



Monthly HSE
Review
July

2026

Vacherin
LONDON

see CARE SHARE BRAND



see



CARE



SHARE

WE LOOK OUT FOR EACH OTHER

CH
&CO

TRIFR & MFSIR –P10



P10	CH&CO	G&G	G&G ROI	Vacherin	CH&CO Leisur
TRIFR	6	3	0	3	0
MFSIR	0	0	0	1	0
FSIR (FB+MFSIR)	5	3	0	2	0

	YTD CH&CO	YTD Target	EOY Target	G&G	G&G ROI	Vacherin	CH&CO Leisure
TRIFR	53	49	~59	22	7	17	7
MFSIR	7	5.8	~7	1	2	2	2
Safety Walks	1255	1200	1440	758	106	200	191
Hazard Obs	1258			1047	73	115	23

Vacherin
LONDON

“TRIFR (Total Recordable Incident Frequency Rate) – Lost Time Incidents', Medical Treatment Cases, Restricted Workdays, Fatalities
FSIR (Food Safety Incident Rate) – Allergen reaction, in unit foreign bodies and in unit food poisonings
MFSIR (Material Food Safety Incident Rate) - Substantiated allergen reaction, substantiated food poisonings”

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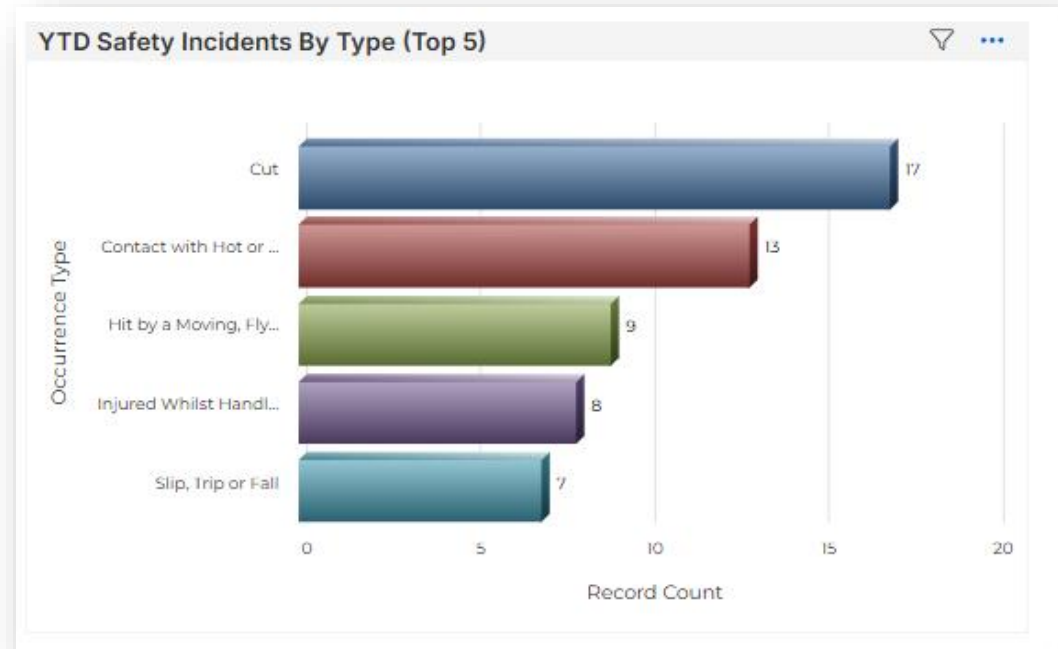


HSE Dashboard



TRIFR - Vacherin YTD *3rd August

LTI	13
RIDDOR	5
Total Recordable Incidents	16
Hazard Observations	111
Near Misses	33
Reported Injuries	66
In Unit AAI	3
EHO Inspections	27



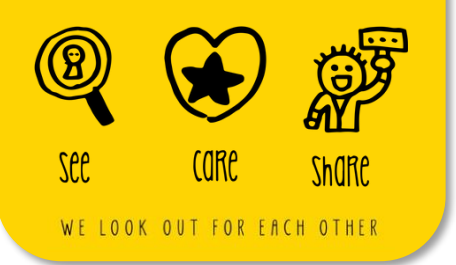
"TRIFR (Total Recordable Incident Frequency Rate) – Lost Time Incidents', Medical Treatment Cases, Restricted Workdays, Fatalities"



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Accidents, LTI & RIDDOR - July



TRIFR

- **Injured whilst Handling, Lifting or Carrying** – Colleague sprained their knee whilst lifting item from a low shelf.
- **Cut Whilst using Knife** – Colleague cut their thumb whilst using a kitchen knife to open a bag.
- **Injured whilst Handling, Lifting or Carrying** – Colleague struck their hand against a door frame whilst carrying equipment



Please check out the lessons learnt page on the HSE website.

