

Personal Safety responsibilities in the workplace Employers (the company) & employees (the staff/workers) have a responsibility to:

- Prevent accidents
- Ensure the workplace is safe

Health & Safety At Work Act (HASAWA)

This covers general health and safety at work

Employers responsibilities:

- EQUIPMENT: tested for safety & maintained
- CHEMICALS: stored & correctly used
- TRAINING: staff should be trained
- RISK ASSESSMENTS: should be in place
- HEALTH & SAFETY POLICY: a document outlining health & safety requirements

Employees responsibilities:

- SAFE when working
- FOLLOW RULES
- REPORT any risks
- TRAINING: attend all training

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

This covers workplace accidents/incidents

e.g. serious burns, slips, trips, equipment collapsing

Employers responsibilities:

- REPORT: all accidents to the Health & Safety Executive/HSE (a government agency to report to)
- KEEP RECORDS: of all accidents

Employees responsibilities:

- REPORT: all possible risks/hazards & accidents that might occur
- ACCIDENT BOOK: record all actual accidents in



Control Of Substances Hazardous to Health (COSHH)

This covers dangerous substances that people might be exposed to (e.g. cleaning chemicals, fumes & smoke, dusts (e.g. flour, icing sugar), gas

Employers responsibilities:

- CARE when planning the storage, use and disposal of any chemicals
- LABEL any dangerous substances to warn people (e.g. toxic, irritant)

Employees responsibilities:

- INSTRUCTIONS: follow all instructions
- TRAINING: attend all training
- SYMBOLS: learn the symbols



Manual Handling Operations Regulations (MHOR)

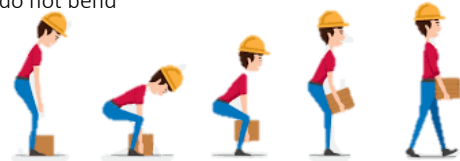
This covers injuries and accidents when lifting and moving heavy objects

Employers responsibilities:

- ASSESS the possible risks
- AVOID any handling or lifting which might cause injury to staff (e.g. don't ask staff to move a large packet containing several bags of flour, ask them to unpack the bags then move a few bags at a time)
- REDUCE the risk (e.g. get a forklift or a trolley; store large equipment on worktops or on lower shelves/cupboards)

Employees responsibilities:

- TRAINING: attend all training
- ASSESS the risk: know own strength, don't take a risk, ask for help, use a ladder
- TECHNIQUE: squat & lift with a straight back, do not bend



Personal Protective Equipment Regulations (PPER)

This covers protective clothing & equipment to protect staff

Employers responsibilities:

- PROVIDE PPE: e.g. gloves for raw meat; goggles/facemasks for cleaners or working with dusts (such as flour & icing sugar) in large quantities; long sleeves for frying (prevents hot oil splash); aprons; non slip shoes
- TRAIN staff in correct use of PPE
- SIGNS to remind/inform staff of PPE requirements

Employees responsibilities:

- TRAINING: attend all training
- WEAR the PPE provided



Risk Assessments

A **hazard** - something that could cause harm to someone's health/physically injure them. Types : trips & falls, cuts, burns & scalds, ingesting chemicals, injury moving or lifting, breathing in dusts , electric shock, fire, food poisoning

A **risk** - how likely it is that someone may be harmed or injured by a hazard.
High risk = more likely to cause harm or injury low risk = less likely



A **control measure** - an action put in place to prevent/reduce the risk of a hazard.
e.g. staff training, using oven gloves, wet floor signs

A **risk assessment** - A document used to identify & assess the level of risk involved.
Risks can occur in

- using equipment (e.g. using a deep fat fryer).
- an activity (e.g. carrying a heavy pan of boiling water)
- a situation (e.g. evacuating the kitchen in a fire)

