



HEALTH AND SAFETY GENERAL POLICY



CHORLEY BUNCE (MEALS ON A MISSION) LIMITED GENERAL POLICY

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CHORLEY BUNCE (MEALS ON A MISSION) LIMITED

POLICIES

A. POLICIES

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GENERAL POLICY STATEMENT

Chorley Bunce (Meals on a Mission) Limited regard **Error! No bookmark name given.** the promotion of Health and Safety measures as a mutual objective for Management and Employees at all levels.

It is therefore the Management's Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the Company, its operations and buildings. In particular, this Management has a responsibility:-

- to provide and maintain safe and healthy working conditions, taking account of any statutory requirements;
- to provide training and instruction to enable employees to perform their work safely and efficiently;
- to make available all necessary safety devices and protective equipment and to supervise their use;
- to maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular, by consulting and involving employees or their representatives wherever possible.

All employees have a duty to co-operate in the operation of this Policy:-

- by working safely and efficiently;
- **Error! No bookmark name given.**by using the protective equipment provided and by meeting statutory obligations;
- by reporting incidents that have led or may lead to injury to people or damage to property or equipment;
- by adhering to Company Procedures, for securing a safe workplace;
- by assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement, together with procedures will be displayed in suitable areas. The Policy will be continually reviewed by the Management and amended or added to as appropriate.

This document contains additional policies and procedures in support of this statement.

This Policy will be reviewed in 12**Error! No bookmark name given.** months time, unless anything instigates a change which necessitates it to be reviewed sooner.

Signed: Title: DIRECTORS

Date:



Policy Reviewed By:

Date:

GENERAL ARRANGEMENTS

1. What to do IN CASE OF FIRE is covered by separate instructions posted throughout the premises. (See fire procedure section)
2. Employees must report ALL INCIDENTS. Where necessary, these will be followed by an investigation to determine the cause so as to remedy any faults and prevent a recurrence of the incident. (See Incident Reporting Section)
3. FIRST AID. The location of first aid boxes and the names of first aiders are published on the notice board.
4. INSTRUCTION of employees in safe working methods and the maintenance of these methods are amongst the duties of **Error! No bookmark name given.**Head Chefs who also initiate any steps necessary to improve unsafe conditions.
5. The TRAINING OF EMPLOYEES in health and safety matters necessary to their work and in the operation of emergency procedures is undertaken by the appropriate competent person.
6. GOOD HOUSEKEEPING is considered to be the foundation of our Safety Programme in which everyone must play a part. There are arrangements for:-
 - the proper storage of clothing, tools**Error! No bookmark name given.** and waste and the removal of waste;
 - the provision of adequate space for **Error! No bookmark name given.**equipment and working materials;
 - maintaining clean working areas, **Error! No bookmark name given.**offices, washing, toilet and first aid facilities.
7. The MAINTENANCE of equipment on which personal safety depends is the responsibility of the employer. All defective equipment will be withdrawn from use until faults are rectified, and all maintenance work will be undertaken by competent personnel.
8. Regular SAFETY INSPECTIONS of all areas will be undertaken in accordance with a timetable agreed by Management outlined in the Monitoring section. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out if reasonably practicable to do so.
9. **Error! No bookmark name given.**Every effort is made to provide appropriate PERSONAL PROTECTIVE EQUIPMENT in consultation with the employee and Management.
10. Safety procedures and rules for CONTRACTORS are outlined in the Contractors section.
11. RISK ASSESSMENTS will be carried out as required under the current edition of the Management of Health and Safety Regulations.
12. The risk assessments will be MONITORED AND REVIEWED as necessary.

IMPLEMENTATION OF POLICY

The Policy will be implemented in the following manner.

1. **Error! No bookmark name given.**Where planning or tendering for contracts, provision will be made for the health, safety and welfare of employees and others.
2. In all of the Company's activities the Health and Safety Policy will be implemented by:-
 - providing and maintaining equipment and systems of work which are carefully designed and monitored;
 - ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
 - ensuring that a high standard of instruction, training and supervision is given to employees and all necessary information regarding health and safety at work is provided;
 - ensuring the workplace is maintained in a high standard of cleanliness, hygiene and housekeeping and there are safe and proper means of access to and egress from places of work;
 - Error! No bookmark name given.**ensuring that adequate personal protective equipment, is provided for all employees and is used by them;
 - ensuring that there are specific arrangements entered into when sub-contracting work so that the Policy is adhered to by sub-contractors;
 - ensuring that adequate facilities and arrangements are to be provided for welfare at work;
 - ensuring that all employees comply with the relevant laws and Regulations and co-operate with those responsible for enforcing them. A system will be maintained for the prompt reporting of accidents and their investigation, together with implementing any preventative measures or statistical appraisals if appropriate;
 - ensuring that the responsibilities of employees in connection with health and safety are specified clearly in writing.

COSHH POLICY

1. GENERAL STATEMENT

The Company accept that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Company undertake to control exposure by engineering means where reasonably practicable.

Where **Error! No bookmark name given.** exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this Policy requires the total co-operation of all members of management and staff.

2. INFORMATION AND TRAINING

The Company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

3. CONTROLS

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and **Error! No bookmark name given.** can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken. The most important steps are:-

- identify the hazard;
- assess the risk;
- eliminate, prevent or control the risk;
- maintain and monitor the controls;
- monitor the health of the workforce;
- ensure assessments and controls are up to date.

ENVIRONMENTAL POLICY

Error! No bookmark name given.

We at Chorley Bunce (Meals on a Mission) Limited realise that:-

- planned prevention or reduction of pollution is cheaper than rectification after the event. It therefore makes sense to minimise waste and pollution to reduce long term costs.**Error! No bookmark name given.**
- our Policy begins with a consideration of the impact of the Company's activities on both the local and wider communities and will take account of transportation of raw materials, use of energy, distribution of finished product and discharge of emissions and wastes.