[Lessons Learnt | Compass HSE](#)



Hazard Observations and Near Misses YTD

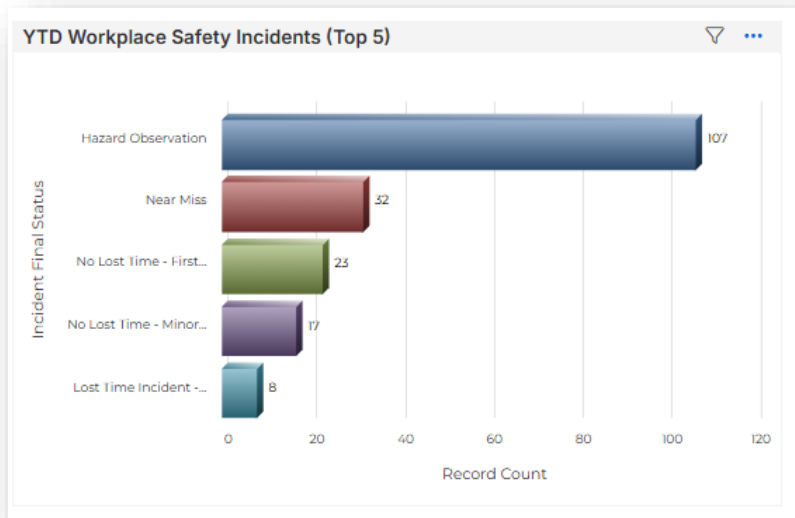
Hazard Observations 111

15 Hazards logged

Near Misses 33

3 Near Misses logged

*"A **Hazard** is an item or situation that has the **potential** to cause **harm** or **damage** to property. A **Near Miss** is an incident that was **caused by a hazard** that **did not result in an injury** or damage to property. If the incident **has caused an injury**, no matter how **small**, it needs to be logged on AIR3"*



"Our Incident reporting chart is starting to take the desired order. We still need to increase the number of near misses logged to get where we need to be. Total accidents is double that of our near miss reporting"



AIR3 REPORT A HAZARD OR NEAR MISS

ALL INCIDENT REPORTING SYSTEM

SO WE CAN ALL NOW DO OUR BIT AND LOOK OUT FOR EACH OTHER TO PREVENT INCIDENTS BEFORE THEY HAPPEN BY REPORTING A HAZARD OBSERVATION OR NEAR MISS. REMEMBER IF YOU CAN SAFELY REMOVE A HAZARD THEN PLEASE DO SO.

COMPLETING A HAZARD OBSERVATION OR NEAR MISS REPORT COULDN'T BE EASIER. YOU CAN NOW JUST SCAN THE BELOW QR CODE AND COMPLETE THE FORM USING YOUR UNIT INFORMATION WHICH IS SUPPLIED BELOW TO ENSURE YOUR UNIT MANAGER IS INFORMED OF THE HAZARD OR NEAR MISS

Use when you have spotted a hazard which may lead to an incident or injury

REPORT A HAZARD OBSERVATION OR NEAR MISS SCAN THE QR CODE ADJACENT:

Use when there is a near miss incident that could of resulted in an injury

Unit Number

Unit Manager Name

Unit Manager Phone No.

Unit Manager Email

HS.G.041.01



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Lesson Learnt – Allergen Cross Contact



At the end of July we recorded an additional Substantiated Allergen Incident in one of our sites.

Our first mistake was suggesting to a customer (fellow colleague) what would be safe for them to eat. The customer was Allergic to **Gluten, Soy & Sesame**. We directed them to a dish containing **Sesame** on the matrix. ***"Never advise a customer on what they can or can't eat, or make any assumptions or guesses about the food."*** - *Allergen Awareness for Front of House*

The second mistake was that we decided to deviate from the menu that had been approved during our pre-service briefing. We offered to make the meal for our customer by removing Sesame for the dish. ***"We must not advertise any open food, or any food prepared in our units, where a specific ingredient and/or allergen has been omitted from a recipe or is not an ingredient in the recipe as 'Allergen Free'."*** - *Allergen Awareness Gluten Free and Allergen Free Foods*

And finally, not following allergen cross contamination prevention procedures in our Allergen GHP. ***"use separate kitchen equipment and utensils (chopping boards, knives, pans and other complex equipment) when making a non-gluten containing ingredient food and/or a recipe or dish that omits a specific ingredient and/or allergen to minimise the risk of cross-contact. Clean down and sanitise work surfaces and equipment and wash your hands before preparing any non gluten containing ingredient foods (NGCI), or meals that omit a specific allergen and / or ingredient."*** - *Allergen Awareness Gluten Free and Allergen Free Foods*

Please can you all test the knowledge of our colleagues using our Allergen Awareness safety conversations. For full details please review the full guidance in the [Good Hygiene Practice on Allergens](#) and make sure that we are following its instructions in your Operation.

BE MINDFUL

Assess the risk

with any unfamiliar action.

- Ask yourself, "Is this the safest way to do this?"
- If in doubt, check the HSE website or reach out to the HSE team for advice.



