HSE ACTIVITY CALENDAR

UNIT NAME | UNIT NO. | YEAR | CALENDAR OWNER

SEE CARE SHARE

PAGE 1 - TO BE COMPLETED BY ALL UNITS

Tick PLAN for the month an activity is due; enter initials in INIT once completed. Retain supporting records.

Page 2 is entirely optional for additional site-specific activities.

	ACTIVITY / CHECK	JAN PLAN	JAN INIT	FEB PLAN	FEB INIT	MAR PLAN	MAR INIT	APR PLAN	APR INIT	MAY PLAN	MAY INIT	JUN PLAN	JUN INIT	JUL PLAN	JUL INIT	AUG PLAN	AUG INIT	SEP PLAN	SEP INIT	OCT PLAN	OCT INIT	NOV PLAN	NOV INIT	DEC PLAN	DEC INIT	FREQUENCY / TRIGGER
SEE CARE SHARE																										
SCS01	Safety Walks																									Monthly
SCS02	See Care Share - Unit Manager Coaching																									On Appointment / As Required
SCS03	Frontline See Care Share Coaching																									On Appointment / As Required
FOOD SAFETY																										
FS01	Kitchen Deep Clean																									Annually / As Appropriate
FS02	HACCP Review																									Annually
FS03	Probe Thermometer Accuracy Record																									Completed Monthly
FS04	Catering Cleaning Schedule																									Review annually or when equipment / chemicals change
FS05	Allergen Information Review																									Monthly
FS06	Allergen Audit (Origami)																									Monthly (where applicable in sector)
FS07	Allergen Risk Assessment																									Annually
HEALTH & SAFETY																										
HS01	Essential Risk Assessment																									3-yearly minimum; after accident or change
HS02	Operational Risk Assessment																									3-yearly minimum; after accident or change
HS03	Business and Office Risk Assessment (including Safety Task Cards)																									3-yearly minimum; after accident or change
HS04	Catering Risk Assessment (including Safety Task Cards)																									3-yearly minimum; after accident or change
HS05	Cleaning Risk Assessment (including Safety Task Cards)																									3-yearly minimum; after accident or change
HS06	Portering Risk Assessment (including Safety Task Cards)																									3-yearly minimum; after accident or change
HS07	Security Risk Assessment (including Safety Task Cards)																									3-yearly minimum; after accident or change
HS08	Building and Grounds Maintenance Risk Assessment (including Safety Task Cards)																									3-yearly minimum; after accident or change
HS09	Leisure Service Risk Assessment (including Safety Task Cards)																									3-yearly minimum; after accident or change
HS10	Client Fire Safety Risk Assessment																									Review Annually
HS11	Gas Safety Testing																									Annually
HS12	Electrical Safety Testing (PAT Testing)																									As Appropriate
HS13	Extract Ventilation & Ductwork Cleaning																									Annually/ As Appropriate
HS14	Thorough Examination of Pressure Vessels																									Annually
HS15	Passenger and Goods Lift Inspections																									Six-Monthly / Annually
HS16	Work Premises Statutory Compliance Declaration																									Annual
HS17	Quarterly HSE Record																									Minimum Quarterly
HS18	HSE Meetings																									Minimum 6 Monthly
ENVIRONMENT																										
EN01	Planet Promise Toolkit - All sections completed / Annual Reviews completed																									Annually
COMPLIANCE																										
CO01	Compass UK&I HSE policies review	✓																								Annually - January
CO02	Employers' Liability insurance certificate update																	✓								Annually - September
CO03	License renewal / checks e.g. alcohol, late night refreshment, music, driving etc																									Record when renewal is due
TRAINING																										
TR01	Environment Awareness Training - Level 1 completed																									Annually
TR02	Induction & Training Record Cards																									Annually / As required
TR03	Allergen Awareness E-Learning																									Quarterly check for team compliance
TR04	HSE E learning																									Quarterly check for team compliance

HSE ACTIVITY CALENDAR

OPTIONAL - SITE-SPECIFIC ACTIVITIES

UNIT NAME	UNIT NO.	YEAR	CALENDAR OWNER

SEE CARE SHARE

PAGE 2 - OPTIONAL: SITE-SPECIFIC ACTIVITIES ONLY

Use this page only if your unit has additional activities not covered on Page 1. Add each activity and frequency, then mark PLAN and INIT.

No additional local activities? This page does not need to be completed.

ACTIVITY / CHECK	JAN PLAN	JAN INIT	FEB PLAN	FEB INIT	MAR PLAN	MAR INIT	APR PLAN	APR INIT	MAY PLAN	MAY INIT	JUN PLAN	JUN INIT	JUL PLAN	JUL INIT	AUG PLAN	AUG INIT	SEP PLAN	SEP INIT	OCT PLAN	OCT INIT	NOV PLAN	NOV INIT	DEC PLAN	DEC INIT	FREQUENCY / TRIGGER
SITE-SPECIFIC ACTIVITIES - OPTIONAL																									
SS01	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS02	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS03	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS04	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS05	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS06	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS07	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS08	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS09	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS10	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS11	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS12	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS13	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS14	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS15	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS16	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS17	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS18	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS19	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS20	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS21	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS22	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS23	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS24	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		
SS25	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐		

Only include additional activities relevant to the unit; use the frequency column to specify when each is due.