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**HEALTH AND SAFETY AWARENESS
PROGRAMME**

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HEALTH AND SAFETY AWARENESS

1. INTRODUCTION

1.1 BACKGROUND

Definition of Health and Safety

- ◆ **Health** is defined as a state of complete physical, *mental and social well-being* not merely the absence of infirmity or disease.
- ◆ **Safety** suggests security, freedom from danger and risk of damage or injury.
- ◆ If poor standards of health and safety exist in the workplace then the following consequences are likely :

1. _____
2. _____
3. _____
4. _____
5. _____

Every year 250 people are killed in the workplace and 2 million believe they have illness due to their work . There are approximately 130, 000 notifications of employees being off for over 3 day injuries.

1.2 MOST COMMON HAZARDS

The most common hazards that you face whilst you are at work and the preventative action you can take are:

HAZARDS	PREVENTION

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Accidents are caused by three factors. They are:

- ◆ ENVIRONMENTAL eg. tripping on a poorly maintained floor
- ◆ HUMAN eg. horseplay, under the influence of alcohol
- ◆ OCCUPATIONAL eg. using equipment you have not been trained on

Being a chef is one of the highest risk occupations in a restaurant with cuts from knives the most common cause of injury in the kitchen.

1.3 ACCIDENTS AND THEIR REPORTING

If you do suffer an accident then it is vital that you make sure an entry is made into the accident book. The purpose of the accident book is that it is used to identify the cause of your accident, so that remedial action can be taken to make sure it does not happen again. In serious cases details of the accident must be forwarded to the Environmental Health Officer.

1.4 HEALTH AND SAFETY POLICY

Further details of the hazards that you face at work and the people who are responsible for looking after your health and safety can be found in the Health and Safety Policy which is located:

2. MANUAL HANDLING

2.1 INTRODUCTION

One third of all accidents which take place in the work place are caused by the handling, moving and lifting of goods. 70% of people by the time they retire have suffered back injuries during their working career.

A major difference between back injuries and other injuries that we sustain, is that once the back has been damaged, it is unlikely to heal fully. The back will always be weak and subject to further damage.

2.2 CAUSES OF INJURIES

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The main cause of back injuries is poor lifting. This results in damage to the lower back region. Other causes of back injuries include:

- ◆ bad posture.
- ◆ the type of work we do, e.g. bending over a computer.
- ◆ disease, e.g. rheumatism, arthritis.

2.3 TYPES OF INJURIES

The most common injuries are:

- ◆ sprains of the muscles and ligaments in the lower back.
- ◆ whip-lash of the neck region during a car accident.
- ◆ a slipped disc.
- ◆ hernia.
- ◆ broken bones.

A slipped disc is caused by the nucleus (liquid) of the slipped disc pressing against the posterior ligament. Slipped discs are very rare for us.

2.4 ANATOMY OF THE BACK

The back is made up of thirty three vertebrae (*Diagram 1*). In between each of the vertebrae there is a disc. The disc acts as a shock absorber and prevents the vertebrae from rubbing together.

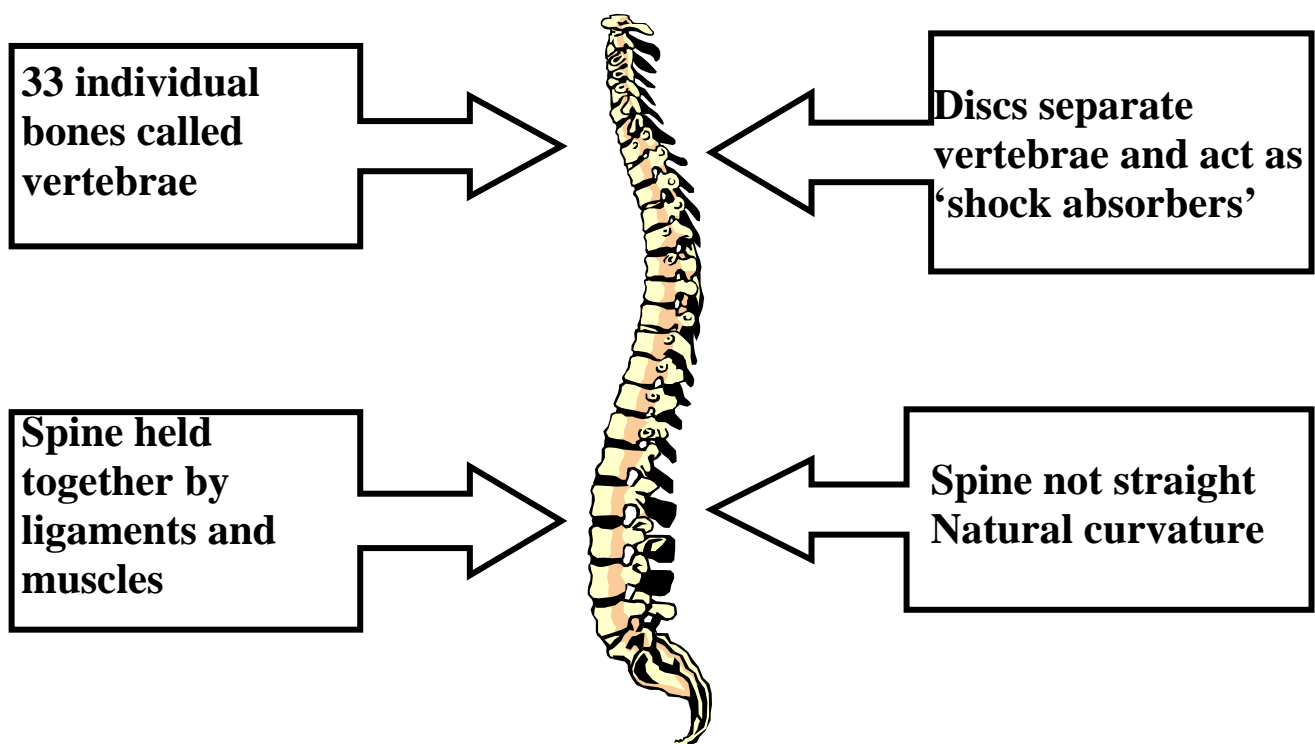
The spinal column (the thirty three vertebrae) must be able to move freely, so that we can bend and twist. However, in order to keep the vertebrae in place they are connected together by tendons and muscles.