The Company therefore have the following commitments and objectives to:-

- minimise disturbance to the local and global environment and to the quality of life of the local communities;
- comply with all relevant statutory regulations;
- maintain appearances and highest environmental standards within the Company premises;
- take positive steps to conserve scarce and non-renewable resources;
- assess, in advance if possible, environmental effects of new processes and developments;
- provide necessary information to enable proper use, storage and disposal of Company products to avoid harm to the environment;
- provide necessary information to enable employees to operate processes properly and minimise effects on man and the environment;
- keep the public informed of major new projects in the locality.

OVERALL

To develop the Company paying full regard to the environment and taking into account the view of all parties whose interest may be affected.

The Company will act in accordance with appropriate codes of practice.

This Policy will be communicated to all employees.

ORGANISATION

The Directors have ultimate responsibility for this Policy and through the Management team **Error! No bookmark name given.**and Head Chefs will direct this Policy to all concerned.

BLOODBORNE VIRUSES POLICY - OUTDOOR

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AIDS

Bloodborne viruses are generally considered to be HIV, Hepatitis B, and Hepatitis C, but there are a considerable number more, all of which should be seen as a potential risk. For the purposes of this Policy, HIV and Hepatitis B, and C are considered due to their infectivity and prevalence.

AIDS (Acquired Immune Deficiency Syndrome) can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV). As a result of this infection the body's normal defences against illness may break down. Where this happens an individual is open to infections which otherwise would not have occurred. Not all individuals who become infected with the virus will necessarily develop AIDS.

HIV is a bloodborne virus, transmitted from one person to another via: unprotected sexual intercourse; blood-to-blood contact (e.g. injecting drug use); mother-to-baby transmission.

Normal social and work contact with an infected person is safe for both employees and others. Infection is not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

There is a risk where there is direct contact with blood or other bodily fluids (e.g. saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals particularly where the blood or bodily fluids can enter through an open wound.

HEPATITIS B (HBV)

Hepatitis B is a liver disease caused by the Hepatitis B Virus (HBV) it can affect people in different ways ranging from no apparent symptoms, flu like symptoms or nausea to severe liver damage.

In the workplace anyone who comes into direct contact with the blood or other bodily fluids of an infected person is at risk.

HEPATITIS C VIRUS (HCV)

Again, like Hepatitis B, HCV affects the liver and causes similar symptoms. It is passed on to others by the same routes previously stated. It is more common with the injecting drug user. There is no vaccine currently available against this virus. Treatment is available but not always effective.

HBV AND HIV IN CONTEXT

HBV is many times more infectious than HIV.

HBV can survive for up to seven days at room temperature in the air or on surfaces e.g. tables, chairs. HIV cannot survive in air. HBV has been shown to survive in laboratory conditions for up to six months outside of the body, and likewise HIV for up to sixteen days in similar conditions. All body fluids need to be considered infectious for as long as they are present, and until they are removed safely.

There is a vaccine to prevent infection from HBV. There is no vaccine to prevent infection from

HIV.

TRANSMISSION

Bloodborne viruses cannot be transmitted from one person to another unless the virus enters the blood stream of the host from infected blood or bodily fluids. This can occur in a number of ways:-

- accidental injection of blood or other bodily fluids;
- splashes of blood or other bodily fluids into the eyes or other mucous membranes;
- splashes of blood or other bodily fluids into cuts, open sores or abrasions.

PRECAUTIONS

The control of infection from blood borne viruses requires a sensible approach in taking appropriate action to protect all employees at risk by providing safe systems of work and training. It is likely that most workers will come into contact with blood or other bodily fluids either when collecting disposed sharps or as a result of an accident. However adopting a common sense approach should provide protection from any possible infections. The following precautions must be adhered to by all employees:-

- cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing;
- when collecting sharps always use anti syringe gloves (to EN388), used in accordance with the manufacturers instructions;
- safety boots must always be worn on site;
- always use litter tongs to pick up litter and sharps if practicable;
- place discarded sharps in a yellow sharps box. When three quarters full, this must be disposed of as contaminated waste by a licensed waste carrier;
- do not use teeth when putting on/removing gloves;
- wear disposable sterile surgical gloves when administering First Aid. The disposable gloves must be placed in a clinical waste bag and disposed of as contaminated waste by a licensed carrier;
- pull off sterile gloves so that they are inside out;
- hands must be washed with soap before and after applying dressings;
- hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves;
- if contact is made with blood or other bodily fluids, these may be cleaned up by using absorbent materials and a solution of one part bleach to ten parts water; N.B. **DO NOT** use bleach on urine spillages. Use soap and water.
- when handling **Error! No bookmark name given**.sharp equipment great care must be taken to avoid accidentally cutting or piercing the skin.

- if accidental **Error! No bookmark name given.**puncture wound occurs, apply First Aid.

ACTION REQUIRED IF AN INCIDENT OCCURS

If **Error! No bookmark name given.**cuts or open wounds come into contact with potentially contaminated sharps, encourage bleeding.

Wash the affected area thoroughly with soap and water.

If available, treat with alcohol, either Mediswabs or Hibisol handwash.

If the mucous membrane or eyes are affected, wash the affected area with copious quantities of running water.

Attend the nearest Hospital Accident and Emergency Department immediately.

Advise the following information:-

- the date, time and location of the incident;
- a description of the incident.

As soon as possible report the incident to the Head Chef/Directors.

Ensure the Accident Book is completed.

The Head Chef/Directors will, if appropriate undertake an accident investigation.

CONCLUSIONS

In order to comply with legislation and to prevent the spread of infection the following five principals have been identified.

Risk Assessments

Suitable assessments to be carried out in order to identify those individuals at risk.

Provide Safe Systems of Work

From the risk assessments, put into place such controls as are necessary to eliminate or reduce the risks to an acceptable level i.e. provide instruction, training, and supervision.

Isolate Potentially Infected Material

All potentially infected material **Error! No bookmark name given.**must be identified and handled properly, including the safe disposal and incineration of all clinical waste, syringes and needles.

