



## HSE Unit Manager's Objectives UK & Ireland 2025 - 2026

| <b>Objectives/ KPIs</b><br><b>(At least one personal objective must support HSE priorities)</b><br><b>Delivering </b> |  |
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| <b>Delivering – Managing</b>   | <ul style="list-style-type: none"> <li>Implement FSMS Updates effectively within unit.</li> <li>Implement the WSMS as appropriate to the services delivered.</li> <li>All colleagues to complete assigned e-learning, or classroom as relevant.</li> <li>All colleagues to complete refresher training on slips, trips &amp; falls, and handling, lifting &amp; carrying.</li> <li>Complete allergen Incident Investigation Packs within 7 days via AIR3.</li> <li>The latest version of the Climate Net Zero Toolkit to be reviewed annually.</li> <li>All units with food spend must record food waste weight daily using The Source (sector equivalent).</li> <li>Where practicable, all surplus food should be donated and recorded in accordance with the Surplus Food Donation Guide.</li> <li>As appropriate, follow Authority to Work process for visiting contractors working on site.</li> <li>GM's, HOD's to complete See Care Share GM Session on L&amp;D Platform and GM's, HOD's to then deliver the Front Line See Care Share Coaching Session in unit, where your sector has begun implementation.</li> <li>All chemical product safety assessments to be reviewed and updated.</li> <li>Ensure that all colleagues are issued with appropriate PPE.</li> <li>Ensure that all equipment and structural defects, that are the responsibility of the client, are reported and monitored for rectification.</li> <li>Ensure that your unit has a pest management plan.</li> </ul> |
| <b>Delivering to Shaping</b>   | <ul style="list-style-type: none"> <li>Validate that the FSMS and WSMS updates have been successfully implemented; available through the HSE website update section (<a href="#">link</a>).</li> </ul>   |
| <b>Above unit and Central Functions</b>  | <ul style="list-style-type: none"> <li>Check allergen compliance via the sector specific FOH audit process, via AIR3.</li> <li>Ensure Net Zero Toolkit has been updated, implemented and trained.</li> <li>Ensure you and all colleagues complete assigned e-learning, or classroom training.</li> <li>Engage and ensure all Incident Investigation packs are completed and submitted within 7 days.</li> <li>Support action plans for units not achieving full compliance in HSE quarterly records or internal and external audits, and all enforcement visits.</li> <li>Complete the See Care Share, Mindful Leadership one-day programme where your sector has begun implementation.</li> <li>Undertake safety leadership walks as agreed with Line Manager; all to be recorded on the Origami App.</li> <li>Complete IOSH Managing Safely up to RM.</li> <li>Support the implementation of any site action plan following the issue of a 3* or below (I.R Scotland, unsatisfactory RoI) Food Hygiene Rating.</li> </ul>  |