

Food Production Agency Worker Safety Induction Checklist

The following document is designed to ensure that ALL food production agency workers comply with regulatory and University procedures prior to attending site. Checklist to be completed by agency worker and retained by the Senior Head Chef.

Agency worker	Location	On-site contact	Commencement date of works

Topics to be provided and discussed by Employment Agency prior to commencement date	Yes & Signature/No/NA
1. Durham University Bite Sized Safety Sheets (including: Water Boilers, Microwave Ovens, Blenders, Soup Kettles, Fridge & Freezers, Hot & Chilled Counters, Hot Hold Cabinets, Knives, Merry / Turbochef Ovens, Meat slicers, Deep fat Fryers, Slips, Trip & Falls, Manual Handling, Kitchen Equipment, Ranges & Stoves, Boiling Pan, Gas Powered Grills, Potato Rumlbers, Pressure Washers, Dishwashers, LPG Barbeques and PPE)	
2. Durham University HACCP (Including 'How To' and Rule Cards')	
3. Food Allergen Policy – Durham University (including policy around peanuts and tree nuts)	
4. Durham University Allergens Training Document	
Topics covered during on-site safety induction	Yes/No/NA
1. Have you received a local site Catering Agency Workers Safety Induction, including PowerPoint and sections 2-10 below?	
2. Have you signed in at the college?	
3. Have you been informed of local emergency arrangements,	
4. Have you been introduced to key staff / contacts?	
5. Have fire alarm call points, emergency exits and nearest fire assembly point been identified?	
6. Have rules of conduct been discussed?	
7. Have local welfare facilities been identified?	
8. Have you been demonstrated catering equipment to be used?	
9. Have you been informed not to attend site if you have had a stomach / gut infection or an area of infected skin within the last 48 hours?	
10. Have local hazards been discussed? Detail:	

Contractor Signature		Name:		Date:	
Operations Signature		Name:		Date:	