Protect the Individual

Personal Protective Equipment and clothing, including gloves and boots are important in safeguarding those at risk and must be worn at all times. Any defects, loss or damage must be reported immediately.

Monitoring Compliance

Any written Policy is only as good as the level of compliance by employees and it is up to management to ensure that the precautions outlined in this Policy are put into practice by all those at risk and to this effect Directors will be responsible for ensuring its compliance.

PREVENTION OF VIOLENCE TOWARDS EMPLOYEES IN THE WORKPLACE

Error! No bookmark name given.

1. POLICY STATEMENT

In recognition of its general duty under Section 2 of the Health and Safety at Work etc. Act 1974, and more specifically the current edition of the Management of Health and Safety at Work Regulations to provide safe systems and places of work including adequate information, instruction and supervision, Management accepts that any actual or implied threat of violence to employees is wholly unacceptable and will make every effort to eliminate or reduce to an acceptable level the risks of violence.

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people and can be defined as any incident in which an employee is abused, threatened or assaulted. Violence can take many forms including physical violence, verbal abuse and threats (with or without a weapon), rude gestures and innuendoes and sexual or racial harassment.

In order to meet its obligations to employees, Management is committed to the following Policy principles.

The risks faced by employees in carrying out their responsibilities and the increasing number of threats in our society are acknowledged.

Actual or threatened assaults on employees are wholly unacceptable and these guidelines are issued to provide assistance to employees in dealing with violent or aggressive behaviour.

Management recognises and acknowledges certain duties may carry additional risks to employees in dealing with violent or aggressive behaviour.

There is a commitment of Management to supporting its employees who are subject to assault in the course of their employment. The extent of such support will depend on the individual circumstances of each incident and will be determined accordingly. **Error! No bookmark name given.** Practical means of support may **Error! No bookmark name given.** be offered **Error! No bookmark name given.**

Every assault reported will be investigated thoroughly by Management and a written report submitted.

A central file of such incidents will be kept by Management and information relating to incidents collated. Copies will also be sent where applicable to the Insurance provider.

Error! No bookmark name given. It is important to stress the need for individual members of staff to pick up, as quickly as possible, the signs and symptoms of potentially violent situations. Because of the way the Company operates and services it provides, each individual member of staff must do all they can to try and deflect and diffuse potentially aggressive incidents and to use their own skills and judgement as a means of so doing. Equally, an individual member of staff should try to summon help as soon as it is realised that an incident is beginning to escalate.

The detailed guidelines outlined in other sections of this document will be reviewed regularly and as experience develops.

Error! No bookmark name given. Management is committed to full consultation with all concerned on all aspects of policies and procedures relating to violence to employees.

2. PREVENTION AND AVOIDANCE OF VIOLENCE

All employees should read and note the following advice in order that the possibility of violence towards them might be reduced and the effects of any violent incidents minimised.

The advice is not meant to be an exhaustive list of "do's and don'ts" since your response to awkward situations can vary enormously depending upon the circumstances of the particular occurrence. It is essential therefore, that you use your common sense and judgement to avoid such difficulties occurring.

Prevention of Acts of Violence

Be perceptive and try to read situations.

Avoid argumentative situations developing.

Exercise care in what you say – try to be polite and objective – speak calmly, slowly, quietly and firmly.

Error! No bookmark name given. Offer alternatives; agree to talk at a later date, if appropriate leave the scene.

Make sure the person has suitable space, as people can feel threatened if you stand too close to them.

Do Not Be Provocative

Try to ignore all provocation, since responding to it may lead to violence.

If the person becomes aggressive, make sure that he or she can back down without losing face.

•**Error! No bookmark name given.** Consider leaving them alone, though do not ignore them completely, let them know that you are going to leave them in peace;

•Managerially, attempts should be made to ensure:

- **Error! No bookmark name given.** Continuity of staffing;
- Good communication between Management, employees and between employees and "others";
- **Error! No bookmark name given.** React positively to the needs of others in terms of privacy and environment.
- **Error! No bookmark name given.** Positive response to staff anxieties – in particular, any request from staff for support to be accompanied must be respected and acted upon.
- At all times YOUR personal safety is paramount - When in doubt - GET OUT. Sometimes, leaving a situation is the appropriate professional response.

When Violence Occurs

However good you are as a worker, whatever precautions you take, whatever procedures are established in your Management Structure, the possibility of violence, assault or threatening behaviour, cannot be totally eliminated. Therefore when violence occurs:-

- if you are in a room or near an alarm, raise the alarm;
- if the person is armed - carrying some sort of weapon (an ordinary table fork for instance is a weapon) wherever possible, do not attempt to disarm the person and avoid grappling with the person. Withdraw if you can;
- if you are attacked, try to break away and try to get furniture or equipment between yourself and the person. If escape is not possible, try to calm the person down by talking, but if you can get away, then RUN;
- if a person is actually damaging property, he or she should be left and you should try to move away from the situation;
- if, after a warning, the person continues to exhibit violent behaviour, contact your supervisor with a view to calling the police;
- personal safety is always more important than property.

3. ACTION TO BE TAKEN IN THE EVENT OF VIOLENCE

If violence occurs in spite of all efforts to prevent it, then some measures must be taken to contain the incident. Assistance should be sought as soon as possible. This may include calling the Police.

Whilst accepting the overriding principle that people are more important than property, consideration must be given to the extent of the damage that should be allowed to take place before it becomes a danger not only to the person causing the damage, but to others.

If an employee is attacked, they should try to break away. However, they should endeavour not to put anyone else at risk by doing so. They should, if possible, avoid grappling single-handedly with anyone but should wait until assistance arrives.

When lone employees find themselves faced with a violent situation, they should not attempt physical intervention on their own unless it is essential for their own protection. They are advised that they should attempt to withdraw from a violent or potentially violent situation.

