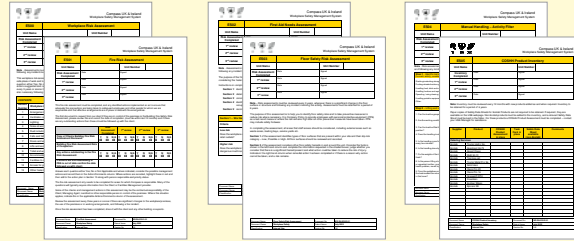


WSMS Completion Process

STEP 1

Review and complete all of the **Essential Risk Assessments** relevant to your unit or business operation.



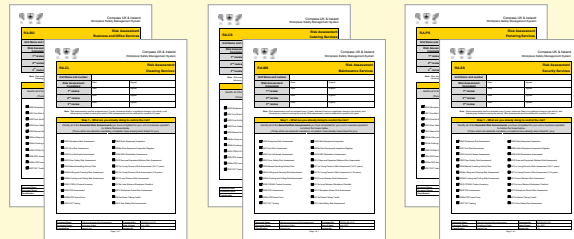
STEP 2

Provide all the necessary safety information contained within the Essential Risk Assessments to all individuals using the **Site Safety Information** pack.



STEP 3

Review and complete all **Service-Specific Risk Assessments** applicable to your unit or business operation and select all the relevant **Safety Task Cards**.



STEP 4

Train all individuals in the safe systems of work relating to their role using all service-specific **Safety Task Cards** relevant to their working tasks.



STEP 5

Sign off each individual's **Training Record Card**. Ensure all relevant **Safety Task Cards** are available to individuals for reference by placing the additional easel binder folder in the working area.



STEP 6

Complete and file any additional mandatory health and safety documentation.

WSMS Completion Guide

Step 1 – Complete the Essential Risk Assessments

All **Essential Risk Assessments** must be completed, where applicable, in every Compass operating unit, be that a catering unit, healthcare setting or facilities management site. These include assessments that are specifically required by legislation or which have been created due to the nature of hazards and risks identified within our business operations.

Register of Essential Risk Assessments

Mandatory Completion

General Workplace Risks		Associated Risk Assessment
Within the workplace environment	→ <input checked="" type="checkbox"/> →	ES00 Workplace Risk Assessment
Fire	→ <input checked="" type="checkbox"/> →	ES01 Fire Risk Assessment
Accidents or illness requiring first aid assistance	→ <input checked="" type="checkbox"/> →	ES02 First Aid Needs Assessment
Slips, trips and falls	→ <input checked="" type="checkbox"/> →	ES03 Floor Safety Risk Assessment
Manual handling activities	→ <input checked="" type="checkbox"/> →	ES04 Manual Handling Activity Filter - ES04a Lifting and Carrying Risk Assessment - ES04b Pushing and Pulling Risk Assessment
Use of Chemicals (COSHH)	→ <input checked="" type="checkbox"/> →	ES05 COSHH Product Inventory
Tasks requiring PPE to ensure safety	→ <input checked="" type="checkbox"/> →	ES06 PPE Assessment - ES06a PPE Issue Form
Use of electrical appliances	→ <input checked="" type="checkbox"/> →	ES07 PAT Testing
Use of work equipment and tools	→ <input checked="" type="checkbox"/> →	ES08 Work Equipment Inspection - ES08a Work Equipment Inspection Register
Use of Display Screen Equipment	→ <input checked="" type="checkbox"/> →	ES09 DSE Workstation Assessment

These **Essential Risk Assessments** relate to the general workplace hazards found in all operating units and detail the control measures in place.

These have already been ticked for you as it is mandatory that they are completed.