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Allergen Champions



During our preservice briefings please make sure that you are challenging each other on the ingredients used to make our dishes. BOH should be checking the Menus produced by FOH and FOH should be checking the matrixes produced by BOH.

We should also be expanding our teams product knowledge by keeping the product packaging to be used during briefings. Companies have no obligation to announce when an ingredients has been changed so we need to be vigilant to catch any before we open for service. We can also try to select ingredients that minimize the allergens present in our dishes. Allowing our customers to be able to consume a wider variety of our dishes.

We need to remember that all items for service should be included in our briefings. This includes salads, pastries and deserts, not just our hot counters.

GET INVOLVED

- It is caring for your team members and encouraging each other to work safely.
- It is contributing to safety discussions, investigations and meetings.
- It is sharing your safety knowledge, experiences and learnings with others.



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Allergen Champions



During recent visits to site, I am still finding that some of our Barista stations are not using the correct cloths for the milks that we provide our customers. Each milk needs to have its own cloths so that we are **not risking Allergen Cross Contamination**. We need to be checking the ingredients list of flavoured milks (coconut milk is actually **SOYA**).



BE MINDFUL

Assess the risk

with any unfamiliar action.

- Ask yourself, "Is this the safest way to do this?"
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Vacherin Audits YTD – 84.16% +1.18%

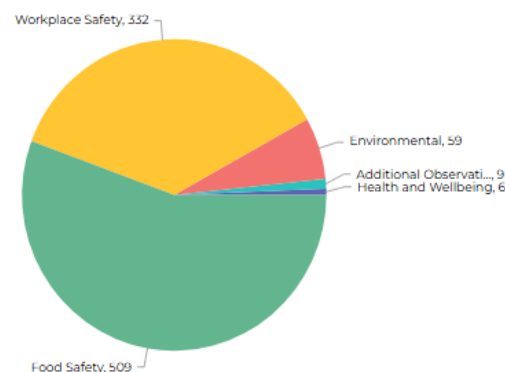


Most Common NEOC

- Quarterly Record completed every 3 months
- Completion of Net Zero Tool kit
- Holding a HSE meeting
- Weighing food waste on the source
- Agency temporary workers inductions

Most Common SEOC

- Allergen Information not being accurate
- Suitably labelled food products
- Following the glass policy
- Manual Handling – Documenting High risk activities
- Chemical Task cards at the point of use and storage



For full information on the HSE audit criteria please use the link below

[HSE AUDIT VACHERIN COPY](#)

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Audit Trends this Month

The Pest Escalation process.

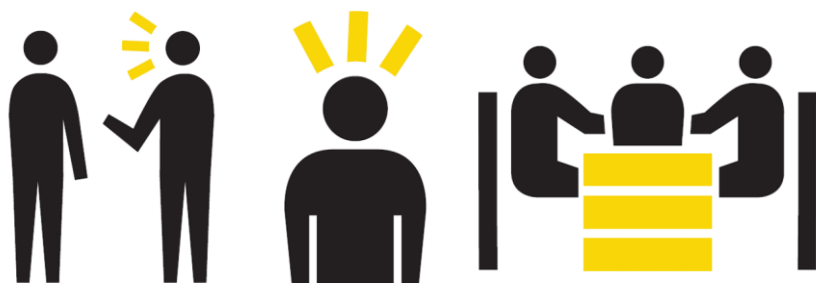
Recently I have found that some of our sites have not been fully complying with our pest escalation process after evidence of pest activity was discovered within our operation.

If our team or the pest contractor find evidence of any pest activity it MUST be logged with AIR3.

We need to then follow the pest escalation process by completing the Pest Control Checklist and Pest Control Training Record for all colleagues onsite.

Failure to do so not only put's our operation and reputation at risk it also will potentially cost you to lose 125 points from your sites audit.

Pest contractor's need to be making regular checks within our kitchen and services areas. Their reports need to be made available to use to complete any of the actions recommended in the reports. If you are not getting regular reports, you should raise the matter to your ops Manager.



Please make sure you have read and understand the Pest escalation process in the Pest GHP and follow its instructions.

