



BRITANNIA SAFETY SOLUTIONS

Safety Training Passport Scheme



Contents

Introduction

Who are Britannia Safety Solutions?	3
-------------------------------------	---

The Passport Scheme

The Purpose	4
-------------	---

Benefits

National Skills Academy for Food and Drink Approval	5
---	---

Benefits to Delegates	5
-----------------------	---

Benefits to Business	5
----------------------	---

Benefits to the Sector	6
------------------------	---

How does it work in Practice?	7
-------------------------------	---

The Training - SLAM

Session 1: Key Drivers for Safety	8
-----------------------------------	---

Session 2: Safety in the Factory Environment	8
--	---

Session 3: Preventing a Serious Incident	8
--	---

Session 4: Accidents & Incidents: how to investigate	8
--	---

Session 5: Risk Assessment	9
----------------------------	---

Session 6: Leadership	9
-----------------------	---

Session 7: Engagement and Communication	9
---	---

Session 8: Safety in practice in the workplace	9
--	---

Course assessment	9
-------------------	---

Supportive Information

Our Tutors	10
------------	----

The Content	10
-------------	----

Venue and Facilities	10
----------------------	----

Delegate Numbers	10
------------------	----

Course Materials	10
------------------	----

Certification	10
---------------	----



Who are Britannia Safety Solutions?

Britannia Safety Solutions and its Training Academy is dedicated to the Food and Drinks Manufacturing Sector (FDMS). The Business Directors have over 20 years' experience working across hundreds of food and drinks manufacturing and distribution sites providing a range of safety consultancy and training solutions.

Our training solutions have been built utilising our extensive experiences from within the sector. We understand that our colleagues who are working at FDMS sites are hands on, practical people, and our courses reflect that. They are highly interactive, with lots of discussion and debate, with visits to the shop floor included so that learning can be put into practice.

We are privileged to be in a unique position to fully understand the training needs of the sector. This comes from collaborating closely with our customer contacts who are often senior safety professionals, from our role in the Best in Practice Safety Forum, and from our team's collective experience of visiting and working within hundreds of food and drinks manufacturing sites.

Everything we do is aligned to the sector. We appreciate that whilst operational controls and system documentation will vary from company to company, the challenges faced by sites and personnel in specific roles is consistent across the industry.

We work through the content with delegates to explore their operational risks and challenges to ensure that we bring to the session relevant, practical, experience and solutions that can be applied to their site-specific processes.

Our courses are practical. Through breakout sessions and practical exercises in the workplace we apply the classroom learning to your environment.

All our trainers are safety professionals from within the sector, which means their experiences are relevant to the delegates needs.



The Passport Scheme

Purpose

The Passport Scheme is for the food and drinks manufacturing sector and the associated distribution network.

The purpose is to provide essential practical safety skills to key roles within the FDMS to enable colleagues to successfully manage their risks and execute their role effectively. These skills can be recognised across the industry.

The Passport achieves its purpose by providing:

A Pathway: Providing a pathway for practical health and safety training for key roles within the FDMS.

Role Specific Training: Determining the learning outcomes required for individuals within particular roles to allow them to operate safely and meet their safety responsibilities to themselves and others

Industry Focussed Material: Every course is aligned to the sector, maximising the delegate experience and their subsequent ability to practically apply learnings

A Consistent Approach: Providing consistent training processes to give employers assurance of learning standards within their teams

Transferable Skills: The elements above means that there is a level of assurance for all employees within the sector that a colleague who has undergone the passport training is competent for their role and only local familiarisation with processes will be required should they move to another site or business food and drinks manufacturer.



National Skills Academy Approval



The National Skills Academy for Food and Drink (NSAFD) is a not-for-profit organisation led by the industry, through its members and its Board of sector employers. They shape policy and address the skills needs within food and drinks through developing unique solutions based on intelligence and insight into the skills needs of the sector.

One of the fundamental areas they operate in is identifying, accrediting and developing specialist training provision.

By providing industry approved status to the Passport scheme, the NSAFD is recognising its credibility in improving key competencies for the FDMS.

