

Relish

Health & Safety Policy

Relish Festive Ltd

51 Castle street

Cirencester

Gloucestershire

GL7 1QD

Policy Date : 1st January 2019

General Statement of Intent

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This Safety Policy is for Relish Ltd and applies to all catering Events sites and Venues associated with the company. The Policy relates to the activities of Relish in and around events sites, including the setting up and breaking down of working areas by staff employed by Relish.

Relish is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.
The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health.
Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance. Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.
The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Managing Director/Chairman/Proprietor. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy.

The monitoring of all issues relating to this policy is the responsibility of the Managing Director/Chairman/Proprietor.

Signed:

Date:1st January 2019

Robert Goves
Director
Relish Ltd

Roles & Responsibilities

Organisation & Managerial responsibilities –

The Director:

The company is owned and managed by Robert Goves who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

For particular events an independent Health and safety officer will be contracted and we may consult with them, at any time, for gaining help and advice with Health & safety matters.

Site Management Team- Responsible to the Director:

It is the responsibility of the Management team to co-operate fully with the Director and others as necessary to execute the company's policy.

The Management team comprises of :

Philippa Sawyer, Jason Harley, Adam Guppy, Rob Goves, Head Waiters, Kitchen Managers and Head Barpersons.

The organisation of the workforce is the responsibility of Site Managers:

Jason Harley, Adam Guppy Philippa Sawyer & Robert Goves, who hold the positions of Head Chef, Site Operations manager and Personnel managers respectively, and who are responsible for ensuring that the company's Health & Safety Policy and associated Procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Philippa Sawyer, Adam Guppy, Jason Harley & who may be supported by site managers, each responsible for specific areas of the site.

Depending on the size and nature of the event, the responsible person(s) may be supported by one or more supervisors who are nominated for the direct supervision and monitoring of the company operatives.

Employee / Contractor Obligations:

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, It shall be the duty of all employees/Contractors whilst at work:

-To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work.

- To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.

- To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health & Safety and the Environment.

-To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health &

Safety at Work Act 1974, the Environmental Protection Act 1990, and all associated Regulations and ACOPs.

- To maintain good standards of housekeeping in our premises and on client premises.
- To report any accident or incident including near-misses (whether or not personal injury results) to the office.
- To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake.
- To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of the immediate Supervisor.
- To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use, it is properly cleaned, stored and maintained.
- To undergo any Health, Safety, Environmental and operational training deemed necessary by the company.

Staff Consultation;

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

Specific Safety Functions and Named Responsibilities;

Food Safety Policy -	Jason Harley
Equipment Inspection records	Adam Guppy
Staff Training-	Philippa Sawyer
Risk Assessments-	Jason Harley/ Independent Consultant
Incident/ Accident reporting-	Jason Harley
First Aid –	Jason Harley,Adam Guppy,Jack Milner, Louis Mulcock

3. Arrangements

This section defines our company arrangements and policies for dealing with our activities.

3.1 Health & Safety Records

All records will be kept by the MD in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records
- Accident Record Book

In addition to the above general records, the following contract specific records will be maintained for each major event:

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.

3.2 Personal Protective Equipment

Personal Protective Equipment will be provided by the company and the relevant PPE must be worn at all times whilst carrying out work. Details of the correct PPE will be made available to employees. No employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health.

It will be the responsibility of each site manager to monitor the correct wearing of PPE.

3.3 PAT Testing

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager/ equipment supervisor to ensure that all equipment provided is suitable for the task, including any provided by a Customer.

3.4 Accident Reporting & Investigation

All employees/contractors must report any near miss, accident or injury to the Head Office. Details of all accidents will be entered into the company's accident record book which is kept at our head office.

It will be the responsibility of the MD or his nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required

by the 'Reporting of Injuries Diseases and Dangerous Occurrences Regulations' (1997) (RIDDOR).

Any accident resulting in more than minor injuries, or incident which might have resulted in serious injury, will be investigated by the MD or his nominated representative. Depending upon the circumstances of the accident, the MD or his nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

3.5 First Aid Arrangements

The MD or his nominated representative will ensure that as a minimum the organisation has an appointed person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary.

Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

3.6 Health & Safety Training

The company will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties.

3.7 Fire Safety

It is the responsibility of the site manager to ensure that all fire safety procedures implemented in client buildings and on client sites are communicated to staff. Where staff are carrying out hot work, the operative must first obtain the appropriate hot work permit from the building manager and ensure he has the appropriate fire extinguisher to hand.

