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ARRANGEMENTS

1. Training and Supervision

It will be the policy of <<Pub/Restaurant/Business>> that health and safety information relevant to the activity of all employees whether full time, part time or temporary – i.e.

On-going training will be provided to all employees at all levels are:

- Competent to carry out their duties, especially in the kitchen or bar
- Aware of their health and safety responsibilities to themselves, other staff members and guests.

Decisions relating to on-going training will be reviewed on a regular basis. The person with day to day responsibility for the business and Safety will be responsible for identifying and implementing training needs. Records of the training will be kept in an individual file.

Where relevant, checks will be made to ensure that temporary staff are competent to carry out their duties.

All employees will attend regular training to ensure that they are familiar with all aspects of the safe use of equipment. Temporary staff, whether directly employed or temporary, will be permitted to use any equipment only if they are not trained.

2. Risk Assessments

(Reg. 3 Management of Health and Safety Regulations, 1999)

The management team will ensure that all activities undergo a suitable and sufficient Risk Assessment. The level of risk, preventative measures and control measures needed will be identified and revised as necessary.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations, 1992;

The management will ensure that all activities meet the Health, Safety and Welfare needs of all those who are present at the establishment of the business, including any contractors carrying out maintenance or service work. Measures will be taken to ensure that they are not placed at any risk.

4. Control of Substances Hazardous to Health

(COSHH 2002)

Where needed, Risk Assessments and Control Measures will be kept at the main offices and the Management

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will instigate the principles of good practice as detailed in Schedule 2A Regulation 7(7). No one shall be exposed to any substance without the specific consent of their Manager.

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5. **Manual Handling**

(Manual Handling Operations Regulations 1992)

The designated health and safety person shall ensure that all manual handling operations within the Business, taking into account the capabilities of individual staff members. Wherever practicable the use of mechanical lifting or moving aids in order to reduce the risk of injury to staff or customers. Before any heavy lifting or moving operations are carried out to ensure that suitable lifting aids are provided.

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6. **First Aid**

(Health and Safety (First Aid) Regulations 1981)

The Manager shall ensure that all employees have access to adequate First Aid provision at all times. The level of provision shall be determined by risk assessment. Specially equipped First Aid kits will be provided in all public areas around the premises and will be checked weekly by the designated health and safety person and topped up as necessary.

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7. **Accident Reporting**

(Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013)

All accidents and incidents will be recorded and reported to the Health and Safety Executive. All accidents and incidents will be kept secure to comply with Data Protection Regulations. All reportable accidents or dangerous occurrences will be reported to the Health and Safety Executive as possible by the designated health and safety person.

egulations 2013)

ook and personal details of all reportable accidents or dangerous occurrences as possible by the

8. **Electricity**

(Electricity at Work Regulations, 1989)

All electrical equipment will undergo regular PAT testing. Faulty or damaged electrical items will be removed from use immediately. Vacuum cleaners will be used via a plug lead. All electrical equipment will be PAT tested annually.

y faulty or damaged electrical items will be removed from use immediately. Vacuum cleaners will be used in public areas i.e. via a plug lead (RCD). All electrical

9. **Laundry**

Control of Substances Hazardous to Health Regulations 2002 (as amended), Personal Protective Equipment at Work Regulations 1992 (as amended), Manual Handling Operations Regulations 1992

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Regulations 1998 (PUWER).

The linen store and laundry are to be in a convenient place in order to reduce manual handling for both cleaners and staff. The delivery doors/areas are to be away from areas to which customers have access with doors wide enough for staff to manoeuvre trolleys. All used linens are to be stored in plastic bags and away from clean linens to avoid any damage. Machinery will be maintained as per the manufacturers' recommendations.

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No employees are to operate the machinery unless they have been shown how by their supervisor. All machinery will be stored as per the manufacturers' recommendations.

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The laundry is to be kept locked to prevent unauthorised access.

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10. **Traffic routes**

(Reg. 16 Workplace Regulations 1998)

The Kitchen Manager/Manager will ensure that the traffic routes are clear and safe. The use of the kitchen when entering/exiting the kitchen will be controlled. Floor coverings are maintained to ensure safety. The Manager is responsible for ensuring that trip/slip accidents are prevented.

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11. **Kitchen safety**

Non kitchen staff will not be permitted in the kitchen unless they have had the appropriate training.

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12. **General Work Equipment**

(The Provision and Use of Work Equipment Regulations 1998)

It will be the Manager's responsibility to ensure that all work equipment is safe for use.

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- Provides suitable equipment for the work to be done.
- Ensures that equipment will be maintained in a safe working order and in good repair.
- Ensures that all equipment is used in accordance with the manufacturer's instructions.
- That the operators are competent to use the equipment.

- Provides suitable equipment for the work to be done.
- Ensures that equipment will be maintained in a safe working order and in good repair.
- Ensures that all equipment is used in accordance with the manufacturer's instructions.
- That the operators are competent to use the equipment.

(Lifting Operations and Lifting Equipment Regulations 1998)

It will be the Manager's responsibility to ensure that all lifting equipment is safe for use. Lifting equipment intended for the lifting of goods/materials or people will be checked by a competent person and records kept. Lifting equipment will be checked every six months and records kept. Faulty lifting equipment will be removed from service.

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13. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

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It will be the responsibility of the Manager to ensure that all fire alarm systems are checked annually by a specialist contractor. The Manager or nominated person will ensure that all fire extinguishers are available at all locations to be advised by the fire alarm system. Fire extinguishers are to be checked annually by a specialist contractor.

Weekly tests are carried out on all fire alarm systems and that all fire extinguishers are available at all locations to be advised by the fire alarm system. Fire extinguishers are to be checked annually by a specialist contractor.

Cooker hoods and extractors will be cleaned regularly to prevent a build-up of flammable substances. The Kitchen Manager will be responsible for scheduling this.

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It will be the responsibility of all staff to ensure that all routes to fire exits are kept clear of clutter and that fire doors are kept closed and that fire extinguishers are permitted to be stored in corridors where it could obstruct a fire exit.

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The Manager will ensure that fire drills are carried out at least once per year.

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14. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

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The Manager will ensure suitable assessments are carried out for all persons who use display screen equipment. The Manager will ensure that the person uses a VDU and the work done is not excessive and the working environment is suitable.

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15. **Personal Protective Equipment (PPE)**

(The Personal Protective Equipment Regulations (PPE) 1992)

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The Manager will ensure that all staff are provided with a sufficient supply of disposable non latex gloves/aprons etc. and other PPE as required.

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16. **<<Intoxicated Or Abusive Customers**

All staff will be trained to recognise and deal with the influence of alcohol. Bar staff will refuse to serve alcohol to anyone who is drunk. SIA registered door staff will ensure that any customer who is drunk is removed from the premises. Repeat offenders will be dealt with in accordance with the premises licence conditions.

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These arrangements and procedures will be reviewed regularly when there is a change in circumstances, in work practices or the introduction of new equipment.

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