Internal



Pest Activity	Fit To Trade	Management Actions	Housekeeping Measures
Level 2 Evidence of widespread light pest activity in food preparation or food storage areas (rodents, cockroaches, birds or ants) - Evidence of activity, such as rodent droppings and/or - Damaged food items or storage containers and/or - Obvious and recent bait takes confirmed by the designated pest management contractor and/or - Dead fresh pest species bodies and - No live pest sightings reported in food preparation or food storage areas.	Yes Where the activity is being managed and control measures are in place. Consider reducing in-house made offers and moving to bought-in pre-wrapped foods only, or bringing food in from another kitchen or unit	- Ensure any evidence of activity, including sightings, is communicated to the pest control provider immediately and that a call out is arranged. - Record this action in the Opening HSE Checklist - Escalate to your Regional Manager via e-mail or telephone immediately - Contact your Sector Lead or Regional HSE Manager for guidance - Report the incident immediately on AIR3 - Brief colleagues to be vigilant and report any further evidence of activity - Inform the client immediately	- Implement all actions listed above in Level 3. - Complete Pest Control Checklist (available on the HSE website) and continue to complete until no evidence is observed for 5 consecutive days. - Escalate outstanding maintenance requests urgently for seals and gaps to be pest-proofed
Level 1 Pest infestation in food preparation or food storage areas (rodents, cockroaches, birds or ants) - Live pest activity reported and/or - Significant droppings identified and/or - Significant grease smears or odour evident and/or - Evidence of different pest life cycles (i.e. cockroach nymphs and adults, young and adult rodents) and/or - Significant evidence of gnawed or contaminated food or food packaging and/or - Significant evidence of recent pest captures	No Temporary voluntary closure of the affected areas	- Close the unit - Ensure any evidence of activity, including sightings, is communicated to the pest control provider immediately and that an urgent call-out is arranged. - Record this action in the Opening HSE Checklist - Report the incident immediately on AIR3 - Escalate to your Regional Manager and Sector or Regional HSE Manager immediately - Arrange conference call with your Sector Lead or Regional H&S Manager and other relevant staff, such as the Operations Manager to discuss next steps	- Close the unit 48 hours without any sightings and evidence of activity, including pest captures and bait takes, in food preparation and food storage areas. - Only open the unit once the pest control provider has confirmed, in writing, that the areas are pest free. - Complete Pest Control Checklist (available on the HSE website) and continue to complete until no evidence is observed for 5 consecutive days. - Escalate outstanding maintenance requests urgently for seals and gaps to be pest proofed. - Dispose of any contaminated, or likely to be contaminated foods, food packaging, disposables etc. - Arrange a deep clean of the affected areas and nearby other areas where food items, food packaging or food disposables are stored, ensuring all areas underneath and behind equipment and fixtures are cleaned.



Audit Trends this Month



First of all, I would like to say that we have seen an improvement in the overall audit scores within Vacherin recently. With our average site score climbing over 6% in the past six months to 84.16%. Which is slightly above the average for the rest of CH&CO. I really appreciate the hard work that you all have been undertaking across our Operations. Thanks guys!

I would highlight a trend this month that I have noticed more regularly than I would like to see, General cleanliness in our BOH spaces. Hand soap dispensers and chemical drip trays areas top of my list but also the inside of undercounter doors, shelves in walk in chillers, wheels on trolleys and chef racks, behind undercounter fridges and walls. These are all areas that are included in the catering cleaning schedule and should be inspected daily as part of your opening checklist.



Please make sure that you are checking problem areas and speak to your team if you find areas that not up to the required level of cleanliness.



CATERING CLEANING SCHEDULE

Unit Name: _____ Unit No: _____ Dept: _____

SAFETY PRECAUTIONS

- Before cleaning electrical machinery ensure it is switched off and isolated from the mains.
- Before cleaning gas appliances ensure they are turned off.
- Take care when cleaning hot items.
- Follow all safety precautions shown in COSHH Product Task Cards for the cleaning product being used for each task.
- All hand protection to be Latex Free gloves or gauntlets.

ITEM	FREQUENCY	PRODUCT	DOSE	PPE	METHOD
Floors		Wash and Walk	2 x 20ML Pumps per 5l of warm water	Nitrile/Latex-free Gloves EN374	Sweep up debris. Apply hot solution using clean mop or long handle scrubber, paying attention to floor/wall joint, around equipment and under and rear of equipment. Rinse and mop over with fresh clean water. Allow to air dry.
Walls, Doors and Paintwork		Multi EL10	2 x 20ML Pumps per 5l of warm water	Nitrile/Latex-free Gloves EN374	Apply solution with sponge, cloth or hand sprayer. Work down from higher areas. Rinse with clean water. Allow to air dry.
Work Surfaces		Oasis Pro 20	2 x 20ML Pumps per 5l of warm water	Nitrile/Latex-free Gloves EN374	Remove debris. Apply solution with a cloth or hand sprayer. Ensure that attention is given to legs and under edges. Rinse and allow to air dry or dry with paper towels.
Cutting Boards		Oasis Pro 20	20 ml via dispenser per 600 ML trigger spray	Nitrile/Latex-free Gloves EN374	Remove debris. Apply sanitiser solution on to moistened board and scrub. Wipe surface and rinse. Allow to air dry. Can be routinely washed in dishwasher if suitable, but additional weekly clean with sanitiser solution to reduce surface staining. Cutting boards should be racked vertically with cutting surfaces separated after cleaning and sanitising.