Fire risk assessments will be carried out for all sites, by the organisation managing the site, and in their absence, by the company itself. The risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape-

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises. All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm

minimum) and employees must observe any line markers to indicate areas which must be kept clear. Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc
Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

Smoking-

In line with current legislation smoking is not allowed in client premises, our premises or company vehicles.

Housekeeping-

Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building. No combustible materials should be kept in rooms and stairwells should be kept clear of combustible materials at all times.

3.8 COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the company. A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant operatives.

3.9 Manual Handling Assessments

The company will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Manual handling assessments will consider the load to be handled, e.g. tools, equipment etc, its size and weight, the individual, the task and the environment in which the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

3.10 Risk Assessments

A company nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

Site specific risk assessments will be carried out for new sites which the Company's employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls, Burns/ Gas/ Electrocution/ and collapse of superstructure, during the operation of outside events. The company therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced by a nominated company representative or using an independent Health & Safety operative. Employees should have a copy of risk assessments for the work they carry out.

3.11 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may effect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

3.12 Discovery of a suspicious device

If you discover a suspicious device then it is imperative you do not touch it. Ascertain if it is anyone's property- "Is this anyone's bag." If you still think the parcel is suspicious- inform the police and evacuate the immediate area. DO NOT use: Radios, mobile phones, cordless phones or walkie talkie's near the package.

3.13 Spillage Control Procedures

Ensure everyone around you is aware of the spillage. Clean up the Spill- Only when it is safe to do so, you have ensured your own personal safety is not at risk and that you are using the necessary personal protective equipment (PPE). Clean the floor with correct detergents. ENSURE THE FLOOR IS DRY, and if necessary, disinfected before commencing work.

3.14 Electricity

Only On site contractors or those deemed competent in terms of qualifications, training and experience may attempt repairs to electrical supplies, generators or any on site appliances associated with electricity. Care must be taken when re-setting RCD's or any other breakers, unplugging or plugging of isolated equipment and appliances. If you are in any doubt DO NOT TOUCH. All cables will be laid in a way so as not to cause any potential hazards: Fires, electrocution or tripping. Cables should have a non-slip protective covering over them.

3.15 Loading and Un-Loading

All staff involved in the transportation to and from the Events site, and deliveries around the site, should ensure that all items are loaded and unloaded safely and with sufficient manpower. Ensure that all manual handling practices and guidelines are followed at all times. If there is any doubt, DO NOT start the task and ask management for assistance. All persons driving a vehicle,(including Golf buggies) on site will need a full valid driving licence and authorisation from management. Any items transported by vehicles on site should not be driven at more than 10mph.

3.16 Gas

Gas supply must be maintained in a safe condition and in accordance with manufacturers and installers recommendations.

The Gas supply must: Have a shut off valve located away from the appliance, but within easy access; NOT be obstructed, at all times; and highlighted with a fixed sign.

Procedures on site include induction, with staff, for action to be taken if a gas leak is found or suspected.

Gas installation and maintenance work to be undertaken ONLY by CORGI/GASSAFE registered engineers.

3.17 Stability of equipment used in the catering operation

All equipment, for example: Ovens, Grills, Stoves, Fryers, Water Heaters, Boiling urns, Brat pans, Dishwashers, Flags & Banners, and any other equipment involved in the catering work undertaken- Must be securely positioned for use. Tables in use must be erected and be secure enough for the whole event including set-up and breakdown. The nature of the ground condition beneath, and likely deterioration throughout an event, must be taken into account when setting up equipment.

3.18 Driving and Parking on the Relish Events site (inc. Delivery drivers)

Only those persons/employees with a valid driving licence are permitted to drive ANY vehicle on site, (this includes electric golf buggies).

All reversing of Lorries/ vans may only happen when an alert person is able to stand at the side of the vehicle with clear access around them and can see both the driver (in mirrors/out of window), and the area to which the vehicle is reversing. No mobile phones should be used or music played through an in car stereo that may cause distraction.

3.19 Policy for Sale of Alcohol and Management of Drunken Behaviour

Personal Licence Holders on Site: Adam Guppy, Philippa Sawyer, Robert Goves

A Personal Licence Holder representing Relish will be on site at all times, and all relevant licences and notices will be displayed clearly.

Relish will conform to all weights and measures, age restrictions and guidelines for drinking up times to ensure alcohol is managed responsibly on any events site.

Drunken Behaviour :

Relish Managers are to be informed of any drunken behaviour and may attempt to diffuse any situation with non-confrontational requests to leave the venue, site or marquee/ building. Further intervention is to be avoided and passed on to site security.

Any incidents are to be recorded in an 'incident book' and reported to relevant site/venue management. Relish staff are to be fully briefed on site of alcohol trading hours, alcohol management and Health & Safety regarding alcohol.