4. RECORDING VIOLENCE - The Principle

Recording and distributing information is essential in dealing with violent incidents. The importance of maintaining such records has been emphasised by numerous reports. Guidelines issued by the Health and Safety Executive in its document "Violence of Staff" state:

"Once it has been established that there is some problem of violence, it is necessary to initiate a formal reporting system. Without information about incidents of violence it is not possible to develop a methodical analysis, nor is it likely that effective strategies for prevention will be found".

Error! No bookmark name given.The information should be used to identify situations when

violence is likely to occur and to identify people likely to be violent or with a known history of violent behaviour.

Error! No bookmark name given.We do not accept that such concerns should result in employees being denied advanced warning should they be called upon to become involved with someone believed to have a propensity to violence. We therefore propose that there should be a system for alerting employees who have to work with someone with a known history of violent behaviour.

5. PROCEDURE TO BE INITIATED FOLLOWING AN ACT OF VIOLENCE

There are three main aspects of post-violent procedure:-

- CARE of assaulted employee;
- RECORDING for employee and Health and Safety records;
- RECORDING of incident.

Care of Employees

Medical treatment must be obtained whenever necessary. When an employee needs to attend hospital they must be accompanied.

If an employee has to take sick leave, then regular contact should be maintained and support offered throughout the period of absence.

Recording – Employee and Health and Safety Records

Where death or any notifiable major injury to any employee occurs, the responsible person must immediately notify the proper Authority, and report to them in writing within 10 days. All such accidents must also be reported immediately.

An Accident Report form must be completed as soon as possible.

Recording of Incident

In addition, an Incident Report Form (Appendix 1) must be completed as soon as possible.

A full written report on the violent incident must be completed where possible by the employee involved, any witnesses, and by the person in charge at the time. All statements should be signed and dated.

Copies of the Accident Report Form, the Incident Report Form and the Incident Investigation Report will be placed on the employee's personal file.

A record and analysis of all violent incidents will be maintained and reported annually.

6. REPORTS TO THE POLICE

It is recommended that all acts of violence to staff which results in physical injury should be reported to the police.

It is acknowledged that there might well be circumstances in which an injured employee does not wish to press charges or make a statement against another person.

7. CONCLUSION

In an attempt to minimise the possible exposure to violence, Management will ensure that research into activities and jobs where violence may occur will take place. This data will be analysed to ensure that resources are directed to where they are most needed. A formal system for reporting and recording incidents where violence occurs will be established (Appendix 1). Employees will be positively encouraged to report any such incidents. The information gathered will be analysed and possible preventative strategies developed in an attempt to counteract any possible re-occurrences. This may include revised work practices, employee training, additional security etc.

Appendix 1

INCIDENT REPORT FORM

Date of incident	Location	Time
Name		Address
Position		
What were you doing at the time of the incident?		
DETAILS OF ASSAILANT(S) (IF KNOWN)		
Name(s)	Name(s)	
Address(es)	Address(es)	
Age	Age	
Male/Female	Male/Female	
Other Details	Other Details	
WHAT HAPPENED? (Give an account of the incident, including relevant events leading to incident)		
OUTCOME (Injury? Verbal Abuse? Anti-Social behaviour? Damage to person/other property?)		
		Time lost
		Legal Action
		Police Informed?
DETAILS OF INCIDENT (Provide sketch if possible)		
SIGNED		DATE

ELECTRICAL SAFETY POLICY

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocutation can also cause burns and shorting of conductors can cause fire or explosion.

Company acknowledges that it has duties under the Electricity at Work Regulations 1989 to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

Fixed (Permanent Installation)

Any modifications or extensions to the fixed electrical installation will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing machinery are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regs. **LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.** Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent.

Portable Electrical Appliances

For the purpose of this Policy a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

- All portable electrical appliances will be identified with a unique number and will be listed in a Portable Electrical Appliances Register.
- All persons using hand held electrical appliances are responsible for inspecting plugs and lead before use.
- Any person finding an item of damaged equipment should bring this to the attention of the Directors or Head Chefs immediately.
- All portable electrical appliances will be inspected and tested in compliance with the current guidance which includes the Institution of Electrical Engineers recommendations.

Contractors

All portable electrical appliances used by contractors on the company's premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30mS.

Contractors will be required to provide evidence that any portable electrical appliances brought onto the Company's premises have been tested by a competent person in the last 12 months.

LONE WORKING POLICY

GENERAL POLICY

The Company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The Company's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

The people responsible for the implementation of this Policy are the Directors and the co-operation of management and employees is essential to its success.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Assessments of the risks of working alone carried out under the Management of Health & Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:-

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

INFORMATION AND TRAINING

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

SAFE SYSTEMS OF WORK

Rules and instructions will be developed, if necessary in writing, to cover the following.

Required ability of employees, e.g.:-

- professional training;
- qualifications and experience;
- medical fitness.

Suitability of equipment, e.g.:-

- quality of hand tools;
- level of personal protective equipment supplied by the company;
- insulation of portable lighting and other electrical appliances.

Means of communication, e.g.:-

- two-way radio;
- telephone;
- remote manual or automatic alarm system;
- regular visits by competent person.

Provision for treatment of injuries, e.g.:-

- portable first aid kit;
- availability of first-aider.

Emergency and accident procedures, e.g.:-

- means of summoning help;
- means of raising alarm;
- rescue plans and equipment;
- fire fighting equipment.

Training, e.g.:-

- for safe use of specialised equipment and processes, etc.

Supervision, e.g.:-

- for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits.

DEFINED WORKING LIMITS

The Company will establish clear procedures to set limits of what can and what cannot be done while working alone.

PERMITS TO WORK

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity may not take place. Copies of permits will normally be issued to everyone directly involved with the activity, e.g the solitary worker, the closest supervisor and the relevant manager.

MANUAL HANDLING POLICY

Error! No bookmark name given.

GENERAL STATEMENT

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This Policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The people with the responsibility for implementing the provisions of this Policy are the Head Chefs.

ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Elimination of hazardous manual handling activities

The Company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

Assessment of risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

The task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

The load

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate.

Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

The individual

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads that are beyond their individual capability. Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The working environment

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

Other factors

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must be avoided, as this can reduce the concentration of an individual.