FS.F.007.03

Internal Page 1 of 8



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Audit Trends this Month

The COLD CHAIN and Cooling

Where food has been cooked and is intended to be cooled and used on a subsequent date it must be cooled using a method that ensures the food is:

- Cooled as quickly as possible
- Placed into a refrigerator as soon as it is safe to do so
- Cooled down to below 20°C within 90 mins (Below +10°C in Ireland)

Factors which may affect cooling times will include:

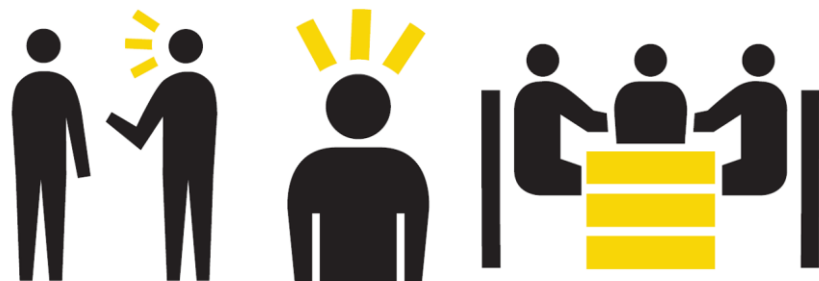
- Portioning the food into smaller containers
- Cutting or slicing larger joints before cooling
- Using shallow / pre cooled containers
- Using ice baths to rapidly cool the food
- Rinsing under cold potable water (e.g. for rice or pasta) Ensure whatever system is used for cooling food is monitored regularly and the food is temperature checked periodically.

Cooling – Blast Chillers

Compass Guidance:

It is strongly recommended that a blast chiller is provided, wherever pre-cooking and cooling is a regular feature of the catering operation, and should be used in accordance with the manufacturer's instructions

- 1 • Switch on the blast chiller in advance to allow it to reach required cooling temperature
- 2 • Begin the chilling process within 30 mins of completion of cooking
- 3 • Avoid overloading the blast chiller
• This will affect its ability to circulate air and cool the food
- 4 • Ensure the temperature of each food item / batch is taken at the end of the cooling programme (+5°C or below)
- 5 • Remove food and place into refrigerated storage immediately



See, Care, Share – Monthly Update

We have a duty of care to our teams to ensure that all statutory compliance is being completed in line with legislative requirements, this includes Gas, Electrical, Pressure Systems, Lifts and Lifting Equipment, Extract and Ventilation, Fire, Water, Asbestos and Air Conditioning Systems.

The key document that must be completed in unit by the unit management is the Work Premises: Statutory Compliance Declaration. This document is located within the Additional Health and Safety Documents Section of the Workplace Safety Management System Folder or alternatively is available on the HSE Website by clicking here:

WSMS This document must be completed and reviewed annually to ensure there are no changes to either duty holders or documentation reference locations. The “Duty holder” is the person responsible for ensuring the inspections and testing is completed in line with the legislative requirements.

You must ensure that the document is completed and signed by all identified duty holders, in some cases Compass will be the duty holder and in others the “Client” will be the duty holder. Once agreed and at what time frames the reinspecting is required, you should complete the HSE Activity Calendar with the relevant dates to ensure you plan in the annual reviews.

Please ensure that you share the Safety Conversation on Statutory Compliance with your unit management team and any other applicable team members.



"Monthly update must be briefed to our teams & then displayed on our HSE communications notice board"



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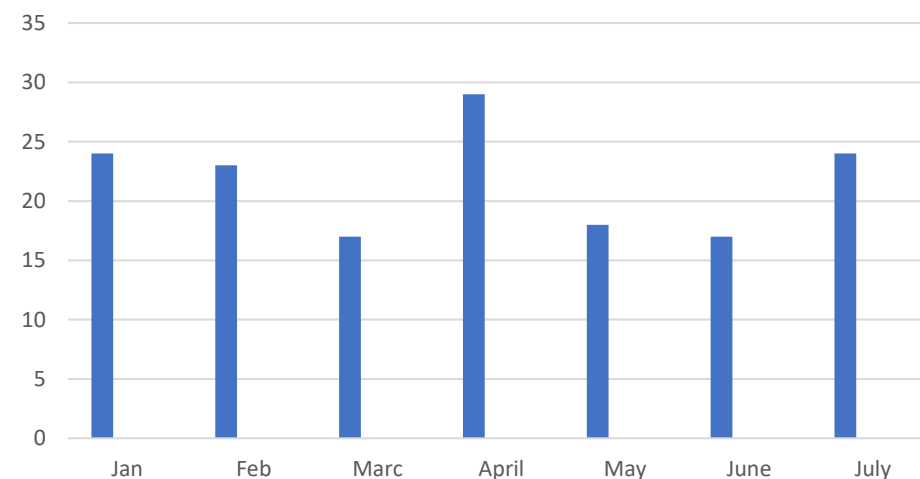