The areas of the back which have the greatest movement are:

- ◆ the neck region
- ◆ lower back

Because these areas have the maximum movement they are also the subject of most injuries.

DIAGRAM 1 - ANATOMY OF THE BACK



2.5 GOOD LIFTING TECHNIQUES

◆ *Stop and think*

Stop and think before attempting to lift a load. You should first consider whether it is safe to do so. The weight can be checked by trying to move the package with your foot. Think ahead about any doors that need opening or any obstacles in the way.

◆ *Placing of the feet*

The feet should be placed close to the obstacle with your feet wide enough apart to ensure that your heels do not come off the ground. One foot should be slightly around the container.

◆ *Adopting a good posture*

After bending at the knees and obtaining a firm grip of the package the head should be raised so that you are looking straight forward.

◆ *Lifting*

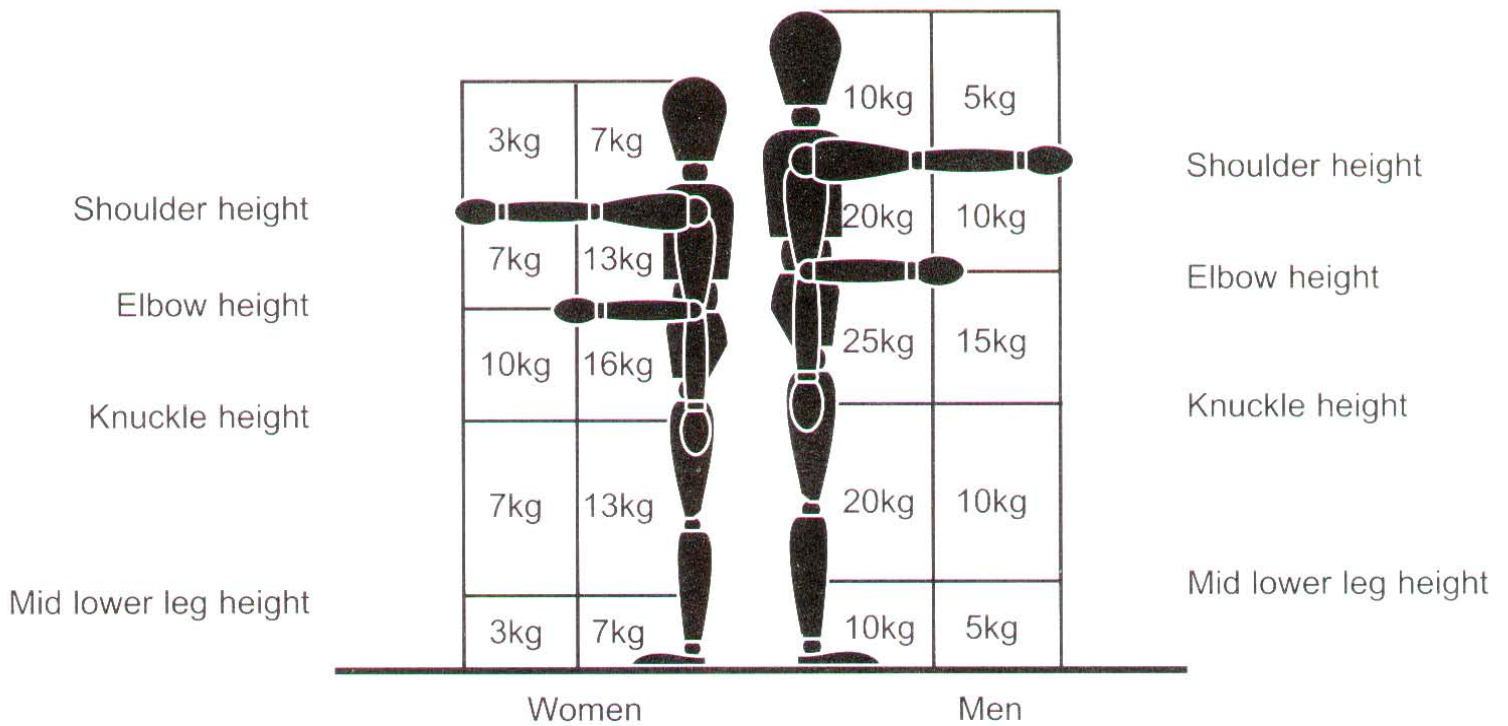
The package should be raised without jerking and at a constant pace. If necessary the load should be put down on a table (or equivalent) and the load readjusted so that a firm hold can be had.