DUTIES OF HEAD CHEFS

Head Chefs must ensure that:-

- manual handling assessments are carried out where relevant and records are kept;
- employees are properly supervised;
- adequate information and training is provided to persons carrying out manual handling activities;
- any injuries or incidents relating to manual handling are investigated, with remedial action taken;
- employees adhere to safe systems of work;
- safety arrangements for manual handling operations are regularly monitored and reviewed;
- employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work;
- special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

DUTIES OF EMPLOYEES

Employees must ensure that:-

- they report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity;
- they comply with instruction and training which is provided in safe manual handling activities;
- their own health and safety is not put at risk when carrying out manual handling activities;
- they use equipment which has been provided to minimise manual handling activities;
- any problems relating to the activity are reported to a responsible person.

INFORMATION AND TRAINING

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads that are handled and objects which have eccentric weight distribution.

SAFE SYSTEM OF WORK

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:-

- ensure that formalised systems of work which have been designed for the work activity are complied with;
- make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment;
- store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height;
- use the legs and knees to bend and lift — do not stoop or bend the back;
- avoid tasks which require stretching or twisting;
- ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue;
- ensure that there are no sharp, hot or cold edges which could cause injury;
- ensure that walkways are free from obstructions;
- make full and proper use of personal protective equipment;

Report any problems or concerns associated with manual handling operations to a responsible person without delay.

PROVISION AND USE OF WORK EQUIPMENT POLICY

The requirements of the Provision and Use of Work Equipment Regulations shall be implemented by ensuring that work equipment is suitable and properly adapted for the purpose for which it is provided.

The Company shall select equipment with regard for the working conditions and the risks to the health and safety of employees who may use or be exposed to the equipment.

The selection of equipment shall take account of the following:-

- initial suitability;
- the location where it is to be used;
- the purpose for which it is to be used.

Where specific hazards are identified, access to the equipment shall be restricted to those employees given the task of using it.

If work equipment cannot be made totally safe, all practicable measures shall be taken to minimise the risk. Suitable training, instruction and information shall be provided to any employee at risk.

All equipment shall be checked for suitability by the Directors/Head Chefs prior to its use and where appropriate details of such checks shall be documented and records maintained.

TRAINING POLICY

Error! No bookmark name given.

It is the Policy of this Company to ensure that all staff are trained to a suitable and acceptable level and that training is reviewed annually. The Directors are responsible for training, assisted where appropriate by the Head Chef.

Induction Training

All staff will receive the basic Induction Training in the following topics:-

General Health and Safety Awareness

Hazard Identification and Reporting

Manual Handling

First Aid

Food Hygiene

Violence

Accident Reporting and Recording

It will be the responsibility of the nominated Head Chef and the Director to ensure this is completed and that a signed record is kept.

Ongoing Training

It is the responsibility of the Head Chef to ensure any additional training is undertaken as required.

Documentation and Procedures

All employees will be trained in the provision and execution of all procedures the Company uses with regard to the safety of themselves and the safety of others affected by their actions.

Managers

All Head Chefs will ensure staff are regularly reviewed and where/when necessary training provided to ensure staff maintain a high standard. The Head Chefs are responsible for maintaining all training records. This to be in conjunction with Directors.



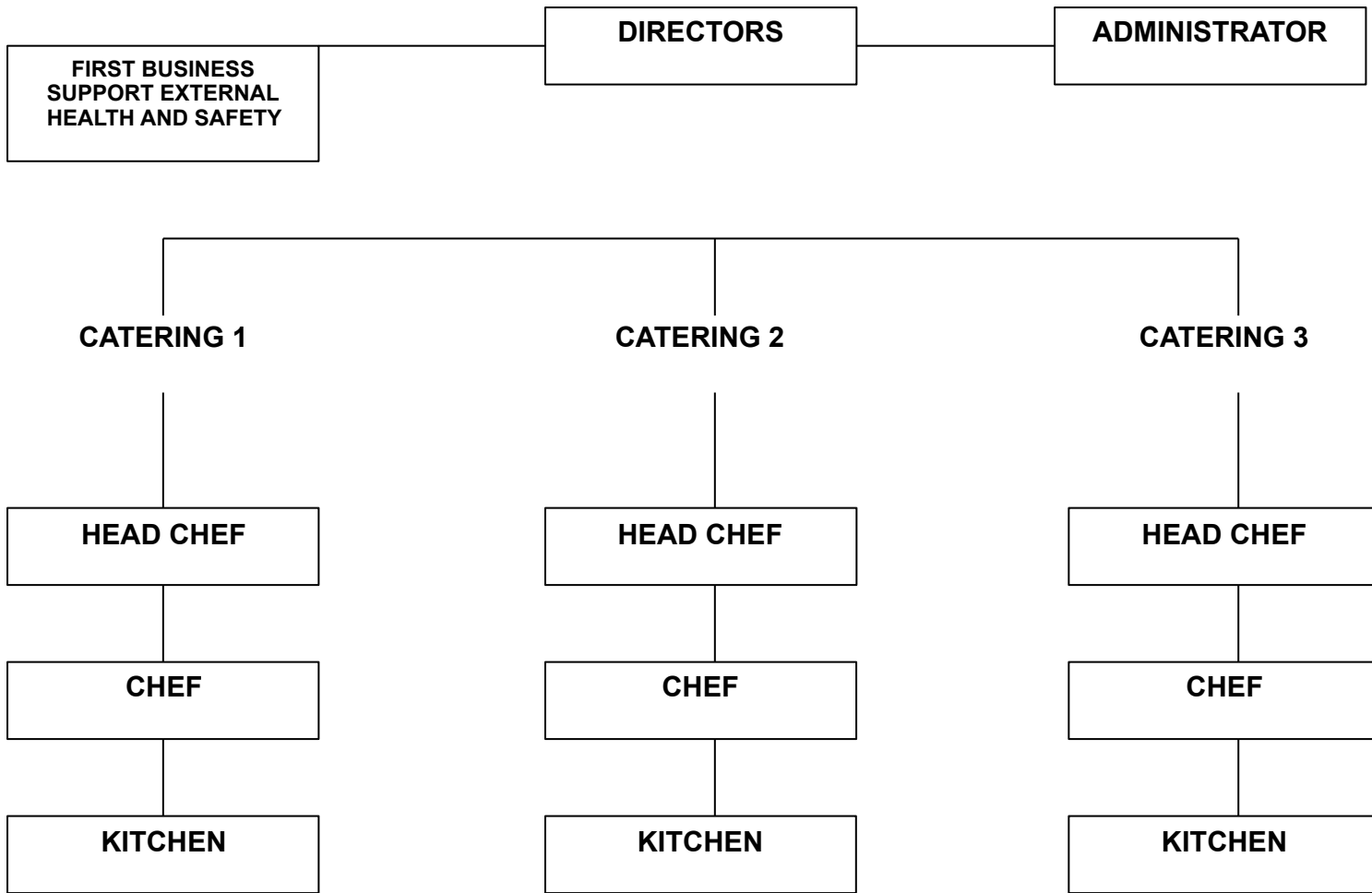
CHORLEY BUNCE (MEALS ON A MISSION) LIMITED