Leadership Safety Walks

- CH&CO 1257 (Target **1440**)
- Vacherin 196
 - In Unit 135
 - Regional Ops 59
- Record what topic you are focusing on as the engagement piece for each walk.
- Mix it up, engage with our teams on a different safety topic each time.
- Use the prepared materials; the Compass monthly See, Care, Share communication or one of the suggested Safety Conversations from the HSE webpage.
- Record the feedback and observations raised by our team on the chosen safety topic during the exercise.
- *A safety walk is not a hazard reporting exercise. Focus on engaging with our colleagues and developing their knowledge.*
- Take pictures with your team and of things you find during the safety walk.
- *Each walk should take no more than 10 – 15 mins.*
- **Aim for at least one Leadership safety walk per month.**



Leadership Safety Walk 2026

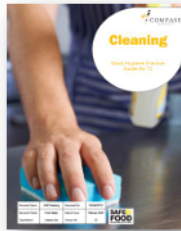


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Leadership Walk FS Conversation – Cleaning



  Food Safety Conversation No12: Cleaning FS.SC.012.02		
Key Learning	What You Need To Know	
Cleaning food premises and equipment ensures that harmful food poisoning bacteria cannot multiply and cause harm, as well as helping to ensure the premises are kept clean, tidy and pest free 	Definitions ❑ Cleaning – The act of removing dirt using water and a cleaning agent ❑ Disinfection – To clean using a substance that kills food poisoning micro-organisms ❑ Sanitising – A cleaning process of reducing microbiological contamination to a level that is acceptable ❑ 2 stage clean – A cleaning program that involves both general cleaning and disinfection / sanitising ❑ Clean as you go – Removal of general debris / cleaning up spillages, throughout the task ❑ Deep Clean – The periodic cleaning of walls / floors / ceilings / equipment / ventilation etc which does not form part of the daily cleaning schedule Guidance ❑ Use disposable cloths or paper towels where possible for cleaning food surfaces. ❑ Where separate areas for raw and ready to eat foods have been provided, avoid cross contamination by using colour coded cleaning equipment such as cloths and designating cleaning spray bottles specifically for use in that area. ❑ A two stage cleaning process will be needed where food contact surfaces, sinks or equipment have come into contact with raw meat or unwashed fruit and veg and always at the end of the day. ❑ Store cleaning equipment and chemicals away from food in a suitable cleaning store to avoid contamination of food ❑ Re-usable cloths and towels should be effectively segregated (e.g. colour-coded) and suitably washed at high temperatures at the end of each day in order to destroy bacteria especially E.coli O157 Stage 1 • Make up sanitiser solution using correct concentration as recommended by manufacturer • Remove food debris with paper towel or suitable tool • Surface clean with a colour coded / disposable cloth or blue paper towel • Spray sanitiser and wipe clean Stage 2 • Re-spray sanitiser • Wipe with disposable cloth or blue paper towel and leave in contact with work surface for 1 minute • Rinse with clean water and air dry or dry with paper towel  	
HACCP Stages	Colleague Validation	More Information
• All Stages	1. What is the difference between disinfection and sanitising 2. Describe a 2 stage cleaning process 3. How would you avoid cross contamination when cleaning 4. What would you do to demonstrate "clean as you go" within your work area	More information can be found within the Good Hygiene Practice Guide No: 12 Cleaning and the HSE website

GET INVOLVED

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Leadership Walk HSE Conversation – Fire Safety



SAFETY CONVERSATION

Topic: Fire Safety

WHAT YOU'RE GOING TO LEARN

In this Safety Conversation you will learn about the dangers of fire in the workplace and some of the precautions you must take to prevent fires.

HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand the consequences of fire.
- Know your responsibilities for reporting fire.
- Be aware of the things you must do to prevent fire at work.

WHAT YOU NEED TO KNOW

Heat, toxic fumes and smoke produced by fire cause death, serious injury and damage to property and equipment. Most deaths are the result of smoke inhalation.

1. Every person on site has a responsibility to **ENSURE** they:
 - Minimise the risk of fire breaking out
 - Know what to do in the event of fire
 - Immediately raise the alarm if a fire breaks out
2. Know your **ESCAPE** routes and assembly points.
3. Report to your supervisor or manager before starting work, so that they are able take an accurate head count of staff in the case of an emergency.
4. Identify the **LOCATION** of fire extinguishers.
5. **ENSURE** access to fire extinguishers is not restricted.
6. Using the wrong extinguisher on a fire can cause problems and make the situation worse. Only use extinguishers if you have been trained to do so.
7. If smoking is permitted on site, **ONLY** smoke in the designated smoking areas.
8. Adopt **GOOD HOUSEKEEPING** practices to minimise the build-up of waste.
9. When using chaffing fuel, make sure it is in a chaffing fuel holder and positioned on a level and stable surface. Use appropriate lighters to light fuel.
10. **KEEP** fire doors and shutters clear and unobstructed. **DO NOT** prop them open.
11. Any electrical equipment should be **SWITCHED OFF** from the mains when not in use.
12. **DO NOT** store any clothing or combustible items over or near heat sources.
13. **REPORT** defective equipment or damaged electrical cables. Defective or damaged equipment can cause fires.