Benefits to Delegates

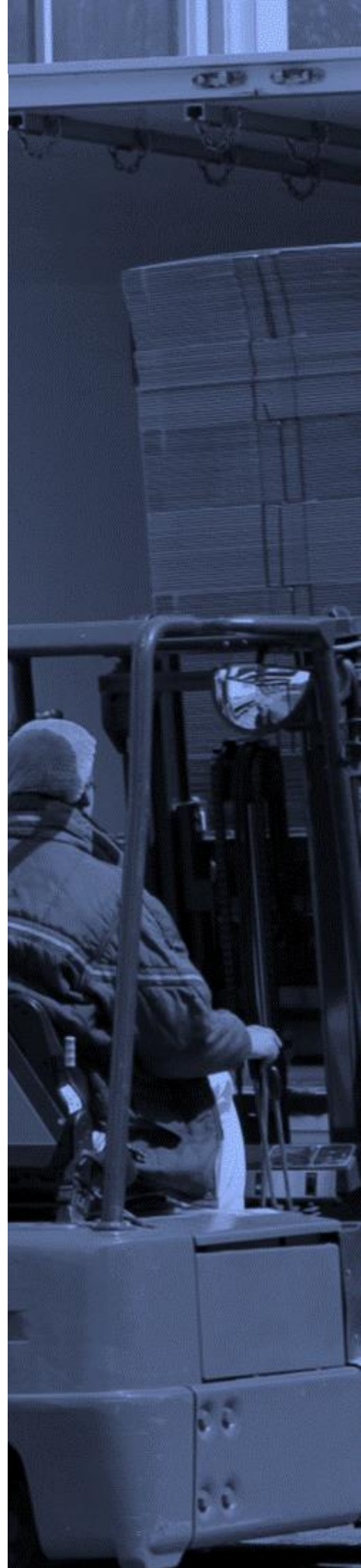
Some of the benefits to individual learners are:

- Intercompany recognition of courses previously undertaken, which may help secure new positions and means that unnecessary time is not spent on training
- Access to records via a LMS using a unique reference number allowing them to track and demonstrate their own passport
- Personal development following a recognised pathway
- External recognition of the training qualification by the NSAFD with badged certification

Benefits to Businesses

Companies that recognise the passport scheme will benefit from:

- A recognised standard and pathway for training, with external assurance via the NSAFD industry approved status
- Economic benefits realised resulting from savings in training budget where new starters are transferring from other businesses who align to the passport process
- Inclusion of company specific processes, alongside foundation sector wide training material, maximising the ability of delegates to effectively apply learnings. For example, the tailoring process could reflect company safety management system procedures, images, initiatives, forms, templates, and language.



Benefits to the Sector

At Britannia Safety Solutions we are committed to working with businesses to make the food and drinks manufacturing sector the safest place possible to work. We are fortunate to have the benefit of working extensively across sites and have real insight in the operational and cultural challenges that businesses face. We believe that via the passport scheme we can support by:

- Raising standards across the sector by providing a pathway to competence that can be readily and easily followed and demonstrated
- Drive consistency in training within the sector to raise skills level
- Recognising that workers in the FDMS have a practical learning bias and aligning training styles which recognise this
- Sharing our extensive experience of training requirements, and the sector specific training material we have developed, to give benefit back to our customers where colleague move between sites
- Delivering training which is focussed on the serious issues we face and prevention of serious incidents and fatalities
- Ultimately to move towards true operational risk ownership by individuals, to move the culture forward and improve safety standards.



The Passport Process

We have worked in conjunction with our customers, the members of the Best in Practice Safety Forum (BPSF) and have drawn upon our many years of experience of developing and delivering training courses within the FDMS, to determine the essential key safety skills required by key roles.

Through this work we have recognised that there are colleagues with 'lynchpin' job roles. Their understanding of their roles and responsibilities, and how to practically meet their obligations, is critical to them keeping themselves and other team members safe.

These roles include:

- Middle managers, team leaders and supervisors
- Engineers including production, shift engineers and site facilities team members
- Engineering/site facilities manager
- Hygiene managers

Modules reflecting key competency requirements are 'built' into training packages bespoke to the needs of a customer. The learning outcomes and foundation material of each module is a constant, reflective of standards across the sector. To support delegates in their practical application of learnings, all courses can be tailored to incorporate business specific safety processes, templates and messaging.