Risk assessment for employee safety

Risk	Control measure
Slips, trips & falls	Make sure all work areas are well lie & free from obstructions Provide equipment, e.g. ladders, to enable employees to access equipment safely Provide PPE – non slip shoes Staff wipe up/pick up spills and use wet floor signs Staff training including first aid training
Cuts	Ensure all machinery has the correct safety guards fitted Staff training on carrying and using knives safely as well as first aid training
Burns & scalds	Fit splatter guards around deep fat fryers to stop hot oil burns and around hot surfaces PPE – sleeves, aprons, oven gloves; signs & warnings of possible hazards Staff training on how to use pans and equipment safely, as well as first aid training
Electric shock	Ensure all electrical wiring & equipment is in good working order & regularly PAT safety tested Avoid having electrical equipment near water sources Signs and warnings; emergency switches Staff training – i.e. handle electrical equipment with dry hands, first aid training
Fire	Extinguishers; Ensure that all emergency exits are clear of any obstructions
Exposure to dust in the air, e.g. flour, chemicals; or cold/heat	Provide protective equipment, e.g. rubber gloves, eye protection and masks Train employees to store and use chemicals safely and follow COSHH guidelines Make sure the kitchen is well ventilated & has air conditioning Design the kitchen layout so workstations are as far away from sources of heat as possible Make sure employees take plenty of rest breaks in a cool place and have access to water
Repetitive strain injury, Muscle strain /back pain	e.g. wrist strain - constant kneading, back & muscle pain from lifting heavy items or sitting at a computer Train employees how to lift and carry heavy objects correctly Provide equipment, e.g. trolleys, to assist moving equipment and materials Provide equipment, e.g. mixing, kneading, cutting, peeling machines, to reduce repetitive manual actions Receptionist - given regular breaks to walk around, suitable chair and padding for mouse/keyboard.

Risk assessments for security issues



Risk	Control measure
Aggression	Employ security staff
Intrusion	CCTV & Security lighting outside
Theft\ Fraud	Security passes and ID; Lockers Report anything suspicious



Risk assessment for customer safety

Risk	Control measure
Food poisoning/ allergies	Use HACCP ; Show allergens on menus
Trips, slips & falls	Well-lit floors, free from obstruction, use signs for wet floors
Fire/emergency	Signpost emergency exits, fire extinguishers, fire drills
Fraud /personal details	Carry out payment transactions in front of customer Have secure areas e.g. safe for personal belongings



Responsibility - something required to do as part of a job, role, or legal obligation.

Employer - a person or organization that employs people.

Employee - a person employed by the employer for wages or salary.

HASAWA (Health & Safety At Work Act) - This covers general health and safety at work

Risk assessment - a document used to identify and assess the level of risk involved

HSE (health & safety executive) - a government agency to report health and safety issues to

H&S policy – a document which sets out the arrangements put in place for managing health & safety in a business-who does what, when and how.

RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) This covers workplace accidents/incidents
e.g. serious burns, slips, trips, equipment collapsing, faulty gas cookers

Accident book/log – an essential document for employers & employees, who are required by law to report details of specified work-related injuries and incidents.

COSHH (Control Of Substances Hazardous to Health) - This covers dangerous substances that people might be exposed to (e.g. chemicals, fumes, smoke, dusts, gas)

MHOR (Manual Handling Operations Regulations) - This covers injuries and accidents when lifting and moving heavy objects

PPER (Personal Protective Equipment Regulations) - This covers protective clothing & equipment to protect staff

Hazard - something that could cause harm to someone's health/physically injure them. e.g. a cut

Risk how likely it is that someone may be harmed or injured by a hazard. High risk = more likely to cause harm or injury low risk = less likely

Control measure an action put in place to prevent/reduce the risk of a hazard. e.g. staff training, using oven gloves, wet floor signs

Obstruction - something that blocks a road, passage, entrance, etc. so that nothing can go along it,

PAT test - Portable appliance testing – a test to prove that a piece of electrical equipment is safe to use

Repetitive strain injury - a condition where carrying out repetitive actions, typically with the hands, causes pain or damage of function in the muscles involved.

HACCP – (Hazard analysis critical control point) - a management system in which food safety is addressed through the analysis & control of hazards

Fraud - the crime of getting money by deceiving people

Key Terms



Legislation/Laws

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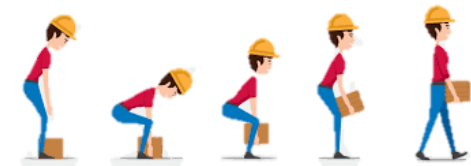
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