruit and ice are considered to be food and general food hygiene requirements apply when storing, preparing, handling and serving them.



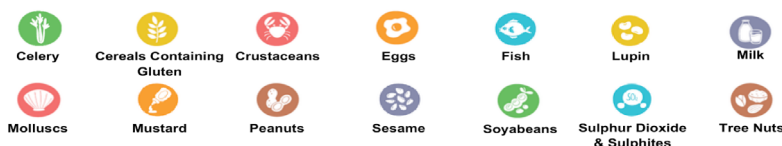
CLEANING & SANITISING

- Always clean as you go and only use the approved cleaning chemicals and sanitisers.
- Use the 2-stage cleaning process to clean work surfaces, sinks and equipment after preparing raw foods and unwashed fruit and before preparing ready to eat foods.
- Follow the correct cleaning product instructions and, where appropriate, use the prescribed contact times. Standard contact time for our sanitiser is 1 minute, but you should always confirm this with the team on site.
- Wash food equipment used in the preparation of raw foods separately from equipment used to prepare ready to eat foods.
- Ensure clean food equipment and crockery cannot become contaminate during storage from splashes during ancillary cleaning activities.
- Make sure that cleaning equipment used for raw food preparation is designed as such and not used to clean ready to eat areas. This includes sanitiser spray bottles.
- Make sure ice wells and ice buckets are cleaned and sanitized before use.



ALLERGENS & INTOLERANCES – NB Training must be completed before you prepare or serve any Medical Diet meals.

- If a customer asks you about allergens within a specific dish, provide them with a copy of the Allergy Information Folder and point out the allergy information sheet for that dish so they can make an informed choice, or alternatively direct them to the QR code or allergen tablet where information is available electronically.
- If a customer has an allergy outside of the 14 allergens, or if nothing on the menu is suitable, notify your Manager/Supervisor, or the Allergy Champion.
- Never guess and never make a recommendation but allow the customer to make an informed decision.
- If you are unsure of any aspect, ask your Manager/Supervisor immediately.
- Always follow recipe specifications and do not add or substitute any ingredients in a dish.
- Avoid allergen cross-contamination by regularly washing your hands, following correct cleaning procedures and by having dedicated equipment.
- Make sure all communication between the kitchen team and front of house team is clear.



KNOW YOUR ALLERGENS



WHAT ARE THE ALLERGENS TO BE AWARE OF?

- 

Gluten
- 

Crustaceans
- 

Eggs
- 

Fish
- 

Peanuts
- 

Soybeans
- 

Milk
- 

Nuts
- 

Celery
- 

Mustard
- 

Sesame Seeds
- 

Sulphur Dioxide
- 


Lupin
- 

Molluscs


BACK OF HOUSE:

1 

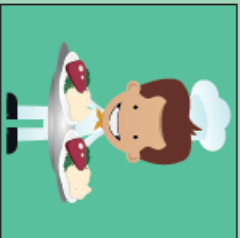
Ensure your recipes are printed from The Source or where applicable created using the Manual Allergen Builder.

2 

Always follow the recipe. Cross-check the ingredients against the recipe to ensure they match.


3 

Periodically check The Source allergen information against your printed allergen information and against the packaging of items when they arrive in unit.

4 

Before service, brief your front of house team on allergens in dishes available on a menu.


FRONT OF HOUSE:

1 

Ensure allergen information is correct and available. This must be cross-checked during pre-service brief.

2 

If a customer has a question regarding allergens point them to where the allergen information is available. Remember don't advise the customer what they can have!

3 

Customer to review the information in the allergen folder and decide if the food is safe for them to consume.

4 

Allergen information to be kept whilst applicable and retain for 4 weeks before disposing of it.