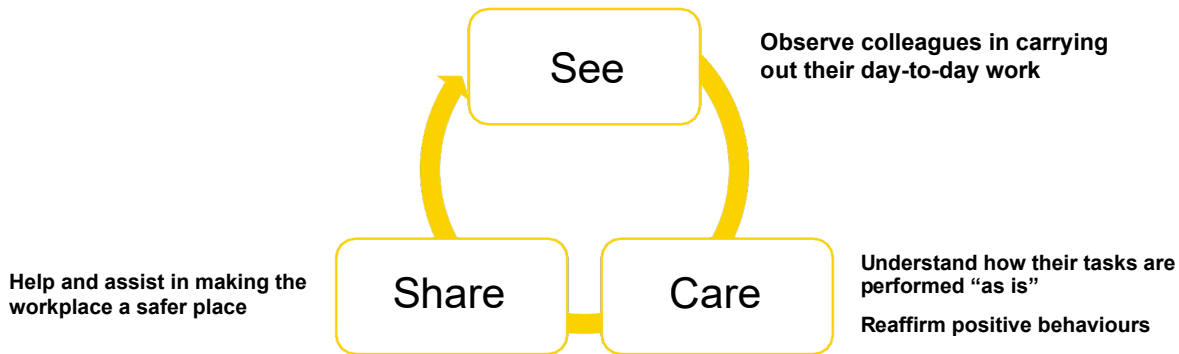




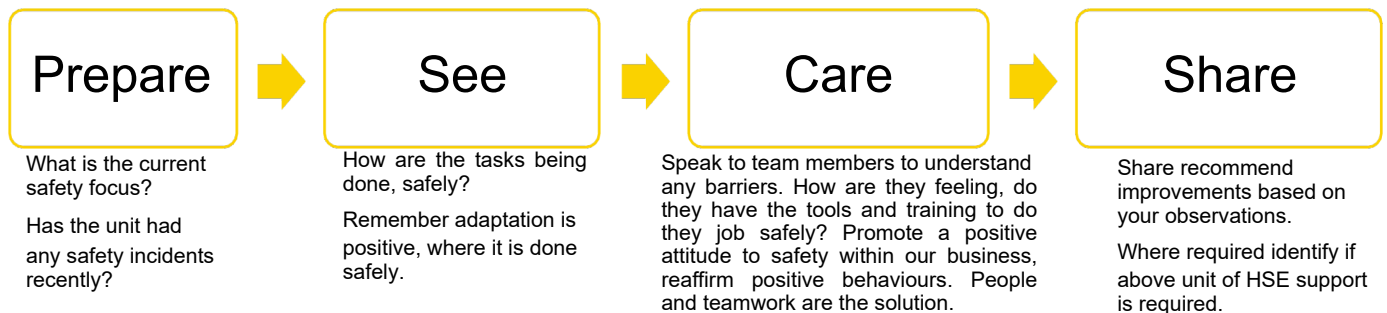
Compass Ireland See Care Share Effective Safety Walk Guide (Catering)

What is a Safety Walk?

The Safety Walk is an opportunity to walk the 'shop floor' to observe and interact with our colleagues in their work environment, and to reaffirm good safety standards and behaviours.



The Process of The Safety Walk:



What to Consider During Your Safety Walk (Workplace Observations):

- 1. DELIVERIES** – Are deliveries checked and put away safely? Are they recorded on Kitchtech? All meat, fish, eggs and milk should be recorded with their batch code, a selection of chilled and frozen should be recorded. Probe temperatures should be recorded.
- 2. STORAGE** – Is food stored at the correct temperatures: chilled is at or below +5°C and frozen at or below -18°C. Are fridges monitored by Kitchtech, are alarms checked? Is there a weekly manual fridge and freezer check completed?
- 3. EQUIPMENT & STRUCTURE** - Is equipment fit for purpose? Is it in good condition? Is all the lighting working and is sufficient to work safely?
- 4. HYGIENE** – Are staff washing their hands, are they wearing clean uniform, without jewellery (except plain wedding band and sleeper earrings), are those in food prep and service wearing a hair net? Are they fit to work? Is there enough separate hand wash basins, these should be labelled, unobstructed, with ecolab epicare 5AB or epicare AB soap and hand towels available? Is the weekly hand wash basis temp check completed weekly?
- 5. CLEANLINESS** – Are the work areas, surfaces and equipment clean and tidy? Are they using the correct sanitiser (oasis pro 20) and using a contact time of 60 seconds? Is the dish washer working correctly?
- 6. PEST CONTROL** – Is there any evidence of pest activity? Are teams completing the weekly pest control checklist? Do managers review the pest records (even if held by client). Has pest control visited recently?
- 7. SEGREGATION** – Is there separation of raw and ready-to-eat foods in fridges? Is there a separate signposted raw area (or time zoned areas with clear signage). Are separate boards and equipment being used? Is there a separate labelled food wash sink?
- 8. ALLERGENS** – Is there an accurate allergen report for all menu items? Are teams using source recipes (these should be printed daily and evidence they are being followed), or emergency source recipes for bespoke recipes or product swaps.
- 9. COOKING AND FOOD SERVICE** – Is there evidence that all batches of cooked food is cooked above 75°C (is this recorded on Kitchtech). Is cold food being held below +5°C and hot food at +63°C or above (Check Kitchtech – these checked should be completed at commencement of service and every 90 minutes).
- 10. SLIP & TRIP** – Are slip hazards adequately controlled? Is the workplace free of obstructions?
- 11. RECORDS** – Are all kitchtech records up to date (some noted above). Do colleagues know why they need to complete them? Is the opening and closing check completed. Is the monthly probe calibration check completed. Ask managers if the weekly approval has been completed, ask them to show you (the box should be green to show it's completed).
- 12. TRAINING** – Is all employees eLearning up to date? Have employees been trained on the food safety management system, have they been trained on the workplace safety management system (site safety information pack and relevant task cards). Ask them to show you the sign off record from a recent safety conversation (there is at least one a month). Has the manager attended the HSE Manager training delivered by Rachel Beirne. Do they attend the bit size safety shares. Do they use the Compass Ireland Agency induction for agency employees?
- 13. HSE CHECKS** – Has a quarterly HSE walk in this quarter. Have managers completed a leadership safety walk in the last two months. Have managers completed the statutory compliance declaration in the last year with their client? Is there any obvious hazards present? Are fire doors free of obstruction?
- 14. SUSTAINABILITY** – What foods are on the menu, are seasonal foods being used? Does there appear to be excessive food wastage? Are they recording food waste? Are they operating in an environmentally way. Have they completed the net zero toolkit? Is waste segregated.



REPORTING YOUR SAFETY LEADERSHIP WALK

Download the App

- Download the **Origami Mobile App** on your mobile by scanning the applicable QR code.
- Once you open the App enter **Compass** as the Account Name and leave it as “live” in environment, click ‘Continue’,
- Click on ‘Use a passcode instead’ and enter the Catering Services Ireland sector passcode which is **591753**
- Click “Sign In”
- Ensure you select the Safety Leadership Walk V2
- You click on Catering Services Ireland when prompted for your operating sector.
- Ensure your app is refreshed



ANDROID USERS
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Refreshing the App

- Those that never conducted a refresh need to manually refresh so that the automatic refresh functionality is then enacted.
- To do this please open the Origami app, click on Forms> Audit Response > +New and then once the screen opens click on the circular arrow in the top right of the screen as shown by the red arrow below.
- You will then see the last refreshed date and time should be the date and time you conducted the refresh and the “Safety Leadership Walk V2” should be in the “All Forms” list.