If you have any doubts about your ability to lift the load then seek assistance.

2.6 LOADS WHICH CAN BE LIFTED SAFELY

The loads, which the guidelines to the regulations state can be lifted safely, are shown in *Diagram 2*. If at any time you have difficulties in lifting or have any medical condition that makes lifting difficult you should inform your supervisor as soon as possible.

DIAGRAM 2 - WEIGHTS THAT CAN BE LIFTED SAFELY



2.7 CORRECT STORAGE

In the past heavy items have been stored on the floor. It is now recognised that they should be kept at waist height as this places less strain on the back.

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3. FIRE

A fire would potentially be the most serious incident that could occur in the premises. It is important that you know how to protect yourself and also other people who are in the premises.

3.1 COMMON CAUSES OF FIRE

- faulty electrical equipment
- deep fat fryers
- cigarettes
- open flames (stoves)
- gas explosions
- flammable materials

3.2 FIRE SAFETY

On discovering a fire you should:

- raise the alarm
- call the fire brigade
- if it is a small fire and you can tackle it ***without risk to yourself***, you can attempt to put it out using the correct fire extinguisher

*All fire extinguishers are coloured red and may **just** have a small colour coded band. Take care and make sure you know the contents of the red fire extinguishers before using them.*

TYPE OF EXTINGUISHER	NEW COLOUR	OLD COLOUR	TYPE OF FIRE
Water	Red	Red	Paper, cloth and wood
Powder	Red	Blue	Liquids, electrical fires, pan fires
Foam	Red	Cream	Liquids, pan fires, petrol
Carbon dioxide	Red	Black	Liquids, electrical fires, pan fires
Fire blanket	Red	N/A	Pan fires, personal clothing

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Remember it is very dangerous to use the wrong fire fighting equipment and tackle a blaze that you cannot cope with - ***when in doubt leave the fire and evacuate!***

If the fire alarm sounds:

- ◆ keep calm, reassure and assist customers and visitors
- ◆ leave the building immediately
- ◆ move quickly and quietly, ***do not run***
- ◆ where possible close windows and always close doors behind you
- ◆ go straight to your assembly point
- ◆ make sure that you are accounted for
- ◆ do not re-enter the building until the 'all clear' has been given.

3.3 Quiz

To prevent a fire and combat it we need to know the following:

1. List the three biggest fire hazards in the building
 - (i)
 - (ii)
 - (iii)
2. Where is your nearest fire alarm point?
3. Where is your nearest fire extinguisher?
4. What type of extinguisher is it?
5. What type of fire it can be used on?

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6. Where is your nearest fire exit?

7. What would you check before you leave?

7. Where is your assembly point?

9. Who you are responsible for reporting to?

Take the time to find these things out.

It could be a matter of life and death!

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4. LEGISLATION

As an individual you have personal responsibilities under the following legislation:

4.1 HEALTH AND SAFETY AT WORK ETC. ACT 1974

You must :

1. look after the health and safety of yourself and others.
2. co-operate with your employer.
3. not interfere with items provided in the interest of health and safety.

4.2 PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992

Provided the personal protective equipment you have been given is suitable for the task, clean and fits properly then you must wear it. If your personal protective equipment is damaged, you should report it to your manager and obtain a replacement.

4.3 MANUAL HANDLING OPERATIONS REGULATIONS 1992

Where an employer has provided you with carrying equipment and trained you regarding handling techniques you must use them.

4.4 DANGEROUS MACHINES ORDER 1964

Only trained people are allowed to use machines (slicers, mixers, robot coupes etc.). The machines must always be used with the guards in place, and be identified with a dangerous machines notice.