Additional Mandatory Completion (Tick and complete if applicable)

General Workplace Risks		Associated Risk Assessment
New and expectant mothers	→ <input type="checkbox"/> →	ES10 New and Expectant Mothers Risk Assessment
Young, inexperienced persons working on-site	→ <input type="checkbox"/> →	ES11a Young Persons Risk Assessment 16-17 ES11b Young Persons Work Experience Risk Assessment (<16 years)
Individuals who work alone or in remote areas	→ <input type="checkbox"/> →	ES12 Lone Workers Risk Assessment - ES12a Lone Workers Workplace Checklist
Individuals who are affected by workplace stress	→ <input type="checkbox"/> →	ES13 Workplace Stress Risk Assessment - ES13a Stress Talking Toolkit
Use of gas appliances	→ <input type="checkbox"/> →	ES14 Gas Safety Risk Assessment
Individuals who drive on company business	→ <input type="checkbox"/> →	Online Driver Training and Risk Assessment

These **Essential Risk Assessments** relate to circumstances which may from time to time become relevant to your operating unit and must also be completed when relevant.

Review and complete all applicable **Essential Risk Assessments**, ensuring they identify all hazards and risks present within your unit or business operation. Once you have completed each document, retain in this folder and file safely on site. Remember, risk assessments must be held for 6 years. They must be reviewed regularly, whenever there are significant changes to business operations and/or working activities or following any incident involving the activity. Where possible, in addition to being filed in the folder, all completed risk assessments should be scanned and held electronically.

WSMS Completion Guide

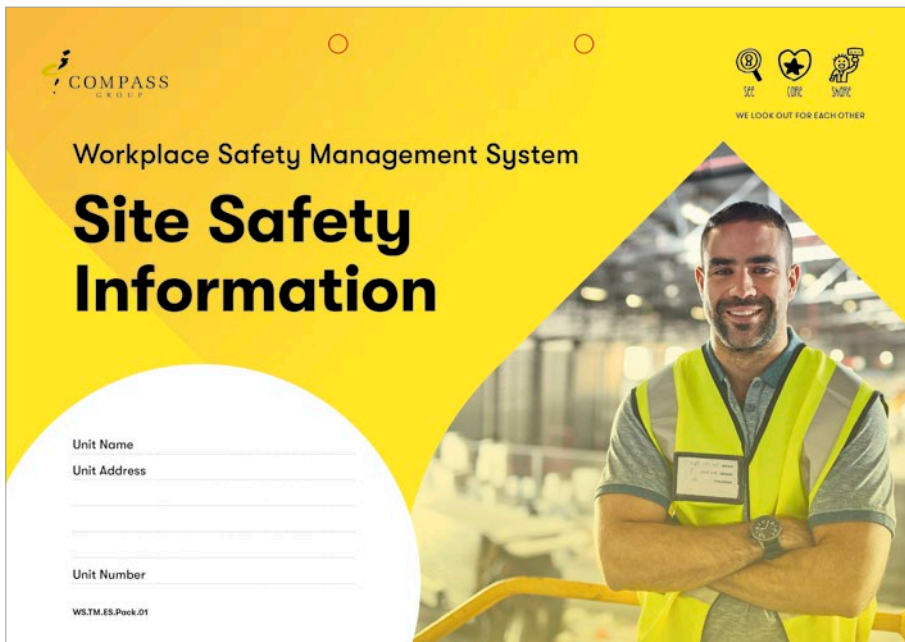
Step 2 – Provide individuals with all Site Safety Information

For a health and safety risk management system to be effective, it is vital that the hazards, risks and control measures identified in your **Essential Risk Assessments** are brought to the attention of all individuals.

You must communicate all relevant information documented within the **Essential Risk Assessments** to ensure individuals understand:

- The hazards and associated risks which are present within your unit or business operation
- How they themselves, or others, may be affected or harmed by those hazards and risks
- What control measures are in place to keep them safe and ensure the likelihood of an accident or incident occurring and the severity of any outcome is reduced as much as possible
- The safety procedures in place which they must follow

To assist you with this, the **Site Safety Information** pack has been created.



The image shows the cover of the 'Site Safety Information' pack. It features the Compass Group logo in the top left corner. In the top right, there are three icons: a magnifying glass, a heart, and a person with a speech bubble, with the text 'WE LOOK OUT FOR EACH OTHER' below them. The main title 'Workplace Safety Management System' is in a smaller font, followed by 'Site Safety Information' in a large, bold font. Below the title, there is a photograph of a smiling man in a yellow high-visibility vest. On the left side, there is a white circular area containing a form with the following fields: 'Unit Name', 'Unit Address', and 'Unit Number'. At the bottom left of the form area, it says 'WSTM-ES-Pack.01'.

If you have any concerns, speak with your Health and Safety Representative before you deliver the contents of the pack.

Before you deliver the **Site Safety Information** pack, read through it and ensure it covers all risks and control measures in relation to your unit or business operation.

Complete the relevant sections in the pack where required. The following pages give guidance where any parts of the pack are to be completed. Once you have completed the pack you are ready to deliver the content to all individuals.

If you would prefer to deliver this information digitally, a PowerPoint presentation is available from the HSE website.

WSMS Completion Guide

Step 2 continued – Provide individuals with all Site Safety Information

To enable you to understand and familiarise yourself with the entire pack, the below table outlines how the information contained within the pack relates back to each associated **Essential Risk Assessment**.

Essential Risk Assessment	Associated Site Safety Information
ES00 Workplace Risk Assessment	STCSSI 00 Workplace Environment Hazards
ES01 Fire Risk Assessment	STCSSI 01 Fire Safety – Good Practice
	STCSSI 02 Fire Safety – Emergency Procedures
	STCSSI 03 and STCSSI 04 Fire Safety – Fire Extinguishers
	STCSSI 05 and STCSSI 06 Fire Safety – Fire Blankets
	STCSSI 07 Fire Safety – Fire Suppression Equipment
ES02 First Aid Needs Assessment	STCSSI 08 First Aid Arrangements
(General information required by legislation)	STCSSI 09 Reporting Accidents, Incidents and Near Misses
ES03 Floor Safety Risk Assessment	STCSSI 10 Slips, Trips, Falls
(General information required by legislation)	STCSSI 11 Safety Signage
ES04 Manual Handling Activity Filter	STCSSI 12 Manual Handling
ES04a Lifting and Carrying Risk Assessment	
ES04b Pushing and Pulling Risk Assessment	
ES05 COSHH Product Inventory	STCSSI 13 Working with Chemicals (COSHH)
ES06 PPE Risk Assessment	STCSSI 14 Use of Personal Protective Equipment
ES06a PPE Issue Form	
ES07 PAT Testing	STCSSI 15 Electrical Safety
ES08 Work Equipment Inspection	STCSSI 17 Use of Work Equipment
ES08a Work Equipment Inspection Register	
ES09 DSE Workstation Assessment	STCSSI 18 Display Screen Equipment
ES10 New and Expectant Mothers Risk Assessment	STCSSI 19 New and Expectant Mothers
ES11a Young Persons Risk Assessment 16-17	STCSSI 20 Young Persons in the Workplace
ES11b Young Persons Work Experience Risk Assessment (<16 years)	
ES12 Lone Working Risk Assessment	STCSSI 21 Lone Working
ES12a Lone Workers Workplace Checklist	
ES13 Workplace Stress Risk Assessment	STCSSI 22 Workplace Stress
ES13a Stress Talking Toolkit	
ES14 Gas Safety Risk Assessment	STCSSI 16 Use of Gas Appliances
Online Driver Training and Risk Assessment	STCSSI 23 Driving on Company Business

WSMS Completion Guide

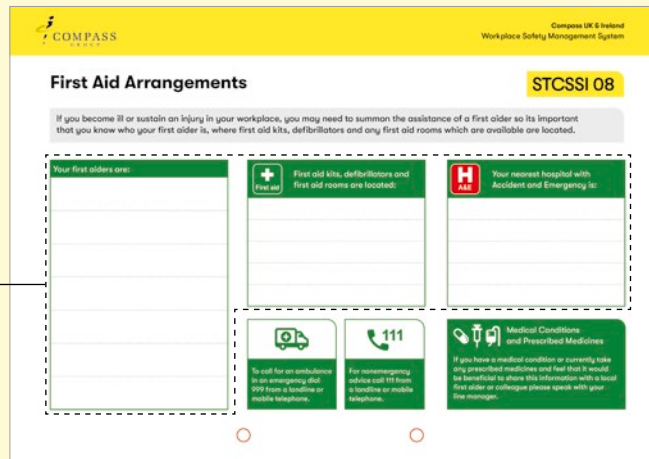
Step 2 continued – Provide individuals with all Site Safety Information

Once you have familiarised yourself with the pack and completed any relevant sections (see below), you can deliver the entire pack to all individuals in your chosen format. Work methodically through the pack and complete in one session. Once completed, sign off the individuals' training on their record card.

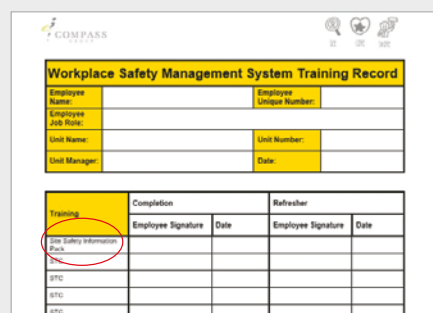
When delivering the **Site Safety Information** pack, you can either use the pack contained in the folder, or download the PowerPoint document on the HSE website and deliver as a presentation.

Complete all the relevant sections of the pack.

NOTE: Fire and First aid information **MUST** be displayed within your working areas. If you need to create posters for display you can download the relevant templates which can be found on the HSE website.

Once the delivery of the **Site Safety Information** pack has been completed, record the training on the individuals' training record and file in the relevant section of this folder.



Training	Completion		Refresher	
	Employee Signature	Date	Employee Signature	Date
Site Safety Information Pack				
STC				
STC				
STC				

WSMS Completion Guide

Step 3 – Complete your Service-Specific Risk Assessments

In addition to the **Essential Risk Assessments**, you must ensure that you have a **Service-Specific Risk Assessment** in place for each specific function within your unit or business operation. **Service-Specific Risk Assessments** are available in each of the following sub-categories and are accompanied by a suite of accompanying **Safety Task Cards**:



Review and complete each applicable Service-Specific Risk Assessment, ensuring it covers all hazards and risks associated with your unit or business operation and details the control measures in place.

The Service-Specific Risk Assessments are broken down into four steps which require completion:

- STEP 1** Identify all the **Essential Risk Assessments** you have completed by ticking the relevant boxes
- STEP 2** Review all the hazards, risks and control measures detailed in the risk assessment, ensuring they cover all those associated with your unit or business operation. Document any additional hazards, risks and control measures you have identified
- STEP 3** Select all the **Safety Task Cards** which are applicable to the working tasks carried out in your unit or business operation by ticking the relevant boxes
- STEP 4** Select any **Additional Safety Task Cards** you require which are not listed in step 3 by ticking the relevant boxes*

Work methodically through steps 1 - 4. The guidance on the following pages gives specific details on how to complete each of the sections.

*These **Additional Safety Task Cards** are not included in the pack provided but can be downloaded from the HSE website and inserted.

WSMS Completion Guide

Step 3 continued – Complete your Service-Specific Risk Assessments

Complete this section by entering your unit name, address, unit number and completion date of the risk assessment.

When completing periodic reviews, date and sign the review sections.

STEP 1 – What are you already doing to control the risk?

Tick all the additional **Essential Risk Assessments** you have completed for your unit or business operations. Those which are absolutely mandatory for completion have already been ticked for you.

Compass UK & Ireland
Workplace Safety Management System

RA-CS Risk Assessment Catering Services

Unit Name and number	Date:	Signed:
Risk Assessment Completed	Date:	Signed:
1 st review	Date:	Signed:
2 nd review	Date:	Signed:
3 rd review	Date:	Signed:

Note - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 5 years.

Step 1 – What are you already doing to control the risk?

Identify all of the **Essential Risk Assessments** you have completed for your unit or business operation by ticking the boxes below:
(Those which are absolute mandatory completion have already been ticked for you).

<input checked="" type="checkbox"/> ES00 Workplace Risk Assessment	<input checked="" type="checkbox"/> ES08 Work Equipment Inspection
<input checked="" type="checkbox"/> ES01 Fire Risk Assessment	<input type="checkbox"/> ES08a Work Equipment Inspection Register
<input checked="" type="checkbox"/> ES02 First Aid Needs Assessment	<input checked="" type="checkbox"/> ES09 DSE Workstation Assessment
<input checked="" type="checkbox"/> ES03 Floor Safety Risk Assessment	<input type="checkbox"/> ES10 New and Expectant Mothers Risk Assessment
<input checked="" type="checkbox"/> ES04 Manual Handling Activity Filter	<input type="checkbox"/> ES11a Young Person's Risk Assessment (16-17 years)
<input type="checkbox"/> ES04b Lifting and Carrying Risk Assessment	<input type="checkbox"/> ES11b Young Person's Risk Assessment (<16 years)
<input checked="" type="checkbox"/> ES04d Pushing and Pulling Risk Assessment	<input type="checkbox"/> ES12 Lone Workers Risk Assessment
<input checked="" type="checkbox"/> ES05 COSHH Product Inventory	<input type="checkbox"/> ES12a Lone Workers Workplace Checklist
<input checked="" type="checkbox"/> ES06 PPE Assessment	<input type="checkbox"/> ES13 Workplace Stress Risk Assessment
<input checked="" type="checkbox"/> ES06A PPE Issue Form	<input type="checkbox"/> ES13a Stress Talking Toolkit
<input checked="" type="checkbox"/> ES07 PAT Testing	<input type="checkbox"/> ES14 Gas Safety Risk Assessment

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STEP 2 – Workplace Hazards, Risks and Control Measures

Review the hazards, risks and control measures provided here.

Document any additional hazards and risks that you have identified at the bottom of this section. Complete all columns to demonstrate what steps you are taking to control these hazards and risks.

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Workplace Safety Management System

Step 2 – Workplace Hazards, Risks and Control Measures

Review this section of the risk assessment and ensure everything detailed below is aligned to your unit. Document any additional hazards and control measures you have identified in the blank section provided.

What are the hazards?	Who might be harmed?	How might they be harmed?	What additional actions must be taken to control the risk?
Use of knives/cutting equipment/sharp edges present on equipment or surface/handling tables	Compass employees Agency staff	Cuts or lacerations from knives/blades/broken glass/ceramic/machinery	<ul style="list-style-type: none"> Equipment is not maintained/stored correctly Facily/damaged items are removed from use Procedure in place for handling/disposal of broken glass/ceramics Suitable PPE provided where required Individuals trained in use of equipment
Hot water/boil/food beverage hot surfaces cooking/serve/ equipment	Compass employees Agency staff	Burns from hot surfaces/steam Scalds from hot water/steam	<ul style="list-style-type: none"> Suitable equipment provided for storage/management of hot food/beverages Cooking/serve/ equipment well maintained Personnel PPE provided where required
Broken cutlery/poorly fit cutlery/cutlery contamination contaminated surfaces/spillage/fallen food debris	Compass employees Agency staff Contractors, visitors Maintenance operatives Delivery operatives	Broken or fractured bones/cuts/bruises/abrasions/lacerations from slip/trips Over objects On uneven surfaces In poorly lit areas On wet/slippery surfaces On spillages/fallen food debris	<ul style="list-style-type: none"> Good housekeeping regimes in place Lighting systems well maintained Procedure in place to deal with spillages/spills provided where required Essential areas of floor during placement weather conditions Floors well maintained to prevent ice built-up on floors Safety (non-slip) footwear provided where required
Electrical installations/use of electrical appliances	Compass employees Agency staff Maintenance operatives	Risk of fire/electrocution/burn injuries from contact with faulty electrical contacts	<ul style="list-style-type: none"> PAT testing of equipment carried out at regular intervals Faulty wiring/schedule in place Items regularly visually inspected Damaged/faulty equipment removed from use
Use of ladders/staple/step stools	Compass employees Agency staff Maintenance operatives Contractors	Broken or fractured bones/cuts/bruises/abrasions/lacerations from: Individual falling Ladders/staple/step stools toppling	<ul style="list-style-type: none"> Equipment inspected at frequent intervals Suitable type of staple/step stool provided for use Equipment used for short duration only Access prohibited if when required when staple/step stools are in use Individuals are not permitted to work above a height of 0.8 metres Individuals must have completed CP1 Training in the use of staple/step stools (STOCE 10) Individuals are not permitted to use ladders Working at height policy and procedure in place

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Additional actions must be taken to control the risk:

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WSMS Completion Guide

Step 3 continued – Complete your Service-Specific Risk Assessments

STEP 3 – Task-Specific Control Measures

Tick all the **Safety Task Cards** that are applicable in your unit or business operation.

Now make the **Safety Task Card** pack specific to your unit by removing the cards which are not applicable. File them in the **Spare Training Material** section of the folder in case they are required in the future.

Familiarise yourself with the remaining relevant **Safety Task Cards** in the pack in preparation for training individuals.

Compass UK & Ireland
Workplace Safety Management System

Step 3 – Task Specific Control Measures					
Select all the Safety Task Cards which are applicable to the working tasks carried out in your unit or business operation by ticking the relevant boxes					
STC GE 12	Goods receipt and storage	<input type="checkbox"/>	STC CS 22	Waiting activities	<input type="checkbox"/>
STC CS 02	Walk-in chillers and freezers	<input type="checkbox"/>	STC CS 23	Waiting activities - children and infants	<input type="checkbox"/>
STC CS 03	Use of ovens (including convection, combination and steam ovens)	<input type="checkbox"/>	STC CS 24	Use of urea and hot water boilers	<input type="checkbox"/>
STC CS 04	Use of cooking ranges	<input type="checkbox"/>	STC CS 25	Hot beverage service	<input type="checkbox"/>
STC CS 05	Use of oven and contact grills (salamanders, griddles, panini/toastie/waffle/croque makers etc.)	<input type="checkbox"/>	STC CS 26	Use of hot and cold beverage dispensing machines	<input type="checkbox"/>
STC CS 06	Multi-functional volume cooking (fryal pans, boiling pans, frying kettles, pasta boilers etc.)	<input type="checkbox"/>	STC CS 27	Babies and infants - heating bottles and food	<input type="checkbox"/>
STC CS 07	Using deep fat fryers	<input type="checkbox"/>	STC CS 28	Babies and infants - use of highchairs	<input type="checkbox"/>
STC CS 08	Cleaning deep fat fryers	<input type="checkbox"/>	STC CS 29	Polishing glassware	<input type="checkbox"/>
STC GE 01	Use of microwave ovens	<input type="checkbox"/>	STC CS 30	Handling, use and cleaning of glass, china and crockery	<input type="checkbox"/>
STC CS 09	Use of Merry Chef ovens	<input type="checkbox"/>	STC CS 31	Manual dishwashing	<input type="checkbox"/>
STC GE 02	Use of blenders (pop-up, tunnel and rotary)	<input type="checkbox"/>	STC CS 32	Machine dishwashing	<input type="checkbox"/>
STC CS 10	Hot food service equipment (including jacket potato oven and soup kettles)	<input type="checkbox"/>	STC GE 03	Damp mopping	<input type="checkbox"/>
STC CS 11a	Safety with sharp knives	<input type="checkbox"/>	STC GE 04	Disposal of general waste	<input type="checkbox"/>
STC CS 11b	Sharpening knives with a steel	<input type="checkbox"/>	STC GE 05	Use of waste compactors	<input type="checkbox"/>
STC CS 12	Use of manual slicers (bagel slicers, tomato slicers and mandolins)	<input type="checkbox"/>	STC CS 33	Cleaning extraction canopy (including removal/replacement of extraction canopy filter)	<input type="checkbox"/>
STC CS 13	Use of slicing machines	<input type="checkbox"/>	STC CS 34	Use of gas appliances	<input type="checkbox"/>
STC CS 14	Use of potato peeling machines (rumbler)	<input type="checkbox"/>	STC CS 35	Vending machines (filliment, cleaning and use)	<input type="checkbox"/>
STC CS 15	Use of hand-held blenders	<input type="checkbox"/>	STC GE 06	Dealing with spillage of body fluids (blood, vomit, faeces and urine)	<input type="checkbox"/>
STC CS 16	Use of food processors and blenders	<input type="checkbox"/>	STC GE 07	Use of roll cages	<input type="checkbox"/>
STC CS 17	Use of bonzer can openers	<input type="checkbox"/>	STC GE 08	Use of trolleys and sack trucks	<input type="checkbox"/>
STC CS 18	Food service counters	<input type="checkbox"/>	STC GE 09	Use of hand pallet trucks	<input type="checkbox"/>
STC CS 19	Use of bag & sandwich sealers	<input type="checkbox"/>	STC GE 10	Use of step stools and step ladders (less than 0.8m height)	<input type="checkbox"/>
STC CS 20	Dough rolling	<input type="checkbox"/>	STC GE 12	Roller shutter opening and closing	<input type="checkbox"/>
STC CS 21	Handling and use of flour	<input type="checkbox"/>			

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STEP 4 – Additional Task-Specific Control Measures

Tick any **Additional Safety Task Cards** that are relevant which are not listed in Step 3.

These **Safety Task Cards** will need to be added to your **Safety Task Card** pack by printing them off individually from the HSE website.

Compass UK & Ireland
Workplace Safety Management System

Step 4 – Additional Task Specific Control Measures					
Select any additional Safety Task Cards you require by ticking the relevant boxes					
*These additional Safety Task Cards are not included in the 'Safety Task Card Catering Services' pack which you have been provided with but can be downloaded from the HSE website and inserted.					
STC CS 36	Storage and use of LPG cylinders	<input type="checkbox"/>	STC CS 47	Beer line cleaning	<input type="checkbox"/>
STC CS 37	Use of pizza ovens, including gas/electric stone, log fired and conveyor pizza ovens	<input type="checkbox"/>	STC CS 48	Use of cash registers	<input type="checkbox"/>
STC CS 38	Use of rollstanes	<input type="checkbox"/>	STC CS 49	Tray conveyors and carousels	<input type="checkbox"/>
STC CS 39	Chef's Theatre (fixed and portable cooking and service equipment)	<input type="checkbox"/>	STC CS 50	Handling and filling Wvreau bottles	<input type="checkbox"/>
STC CS 40	Use of chaffing fuel and chaffing dishes	<input type="checkbox"/>	STC CS 51	Use of barbeques	<input type="checkbox"/>
STC CS 41	Use of LPG fuelled flame lamps & other similar portable cooking/hot holding equipment	<input type="checkbox"/>	STC CS 52	Use of bread slicing machines	<input type="checkbox"/>
STC CS 42	Use of barista espresso coffee machine	<input type="checkbox"/>	STC CS 53	Use of waste disposal machines	<input type="checkbox"/>
STC CS 43	Use of blowtorches	<input type="checkbox"/>	STC CS 14	CO ₂ cylinders - storage, handling and use	<input type="checkbox"/>
STC CS 44	Use and cleaning of whipped cream dispenser	<input type="checkbox"/>	STC CS 55	Sterilising sites	<input type="checkbox"/>
STC CS 45	Use and cleaning of drink blender	<input type="checkbox"/>	STC GE 14	Balloon gas cylinders - storage, handling and use	<input type="checkbox"/>
STC CS 46	Cellar operations	<input type="checkbox"/>	STC CS 56	Use and cleaning of toddy cold brew system	<input type="checkbox"/>
STC		<input type="checkbox"/>	STC		<input type="checkbox"/>
STC		<input type="checkbox"/>	STC		<input type="checkbox"/>
STC		<input type="checkbox"/>	STC		<input type="checkbox"/>
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Step 4 continued – Train Individuals Using the Safety Task Cards





- Before training individuals, review all the **Safety Task Cards** ensuring they fully align to the person’s working tasks. If you identify additional hazards or safety control measures that are required, document these on the back of the **Safety Task Card** and include in their training.
- Use the relevant **Safety Task Cards** you have identified to train individuals according to their job role and the tasks they are required to perform.
- Make sure they fully understand how to perform each task safely.
- Ensure relevant **Safety Task Cards** are available to all individuals for reference by placing the easel binder provided alongside this folder in the working area. If you feel it is beneficial to make these available in more than one location, then additional packs and easel binders can be ordered through Linney.



WSMS Completion Guide

Step 5 – Complete the Training Record

Complete the marked-up sections as shown below, for each individual, following their training.

Workplace Safety Management System Training Record			
Employee Name:		Employee Unique Number:	
Employee Job Role:			
Unit Name:		Unit Number:	
Unit Manager:		Date:	

Training	Completion		Refresher	
	Employee Signature	Date	Employee Signature	Date
Site Safety Information Pack				
STC				
STC				
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Document Name		
Document Owner		
Classification		

Once trained, the individual signs and dates their training card.

Use this section to record and date any refresher training delivered to the individual.

Use the Safety Task Cards for periodic refresher training in team briefings, Tool Box Talks, if you have observed unsafe behaviour or following a near miss or incident.

WSMS Completion Guide


Step 6 – Additional Health and Safety Documentation

All mandatory additional Health and Safety forms for your unit, such as the Manager's Declaration to Health and Safety, and the Work Premises: Statutory Compliance Declaration, should be filed in this section.

If you have identified operational risks outside of the Essential Risk Assessments and the Sector Specific Risk Assessments, and have implemented any of the Operational Risk Assessments, such as Inclement Weather Risk Assessment and the Major Event Risk Assessment, these should be filed here.

This section should also be used to keep templates of forms, for example the Incident Pack, Health and Safety Minutes etc.

You can also use this section to file any other Health and Safety documents, such as pest control records, gas testing, lift testing etc. Where documentation is held by a client or is electronic, please note details in the Comments column.



Additional Health & Safety Documents Index			
Unit Name:		Unit Number:	
Document Name	Notes	Mandatory across all sectors	Comments
Site Manager's Declaration of Commitment to Health, Safety and Environment	Retain whilst current	✓	
Work Premises: Statutory Compliance Declaration	Review annually Retain for 6 years	✓	
Unit Manager's Emergency Manual	Available from Linney and the HSE website Retain whilst current	✓	
Fire Emergency Action Plan	Annual Retain for 6 years	✓	
Combined HSE Activity Calendar	Complete annually	✓	
Operational Risk Assessments (e.g. New Unit, Major Event, Inclement Weather, Use of Hoists etc). Please list all relevant risk assessments for the unit in the comments section	Available on HSE website Retain for 6 years	If applicable	
Quarterly HSE Record	Also available on Origami Forms	✓	
Health, Safety and Environment Meeting Minutes Template	Minimum 6-monthly meetings Retain for 3 years	✓	
Record of Repairs and Maintenance	Ongoing Retain for 3 years	✓	
Statutory Certificates (Gas, PVI's, Lifts etc)	Retain whilst current	If applicable	
Service Documentation (Refrigeration, etc)	Retain for 3 years	If applicable	
Incident Investigation Pack	Copy to HSE Admin Retain original for 3 years	✓	
Any Client Specific H&S Documents (e.g. pest control records, fire risk assessment)	Retain whilst current	If applicable	
Hot Oil Quiz Template and Answers	Available on HSE website File completed quiz in personnel folder	If applicable	

Record any additional documentation required on the following page

Document Name	Additional Health and Safety Documents Index	Document No	WS.F.02.01
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