BE MINDFUL

- Know the location of your fire-fighting equipment and emergency call points
- Don't allow rubbish to build-up
- Switch off electrical equipment when it is not in use

SPEAK OUT

- Inform your supervisor or manager if equipment is defective
- If you are not aware of escape routes or emergency procedures tell your supervisor or manager

GET INVOLVED

- If you notice something blocking a fire escape route, remove it
- If you see that a fire door has been propped, close it

YOUR VALIDATION

- What is the biggest cause of fire-related deaths?
- Why must you report to your supervisor or manager before starting work?
- How does good housekeeping help to minimise the risk of fire?
- Why should fire doors not be propped open?

LY/H5/SC/013/02



Compass UK & Ireland
Workplace Safety Management System

Fire Safety – Emergency Procedures

STCSSI 02

It is important that you understand what to do in the event of an emergency situation. Your workplace will have a specific fire evacuation procedure to follow. Your line manager will explain this to you.

Your local fire wardens are:

In addition to understanding the fire evacuation procedure, your line manager must ensure you also understand the following:

- Fire Alarm**: The location of all fire alarm call points and how to raise the alarm should you discover a fire.
- Exit**: The location of all available emergency exits and where they lead to.
- Assembly Point**: The location of your fire assembly point and who to report to once you arrive.
- Fire Alarm Test**: What the fire alarm sounds like and any times when an audible test is carried out on the fire alarm system.

Your fire assembly point is:

Upon arrival you report into:

Some individuals may have difficulty hearing the fire alarm or evacuating safely from the building. Discuss any concerns you have with your line manager. If required they can create a Personal Emergency Evacuation Plan (PEEP) for you which will ensure your safety.

Hearing Impairment, Visual Impairment, Mobility Impairment, Short-Term Injury

WLS/PC/001/02/01

Compass UK & Ireland
Workplace Safety Management System

Fire Safety – Fire Extinguishers (correct selection)

STCSSI 03

Fire fighting equipment should only be used by trained personnel (fire wardens) unless your immediate safety is compromised. In case of such an emergency, you will need to know how to select the correct type of extinguisher:

Storage is displayed alongside each fire extinguisher. This gives information on what type of fire the extinguisher should and should not be used on.

WATER	FOAM	POWDER	CO ₂	WET CHEMICAL
For use on wood, paper, fabric etc.	For use on flammable liquids, oils, fats, greases etc.	For use on most fires including electrical and flammable liquids.	For use on electrical fires.	Specifically for use on fires in deep fat fryers.
DO NOT use on petrol or flammable liquid fires.	DO NOT use on electrical fires.	DO NOT use on cooking oil fires.	DO NOT use on flammable liquid fires.	DO NOT use on fires in deep fat fryers.

Fire extinguishers should be located in areas where there is a risk of fire and close to the exits in your working area. Make sure you know the locations of all the fire extinguishers in your workplace.

WLS/PC/001/02/01

- ## GET INVOLVED
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SEE CARE SHARE
WE LOOK OUT FOR EACH OTHER



HSE Champions Campaign

Safety First in Everything WE do!



we need you 

Do you actively care for your colleagues safety?
Are you an aspiring leader?
Can you help to make sure our clients and colleagues return home safely each day?




We are looking to recruit HSE Champions across our business.

Scan me for more information.



we need you 

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Vacherin
LONDON

Throughout Vacherin and the whole of CH&CO we need to produce more onsite Leadership Safety Walks.

HSE Champions can be a great asset to your site and are a great way for us to fulfil our Leadership Safety Walk KPI's.

These colleagues fill a vital role for improving our onsite HSE culture.

They do this by;

- Delivering the Monthly See, Care, Share communications in group huddles
- Encourage colleague led hazard reporting
- Completing Leadership safety walks on behalf of your site

Introducing this campaign to your site will help our health and safety message to be initiated from the frontline and not just from above and in unit managers. HSE Champions help to create an US and not THEM culture, reminding all colleagues that we are looking out for each other and not just ticking boxes.

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WE LOOK OUT FOR EACH OTHER



HSE Team Monthly Hot Topic – Assembly Points



At a few sites I have been to recently I have come across Emergency Action Plans that have the recorded the assembly point as "Disperse" or "Disperse method". *This method is designed for large scale operations so that the entire buildings population do not congregate at the same location* in case of secondary (terrorist) attacks. In this method multiple assembly points will need to be made for the entire site. **Not assigning a point of assembly can be extremely dangerous!** Emergency workers will risk their lives looking for people that are not accounted for at the roll call at assembly point. If your current plan is listed as "Disperse" then you need to update it to comply with the request in the emergency action plan by assigning a designated assembly point after evacuating the building. This then needs to be communicated to your colleagues via the Site Safety Information pack. I also recommend re reading the Emergency Plan because if you have listed disperse as your assembly point, *this suggests to that you have not read the whole plan, particularly Section 6 and 7.* **You have a responsibility to know what is expected of you during an emergency evacuation.**

Section 6 - Assembly point outside the building

1. The assembly point located at: **(Disperse is NOT a location)**
2. The assembly point must be *kept free of vehicles and other obstructions at all times* when the building is occupied.
3. **On evacuating the building everyone must go to the assembly point sign and await roll call.**
4. No one is permitted to re-enter the building for any reason until the person in charge gives the all-clear.
5. The person in charge will be either the Site Manager or a designated Fire Marshal/Warden in his/her absence.