ORGANISATION AND RESPONSIBILITIES

B. ORGANISATION AND RESPONSIBILITIES

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HEALTH AND SAFETY MANAGEMENT STRUCTURE



Error! No bookmark name given.

INDIVIDUAL RESPONSIBILITIES

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POLICY

It is the Policy of this Company that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to Company property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to Company policy and safe systems of work, and to accept and carry out their responsibilities. Failure to do this will result in disciplinary action being taken against the employee. This awareness will be achieved through Induction Training and the Safety Handbook. In this context, employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with the Company so as to enable it to carry out its own responsibilities successfully.

Employees who authorise work to be carried out must ensure that sufficient information, instruction and supervision are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.

All sub-contractors employed by the Company will be required to comply with, and adhere to the Company Policy on Safety.

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SPECIFIC RESPONSIBILITIES

DIRECTORS

Responsibilities include:

1. To oversee the effective application of the Company Safety Policy with the aim of preventing accidents and reducing hazards.
2. To co-ordinate the efforts of all parties on matters of health, safety and welfare.
3. To arrange adequate funds and facilities to meet the requirements of the Policy.
4. To when appropriate institute a review of the Policy. **Error! No bookmark name given.**
5. To ensure that the disciplinary procedures are adequate to act against those who breach Safety Policy or safe practices.
6. To ensure that all levels of staff receive adequate and appropriate training.
7. To insist that sound working practices are observed.
8. To make certain that in tendering, at planning stages and in the production processes allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.
9. To institute appropriate reporting, investigation and costing of injury, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends.
10. To ensure that the appropriate insurance cover, which embraces both statutory and general requirements, are met and maintained and that adequate copies of the insurance certificate are conspicuously displayed.
11. To ensure that suitable risk assessments are carried out by competent personnel and that suitable records are maintained.
12. To carry out risk assessments in those areas under their control to identify all hazardous activities and the risks associated with such activities.
13. To bring to the attention in writing of those concerned, the significant risks identified as a result of any such assessments.
14. To stipulate safe systems of work, so that all work both on or off the premises is carried out in accordance with Statutory requirements, codes of practice and Company rules.
15. To ensure that risk assessments are reviewed regularly.
16. To ensure that risk assessments are undertaken on any new or proposed activities or processes.
17. To ensure that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent.
18. To ensure that suitable written records are kept and maintained of such inspections.
19. To set a personal example.

HEAD CHEFError! No bookmark name given.

Responsibilities include:-

1. To bring the Health and Safety and Food Safety Policy Statements to the attention of all staff and ensure that they are displayed in prominent locations.
2. To ensure that the objectives outlined within the Safety and Food Safety Policies and Management Control System are fully understood and observed by persons under their control.
3. To ensure that changes in the Health, Safety and Food Safety Policies and Management Control System are brought to the attention of all persons under their control.
4. To ensure that safe and hygienic systems of work are implemented and monitored.
5. To ensure that all relevant registers, notices and documents are maintained and available for inspection.
6. To ensure that matters concerning Safety and Food Safety raised by staff are thoroughly investigated and where necessary, effective action taken.
7. To ensure that persons under their control are given adequate information, instruction and training to enable them to carry out their duties in a safe manner.
8. To ensure that all accidents, near miss incidents and cases of ill health are adequately reported, recorded and investigated as detailed in the Accident and Incident Reporting Procedure.
9. To ensure that all incidents of food contamination, all cases of illness of food handlers and all incidents of food related illness are adequately reported, recorded and investigated as detailed in the relevant reporting procedure.
10. To monitor the Health, Safety and Food Safety activities at the recommended intervals.
11. To ensure that adequate welfare facilities are provided and maintained to the required standard.
12. To carry out risk assessments in those areas under their control to identify all hazardous activities and the risks associated with such activities.
13. To bring to the attention in writing of those concerned, the significant risks identified as a result of any such assessments.
14. To stipulate safe systems of work, so that all work both on or off the premises is carried out in accordance with Statutory requirements, codes of practice and Company rules.
15. To ensure that employees are effectively instructed in safe systems of work and that records of instruction are kept.
16. To ensure that risk assessments are reviewed regularly.

17. To ensure that risk assessments are undertaken on any new or proposed activities or processes.
18. To conduct routine safety checks in those areas under their control and provide Senior Management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken.
19. To ensure that suitable written records are kept and maintained of such inspections.
20. To set a personal example.

