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5. Manual Handling
6. First Aid
7. Accident Reporting
8. Electricity
9. Laundry
10. Traffic Routes
11. Kitchen Safety
12. Work Equipment
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15. Personal Protective Equipment
16. Dealing With Intoxicated Or Abusive Customers

S A M P L E

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

- 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 identifying and implementing training needs. Records of the training will be kept

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 they are familiar with all aspects of the safe use of equipment. Temporary staff will be permitted to use equipment only if they are not trained.

2. Risk Assessments

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

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

3. Workplace Safety and Welfare

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

The management will ensure that all work activities meet the Health, Safety and Welfare needs of all those who are carrying out maintenance or service work. Measures to take place where customers have access, measures 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 used will be kept at the main offices

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at all levels are:

Specialist equipment

other staff members and

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will instigate the principles of good practice as detailed in Schedule 2A Regulation 7(7). No one will handle 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 will ensure that all staff within the Business, taking into account individual staff members. Wherever practicable the use of mechanical lifting or moving aids in order to reduce the risk of injury. Before loads are moved they will ensure that the hazards associated with lifting aids are provided.

Manual handling operations will be carried out by individual staff members. Wherever practicable the use of mechanical lifting or moving aids in order to reduce the risk of injury. Before loads are moved they will ensure that the hazards associated with lifting aids are provided.

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 will be determined by risk assessment. Sufficiently equipped First Aid kits will be provided in all 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 (HSE) as required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013. Details of all reportable accidents or dangerous occurrences will be recorded and reported to the HSE as possible by the designated health and safety person.

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8. **Electricity**

(Electricity at Work Regulations, 1989)

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

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9. **Laundry**

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

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Equipment intended for the waiters etc. will be thoroughly checked and apparatus found to be can be affected.

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

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Cooker hoods and extractors will be kept clean and free of flammable substances. The Kitchen Manager will ensure that all fire alarm systems are tested regularly.

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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 arrangements are made for all persons who use display screen equipment. The Manager will ensure that all fire alarm systems are tested on the fire alarm systems and that all fire alarm systems are tested regularly. The Manager or nominated person will ensure that all fire alarm systems are available at all locations to be advised by the fire alarm system. Fire alarm systems are to be checked annually by a specialist company.

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

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

All staff will be trained to recognise and deal with intoxicated or abusive customers. Bar staff will refuse to serve alcohol to intoxicated or abusive customers. Door staff will ensure that any customer who is intoxicated or abusive is removed from the premises. Repeat offenders will be dealt with accordingly.

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