Section 7 - Liaison with Emergency Services

1. The person in charge (Site Manager or designated Fire Marshal/Warden) will be responsible for liaising with the Emergency Services on their arrival on site.
2. The person in charge will inform the Emergency Services of the nature and location of the "seat of fire" if known.
3. **The person in charge will inform the Emergency Services of any person who may still be inside the building awaiting rescue and their exact location if known.**
4. The person in charge will then take all instructions from the Emergency Services and liaise with the Fire Marshals/Wardens.
5. Only when directed by the Emergency Services will the person in charge give the all-clear to re-enter the building



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Training Session Ideas



Highfield's Level 3 Food Safety Revision Cards are a physical study tool designed to aid knowledge retention and revision for Level 2 & 3 food safety, HACCP and supervisor exams. They break down complex topics into bite-sized questions and answers, costing approximately £10.50 (excl. VAT) from the [Highfield Qualifications Training Resources](#).

They are also a great way for you to conduct onsite training with our colleagues in a more fun way. By splitting up our colleagues into teams they can compete against each other to see who can complete them correctly the quickest. This exercise helps to improve communication, teamwork and upskills their Food Safety knowledge at the same time.

The revision cards are heavily tailored to align with the syllabus of Highfield's Level 3 Food Safety qualifications, which include the Level 3 Awards in Catering, Manufacturing, and Retail.



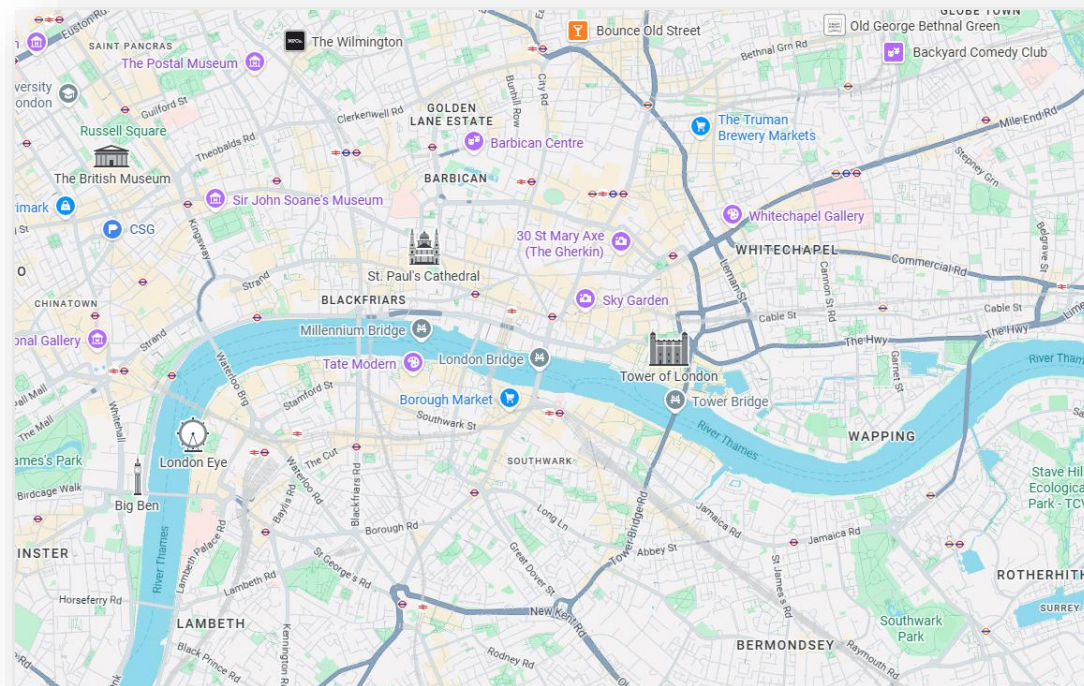
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HSE Team Site Information – Ops Request



Can I please request that OPS managers email myself the list of the sites that they're responsible for and which Director you report into so I can update our records.



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Compass policy updates from July 2026



July Updates

General ↓

No updates currently

Workplace Safety ↓

[Leisure Services Risk Assessment, STCs, Checklists](#)
[STCGE 22 Operation of a pedestrian tow tug](#) UPDATED
[STCGE64 Cardboard skips](#)
[STCCL15 Stain, sticker, chewing gum and graffiti removal](#) UPDATED

Compliance ↓

No updates currently

Food Safety ↓

[Structure and Equipment Escalation Process](#)

Training ↓

No updates currently



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<https://www.mycompasshse.co.uk/news/out-of-hours-hse-contact-wc-06012025/>