ALL OTHER EMPLOYEES

Responsibilities include:

1. To be familiar with the Safety Policy and implement it at all times.
2. To develop a concern for safety personally and for others, particularly new employees.
3. To avoid improvising.
4. To suggest ways of eliminating hazards.
5. To co-operate with the Company in maintaining a safe working environment and make your contribution to reducing accidents.
6. To take care of Company property entrusted to you, refrain from horseplay, the abuse of welfare facilities and the misuse of equipment.
7. To operate only items of equipment for which you have been trained, deemed competent and authorised to use.
8. To use the correct tools and equipment for the job. Use the safety equipment and protective clothing (P.P.E.) which is made available and issued when required.
9. To keep tools and equipment in good condition.
10. To report to your line manager any defects in equipment. Ensure that equipment is in a safe and secure state when unattended.
11. To report any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Head Chefs.
12. To comply with any risk assessments which have been undertaken.
13. To obey Company safety rules.
14. To set a personal example.

FIRST BUSINESS SUPPORT EXTERNAL HEALTH AND SAFETY ADVISOR

Responsibilities include:-

Chorley Bunce (Meals on a Mission) Limited has engaged First Business Support to provide advice on all aspects of Health and Safety at Work.

First Business Support have contractual responsibilities to provide:-

- Access to consultancy expertise 24hrs per day on any safety query.
- Assistance with any emergency/accident investigation.
- A continuous programme of researching all changes in the legislation and incorporating these into the safety system(s).
- Liaison with the Enforcing Authorities/Local Authorities on behalf of the client with regard to safety requirements.
- An indemnity covering the cost of defending Safety/Enforcement Action in accordance with the Policy conditions.

ORGANISATION AND RESPONSIBILITY

OVERALL RESPONSIBILITY

The Directors

HEALTH AND SAFETY GENERAL POLICY

Issue 1
February 03

have overall and final responsibility for Health and Safety within the Company and its operations.

Error! No bookmark name given. They will ensure the Company have an effective Policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of current Health and Safety legislation are satisfied.

SPECIFIC RESPONSIBILITIES

Responsibility	Name
Instruction in Safe Working Practices:	Head Chefs
Training:	Directors
Mobile Kitchen Health and Safety Inspections:	Head Chefs
Equipment Maintenance and Inspection:-	
Outside Services:	Directors
First Aid Provision:	Appointed Persons
Fire:- Equipment:	Head Chefs
Evacuations:	Head Chefs
Housekeeping:	All Employees
Accident Reporting and Recording:	Head Chefs
Accident Investigation:	Directors and/or Head Chefs
Risk Assessments:-	
General:	Directors
COSHH:	Directors
Manual Handling:	Directors
PPE:	Head Chefs
Food Hygiene:	Head Chefs
Services:-	
Waste Error! No bookmark name given.:	Head Chefs

CONTRACTORS RESPONSIBILITY

Contractors are responsible for ensuring that all persons under their control are aware of the following Company Procedures:-

- Fire Procedure
- First Aid Arrangements

The Contractor must ensure that all equipment brought on to the premises is fit for the purpose and in a good state of repair.

The Company reserve the right to order off site any Contractor not complying with the Safety Policy and/or safe systems of work.

It is the responsibility of the Company to inform the Contractor of any known hazards. It is the responsibility of the Contractor to provide Risk Assessments, Method Statements, or Safe Systems of Work, which must be adhered to in all aspects of safety.

The Company will inspect all equipment and procedures before commencement of the work and at regular intervals during the period of work.

CHORLEY BUNCE (MEALS ON A MISSION) LIMITED

PROCEDURES

C. PROCEDURES

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Error! No bookmark name given.Error! No bookmark name given.CONULTATION WITH EMPLOYEES

Chorley Bunce (Meals on a Mission) Limited acknowledge that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult employees on health and safety matters. It has chosen to fulfil this duty by direct consultation.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:-

- conversations with individuals;
- staff meetings;
- information displayed on notice boards;
- letters attached to payslips.

Any employee wishing to raise a matter for discussion should bring it to the attention of the Head Chefs and/or Directors.

Error! No bookmark name given.Error! No bookmark name given.RISK ASSESSMENTS

Under the current edition of the Management of Health and Safety at Work Regulations the Company are required to carry out risk assessments.

The purpose of risk assessments is to identify any significant hazard and to ensure that the risk is, where possible, eliminated or controlled to minimise the potential of injury.

The Company's aim is to:-

- identify the hazard;
- identify the staff or third party that might be affected by that hazard;
- ensure that controls are adequate;
- where necessary, action further controls;
- periodically review to maintain controls for the purpose of Risk Assessment. (You should look solely to such hazards that constitute a significant risk.)

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

Guidance Notes, which may be referred to when undertaking risk assessments are listed in the appropriate section of this Policy.

Error! No bookmark name given.COSHH PROCEDURE

The Company acknowledges that it has a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to assess the health risks associated with the substances it uses or produces, either intentionally or as by-products of its activities. It recognises that the purpose of a COSHH assessment is to identify the health hazards of substances before they are used and to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

The Company will:-

- maintain an up to date inventory of substances used or encountered as a result of the Company's activities;
- identify the health hazards associated with the substances listed in the inventory;
- identify the employees or third parties that might be exposed to the hazards identified;
- identify the controls currently in place;
- introduce further controls if required to eliminate risks or reduce them as far as is reasonably practicable;
- maintain written records of COSHH assessments;
- review COSHH assessments every two years, or sooner if substances or activities change significantly, to ensure that controls remain adequate.

The Directors **Error! No bookmark name given.**are responsible for maintaining the COSHH Inventory and an up to date library of suppliers' material safety data sheets (MSDS).

The Directors **Error! No bookmark name given.**are responsible for carrying out COSHH assessments and for bringing any significant findings to the attention of those concerned.

All employees are responsible for using the controls identified in COSHH assessments.

Where any employee considers that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health from substances encountered to an acceptable level this should be brought to the attention of the Directors immediately.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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Where it is not practicable to control exposure to hazards by any other means Chorley Bunce (Meals on a Mission) Limited will provide employees with suitable PPE free of charge. The type of PPE required will be determined as part of the risk assessment process.

All employees are responsible for using PPE as directed. PPE damaged through natural wear and tear will be replaced free of charge. Equipment damaged through negligence, or lost, will be charged to the individual.

