

WSMS Training Requirements

All permanent colleagues and temporary agency staff must have the appropriate Health & Safety training for their role within the business. Training needs should be reviewed on a regular basis to ensure they are updated to certify training remains appropriate and consider any changes in colleagues' roles. This will usually be delivered through the following types of training:

Audience	Training	Method
Temporary or agency colleagues	Essentials of Health & Safety	Colleague handbook Agency and Temporary Workers Induction In-unit supervision
Permanent colleagues Regular casual colleagues	Health and Safety at Compass WSMS See Care Share Frontline Coaching	E-Learning Site Safety Information Pack Safety Task Cards Operational Risk Assessments Task Specific Risk Assessments In-unit supervision See Care Share delivered by Managers
In Unit Managers including Head Chefs	Health and Safety for Managers WSMS See Care Share Virtual Session	E-learning Essential Risk Assessments Service Specific Risk Assessments See Care Share Virtual Session booked via e-learning platform
Regional managers	See Care Share Leadership Session	In Person Day Session booked via e-learning platform

Temporary or Agency Colleagues

All colleagues, whether permanent or temporary, must receive this training before starting work at a Compass unit. It covers basic health and safety. This training is delivered through:

- The Compass colleague handbook issued with a contract of employment, or
- In-unit training via the Temporary or Agency Workers Induction

Induction training should be recorded on the colleague's training record card or, if they are temporary, then this should be recorded on the Temporary or Agency Workers Induction Checklist.

In addition to formal training, all colleagues must be supervised and coached on the job.

Additional in-unit training covering the colleague's specific duties and responsibilities should be carried out after the initial induction.

This may include training in specific tasks using the relevant Safety Task Card or on specific aspects of Health and Safety using Safety Conversations. Records of this training must be recorded on the WSMS Training Record Card or on a Group Training Record.

Permanent and Regular Casual Colleagues

Health and Safety at Compass and is delivered through an e-learning module which must be completed within the first 2 weeks of employment. It covers all aspects of health and safety, including an introduction to H&S, fire safety, first aid, incident reporting and workplace safety.

In addition, all colleagues must be trained on the STCs and Task Specific Manual Handling Risk Assessments relevant to their role and must review and sign any relevant Operational Risk Assessments. This training is recorded on the WSMS Training Record.

The 45-minute Frontline Coaching See Care Share Session is delivered to permanent and regular coaching staff in by in unit management using material and resources available on the HSE website.

In Unit Managers

Health and Safety for Managers is delivered via an e-learning course and is aimed at anyone in a supervisory or management role in a Compass unit or operation.

Managers, including unit managers, deputy manager, operations managers, head chefs complete this within the first 2 weeks of employment commencing Compass.

This course provides more in-depth training on Health and Safety and how to implement and maintain the Compass WSMS and associated documentation and systems.

Managers must also review all STCs relevant to their role including task and equipment they oversee. This is recorded in the WSMS Training Record.

All Senior Managers must review and understand all components of the WSMS, including the Essential Risk Assessments, Service Specific Risk Assessments and Operational Risk Assessments for their unit, and must sign the Declaration of Completion and Review in the WSMS.

The 90-minute See Care Share Sessions for in-unit managers are delivered virtually and can be booked via the L&D Learning Platform.

Regional Managers

The one-day in-person See Care Share Leadership Session for Regional managers can be booked via the L&D Learning Platform.

Assessment

To obtain a certificate in Health and Safety at Compass and Health and Safety for Managers e-learning modules, learners must complete and pass a competency validation assessment.

Refresher Training

Refresher training is required at certain intervals, where evidence indicates that there are gaps in colleagues' knowledge, when Company processes are updated, if there are changes in the business operation etc. Hazard Observations, Near Misses, Incidents and Leadership Safety Walks can also be used as the basis of refresher training. Specific training needs may be identified through HSE Meetings, formal consultation and communication, or during the performance review process.

For some e-learning modules, such as Health and Safety at Compass, colleagues are able to renew their training by successfully completing a Competency Test, removing the need to complete the full course for re-certification. These will be automatically assigned through the established Learning and Development Portal platform.

Training Records

All e-learning is recorded on the Compass Learning Portal. All other training carried out must be recorded either electronically or on the employee's training record, which must be dated and signed by the colleague and the trainer. Training records must be available at all times for examination by auditors, or enforcement officers.

When colleagues transfer to another site, their training records should be transferred with them.