In order for an individual to acquire their Passport 'stamp' they will need to have passed a number of core modules aligned to their role.

Additional elective modules can also be chosen and added to the Passport, as long as all core modules have been completed.

What are elective modules?

These are sessions that can be delivered independently or combined with other modules in a half day or full day's training. Whilst not a core requirement for a colleague to obtain their passport, they will still be recognised by the scheme and marked as an elective module on their record.



The Training - SLAM

Thank you for expressing your support towards the scheme and that you would like to explore embedding the passport scheme across your business.

This proposal is specifically aimed at middle managers, team leaders and supervisors and would take the form of a programme of Safety Leadership and Management Training, which would award all delegates who successfully attend the course The BSPS.

This is a 3-day course aimed at colleagues who wish to understand key safety requirements and processes, and the role they play in providing a safe and healthy working environment within the food and drinks manufacturing and distribution sector.

Delivered over 8 sessions the course aim is for delegates to develop a full and effective understanding of health and safety management and leadership.

All sessions can be delivered to reflect an organisations own experiences and processes

The course includes:

Session 1: Key Drivers for Safety

This session considers a learners' mindset and reflects on the real importance of day-to-day safety. It explores potential consequences, from a legal, moral and financial perspective, using real life examples.

Session 2: Safety in the Factory Environment

This looks at day to day safety management, including the common causes of incidents in the FDMS and the controls that delegates can influence being in place.

Session 3: Preventing a Serious Incident

Shifting our focus from high-frequency incidents, we will now examine those less likely to occur but with potentially severe consequences. In this session, delegates will explore the disciplines commonly linked to serious incidents and fatalities. They will also review essential controls that should be implemented to prevent such occurrences.

Session 4: Accidents & Incidents: how to investigate

Managers and supervisors play a vital role in incident investigations. This session will guide them through the process, enabling them to conduct effective investigations.



Session 5: Risk Assessment

Following the key steps, delegates will be given the knowledge and understanding to practically conduct risk assessments at their site.

Session 6: Leadership

In this section we will delve into learners' personal responsibilities and accountabilities, and how they can effectively lead to influence the personal safety of their colleagues.

Session 7: Engagement and Communication

A key element of this session is learning how to have effective safety conversations. Delegates are encouraged to consider the best ways to communicate with others, to overcome common obstacles. We will also review tools available to support engagement, such as safety tours, hazard reporting, and forums. The importance of robust safety checks is given a focus, and we will emphasize the importance of wider due diligence tools and records.

Session 8: Safety in practice in the workplace.

This is a critical part of the programme; it is a practical session with draws on the learnings from over the 3 days and allows delegates to put them into practice on the shop floor. A feedback session is held to allow delegates to reflect on their own and others' experiences during the practical workshop.

Course assessment

In addition to a test of understanding at the end of day 3, learning validation also considers how a delegate has demonstrated knowledge and understanding during discussions, small group work and the practical exercise.



Our tutors

All Britannia Safety Solutions Trainers are practicing safety professionals with experience of working across the food and drinks manufacturing sector.

The content

Content can be developed to reflect your company's specific ways of working, and are highly interactive, incorporating practical exercises within the factory environment.

Venue & facilities

The company must provide a suitable training room, with access to a screen and connection, speakers, flipchart and / or whiteboard and pens. Provision of refreshments and lunch is at the discretion of the company. Areas for any practical activities will be agreed either in advance or on the day of the training.

Delegate numbers

The optimum number of delegates for the majority of courses is 8, however more or less can be accommodated as agreed with the site.

Course materials

We ask that delegates have access to a laptop or smartphone to view training materials, including delegate handouts and interactive tests. Alternatively, the site may wish to choose to print the materials which will be provided in advance of the training date. Accordingly, we request that delegate names and email address are provided ahead of the training taking place.

Certification

Upon successful completion delegates will be provided with a e-certificate and their Passport, which will include the necessary NSAFD badges. If at a later stage the business wishes to add Elective Modules the delegate's passport will be updated accordingly.



