

INDEX 

Health and Safety Executive		Sector Information Minute	
Agriculture and Food Sector		SIM 01/2002/51 (formerly SIM 05/2002/05)	
Cancellation Date	29/01/2006	Open Government Status	Fully Open
Version No & Date	2: 11/02/2002	Author Unit/Section	Food and Entertainment Sector

Target Audience

FOD Inspectors inspecting the food and drink industries

CONTRACTOR PASSPORT SCHEMES IN THE FOOD AND DRINK INDUSTRIES

This SIM gives guidance to inspectors on 3 contractor passport schemes in use in the food and drink industries which ensure a basic level of training on health, safety and food hygiene for contractors' employees.

BACKGROUND

1 For some years large food and drink companies have been concerned that contractors' employees coming on site to carry out installation, repair, maintenance and cleaning work may not always be adequately trained in health, safety and food hygiene.

2 To deal with this concern, many companies have developed their own in-house training courses or briefings for contractors' employees however this is resource intensive, especially where there is a frequent turnover. Additionally contractors are not keen to have their employees repetitively spend time on similar training at different client food companies.

3 For these reasons the food and drink industries (in common with other industries) have developed a number of separate contractor passport schemes. For clients they provide an assurance that contractors entering their premises have received basic training in health, safety and food hygiene. For contractors they reduce time spent at site briefings and can be instantly recognised as providing an agreed level of safety awareness.

CONTRACTOR PASSPORT SCHEMES

General

4 HSC/HSE welcomes industry-led initiatives on passport schemes as a way of improving health and safety, particularly in small firms. There is an expectation of improved health and safety standards, reduced accidents and focussing of training on the important and relevant issues. An HSE booklet *Good practice guide on health and safety passport schemes for contractors* giving general guidance on passport schemes is proposed, however the publication date is uncertain.

Food Industry Passport Scheme

5 This is the largest scheme in the food and drink industries and was launched in April 2001 at a food industry event with the Food Section speaking in support. This industry-led

scheme is run by a number of leading food manufacturers together with the Process and Packaging Machinery Association (which represents many of the leading contractors in the food industry). Accreditation is provided by the Safety Pass Alliance and IOSH.

6 To obtain a passport, contractors' employees need to attend a 2-day training course and achieve an 80% pass mark in the course tests. The first day covers general health and safety issues ranging from manual handling to COSHH. The second day is a food industry specific day dealing with food contamination issues, environmental concerns, machinery safety, fire hazards and slips and falls which are a particular problem in food factories.

7 An important feature of the Food Industry Passport Scheme is that it is designed to be compatible with other passport schemes recognising that many contractors work in different industries. Contractors' employees already holding an IOSH Working Safely Certificate or a Client Contractors National Safety Group (CCNSG) passport or Engineering Employers Federation passport need only attend the second day training.

8 Passports last for three years, after which holders are required to attend a one day refresher course. Details of approved trainers can be obtained from the Safety Pass Alliance, 12 Ambassador Place, Stockport Road, Altringham, Cheshire WA15 8EQ (Tel 0161 926 9510).

Federation of Bakers Contractors' Passport Scheme

9 The Federation of Bakers Contractors' Passport Scheme was launched in January 2002. This scheme is led by, and primarily aimed at, the plant baking industry. The scheme is managed by the Federation of Bakers which is the trade association representing plant bakeries.

10 To obtain a passport, contractor companies must be audited to ensure compliance with health and safety legislation. The audit consists of:

- (1) a paper based (self assessment) audit looking at policies and procedures;
- (2) a random sample audit of contractor's employees working at Federation of Bakers members' sites; and
- (3) monitoring of contractor employees' performance on site by member companies.

Management of the contractor auditing system is undertaken by National Britannia on behalf of the Federation of Bakers.

11 Training of contractors' employees is also required before registration for the scheme can be accepted. All training is to IOSH qualifications:

- (1) 'Working Safely' - which is a basic one-day introductory course which provides training for individuals in their health and safety responsibilities; and
- (2) 'Managing Safely' - which is a more in-depth 5 day course used to train supervisory staff.

12 A reassessment of the contractor company's health and safety procedures will be carried out annually. Individual passports have to be renewed every 2 years. Under the scheme, the Federation of Bakers have the authority to suspend the contractor's

certification pending specified improvements and/or remove passports from individual workers. Details of the scheme can be obtained from John Sanders, Employment Affairs, Federation of Bakers, 6 Catherine Street, London WC2B 5JW (Tel 0207 420 7190).

Scotch Whisky Industry Passport Scheme

13 This scheme, started in 2001, is known as the Malt Distillers Contractor Competence Scheme. It only operates in Scotland and applies to contractors working in whisky distilling and storage sites. The scheme uses identity cards specifying trades, current skills and training of contractors and is supported by site briefings. Details on the scheme can be obtained from Alison Galbraith at the Scotch Whisky Association, 20 Atholl Crescent, Edinburgh EH3 8HF (Tel 0131 222 9200).

VISITS

14 No special visits or additional work is required in relation to contractor passport schemes. However inspectors will wish to be aware of these schemes as contractors and their client companies will increasingly be using them.

Date first issued: 29 January 2002

