



Training Matrix

Delivery Method	Line manager		E-learning		Line manager		E-learning		E-learning		Line manager		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	Food safety - Level 3	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	Monthly safety conversations	Ad hoc/Venue specific/updates	Ad hoc/Venue specific/updates	Ad hoc/Venue specific/updates
Job Role	Site Safety Induction	Allergens for food handlers	Allergen awareness for non food colleagues	DSE assessment	Site HACCP & Good Hygiene Practices	Emergency Manual	Food safety - Level 3	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	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	✓		✓	✓				✓				✓	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