



Training Matrix – Venue Copy

Unit Name

Position Start Date

Unit Number

Employee Name

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

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

Food safety – Level 3

Monthly safety conversations

Ad hoc/Venue specific/updates

Ad hoc/Venue specific/updates

Ad hoc/Venue specific/updates

Job Role

Date to be completed by

Initial when completed

Training record card completed and signed?

Line manager signature once completed

Comment/Notes: