

Food Production Agency Worker

Induction Process

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1. Introduction

Durham University Operations Directorate is committed to conducting its business in a way which does not expose people to health and safety risks. To support this, we provide specific information and instruction relating to conditions and factors which may affect the health and safety of any person due to work activities within the Durham University Catering environment.

Any agency worker under the direct control of Durham University Operations Directorate must undergo a formal health and safety induction before they commence work.

For food production agency workers, there is a minimum requirement to complete the Agency Workers Safety Induction Checklist.

Some sections of the induction must be read and understood before arrival to site, including.

- Safety Systems of Work (we call these Bite Sized Safety Sheets).
- Hazard Analysis and Critical Control Points (we call these 'How To Cards' and 'Rule Cards').
- Food Allergen Policy.
- Food Allergen Training Document.

Other sections must be completed after signing in at the work location, prior to commencing work, including.

- A local induction, as detailed on the Agency Workers Safety Induction Checklist, including Food Production Agency Workers PowerPoint.
- Introduction to key staff / contacts, as detailed on the Agency Workers Safety Induction Checklist.
- Detail of any local emergency arrangements, fire alarm testing, as detailed on the Agency Workers Safety Induction Checklist.
- Detail of fire safety equipment and processes, as detailed on the Agency Workers Safety Induction Checklist.
- Locations of all welfare facilities, as detailed on the Agency Workers Safety Induction Checklist.
- Identification of any local hazards, as detailed on the Agency Workers Safety Induction Checklist.
- Demonstration of catering equipment, as detailed on the Agency Workers Safety Induction Checklist.

2. Purpose

The aim of this operational guidance is to:

- Outline the safety induction process for food production agency workers.
- Clarify the responsibilities for those University representatives and employment agency representatives who will implement aspects of the safety induction process.
- Clarify what key information should be communicated to agency workers.
- Identify which documents must be issued, signed and retained.

3. General outline of the safety induction requirements and responsibilities

Provision of Documents (Employment agency) – Provide agency workers with the following University safety induction documents and develop a suitable process to check that agency workers have read and understand the documents prior to their first shift at Durham University.

- Safety Systems of Work (we call these Bite Sized Safety Sheets).
- Hazard Analysis and Critical Control Points (we call these 'How to Cards' and 'Rule Cards').
- Food Allergen Policy.
- Food Allergen Training Document.

Safety Induction Checklist (Local catering outlets) – Specific local arrangements should be delivered using the Agency Worker Safety Induction Checklist. Before any agency worker commences work, the Agency Worker Safety Induction Checklist must be completed. This ensures site specific information is communicated and checks that the above documents have been read and understood by agency workers.

Community Executive Chef

- Inform all employees who are under their direct control of the safety induction process and provision of above documents.
- Provide the employment agency with university safety induction process and documents, instruct employment agencies to develop a suitable process to check that agency workers have read and understand the documents prior to their first shift at Durham University.
- Ensure a local on-site contact is available to complete the Agency Worker Safety Induction Checklist. (Usually senior head chef).

Agency Workers

- Read all documents prior to the initial shift and complete the Agency Worker Safety Induction Checklist after signing in and before commencing work to develop a sound understanding of university processes and procedures.
- Ask questions for any gaps in knowledge.
- Follow processes, procedures, and standard recipes.