Any employee experiencing problems using PPE should bring this to the attention of the Head Chefs immediately.

Deliberate or serious breaches of health and safety rules will be considered as gross misconduct which may lead to summary dismissal.

INCIDENT REPORTING/ FIRST AID PROVISIONS

INCIDENT REPORTING PROCEDURE

1. Under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it is the responsibility of Chorley Bunce (Meals on a Mission) Limited to investigate all incidents and dangerous occurrences, to prevent recurrence and to report to the pertinent authority any of those incidents, or dangerous occurrences which, according to RIDDOR, must be reported. (The Regulations are covered in the Health and Safety Reference Manual).

2. RESPONSIBILITIES

The Directors and/or Head Chefs **Error! No bookmark name given.** are responsible for investigating all incidents involving personal injury, incidents involving damage to property, **Error! No bookmark name given.** equipment, fittings/fixtures, together with all near misses.

3. ACCIDENT BOOK

The BI510 Accident Book must be kept in a secure place, under the control of a competent person.

The Accident Book will be kept in the Company Office **Error! No bookmark name given.** and it will be the responsibility of the Directors who will ensure that records are correctly maintained.

4. NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES

The Directors will be responsible for reporting any notifiable injuries, diseases or dangerous occurrences to the Accident/Incident Reporting Centre.

5. ENFORCING AUTHORITIES

Error! No bookmark name given. The Enforcing Authority is: Accident/Incident Reporting Centre:

<p>Harrogate Borough Council Commercial Services Department of Health & Housing Springfield House Kings Road Harrogate North Yorkshire HG1 5NX</p>
--

<p>Telephone 01423 556905 Facsimile 01423 556820Error!</p>

<p>Incident Contact Centre Caerphilly Business Park Caerphilly CF83 3GG</p>

<p>Telephone 0845 300 9923</p>

<p>Facsimile 0845 300 9924</p>

It is the Company's Policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Directors in writing, who will make the Company's official response. This statement relates to both reportable and non-reportable accidents/incidents under these Regulations.

If an accident or incident occurs please contact First Business Support for advice at the earliest opportunity.

CIVIL CLAIMS

Error! No bookmark name given.

Chorley Bunce (Meals on a Mission) Limited acknowledges that employees and others (contractors, visitors and members of the public) who may be affected by our activities, have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on behalf of the Company by our Employers' and Public Liability insurer.

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt, providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following Company procedures must be followed:-

- all incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy;
- any person receiving a letter from a solicitor must forward this immediately to the Directors;
- the Directors will, unless **Error! No bookmark name given.**they instruct**Error! No bookmark name given.** someone else to act on **Error! No bookmark name given.**their behalf, forward the solicitor's letter to the Company's insurer with any evidence in our defence;
- direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence;
- all correspondence relating to the claim must be forwarded to the Directors immediately following receipt.

It is the Company's responsibility to provide evidence in its defence. Therefore, the **Error! No bookmark name given.**person responsible for investigating incidents is responsible for collating an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. The Company may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:-

- entry in the Accident Book;
- statements from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact not supposition;
- copy of the accident/incident investigation report, with any photographs and diagrams;
- pre and post accident risk assessments;
- a copy of any written safety instructions given to the injured person(s);

- a record of any personal protective equipment issued to the injured person(s);
- copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident;
- any disciplinary evidence relating to the occurrence;
- copy of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A);
- copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to the Company's insurers without the permission of the Directors.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether the employee has taken time off work as a result.

FIRST AID

Error! No bookmark name given.

In the event of an injury you should seek medical attention.

Listed below are the name(s) of our appointed person(s):

Name	Department	Telephone No.
Error! No bookmark name given.		

Listed below are the locations of our first aid equipment:

First Aid Boxes:
Error! No bookmark name given.



ACCIDENT INVESTIGATION PROCEDURE

Error! No bookmark name given.

1. PRECONDITIONS

Keep an open mind.

Do not become emotionally involved.

Decision making and taking – assessments belong, in the first instance, to those involved in the accident, not the investigators.

2. PREREQUISITES

Reach the scene as quickly as possible.

3. SKILLS

Observation and assimilation.

The taking of photographs and the making of sketches.

An understanding of all the technical and chemical factors.

Adequate recording of all relevant data.

Interviewing and taking statements from the injured persons, witnesses and others. These must be signed and dated.

The evaluation of documentation of all types.

The capability of evaluating all the factors referred to as above.

Report writing.

Interpretation of Health and Safety Law.

Conclusions as to the remedial action required.

Use the skills to:-

- establish all the relevant factors as quickly as possible – particularly the causation and sequence of events leading to the accident/incident;
- interview all who appear to be able to contribute to the investigation. Take statements only from those having essential information;
- evaluate all the facts as to the accuracy, reliability and relevance;
- attempt to reach conclusions on the basis of the reliable/relevant evidence;
-

- never automatically discount any evidence which runs counter to the mainstream facts. Search until completely satisfied;
- be satisfied as to the work system, training, information, instruction and supervision;
- commit the results of the investigation to paper in a clear and concise manner;
- be certain the legal position has been covered in respect of Health and Safety obligations (Ring First Business Support etc);
- be certain the recommended action will prevent future accidents/incidents of the type investigated so far as this is practicable;
- monitor future operations of the type involved in the accident/incident until satisfied that the in-built safety systems are fulfilled automatically.

4. THE INVESTIGATION

A good principle to adopt when questioning Injured Person/Witnesses is to start with WHAT, WHERE, WHEN, HOW or WHO. Questions starting with WHY will only put the witness on the defensive, and may even antagonise them, and should therefore be avoided. Typical questions might be:-

- WHAT happened?
- WHAT did you see?
- WHAT time was it?
- WHERE were you at the time?
- WHERE was the injured person?
- WHEN did you realise something was wrong?
- HOW did it happen?
- HOW were you involved?
- WHO else was involved?
- WHO else saw the accident/incident?
- WHO reported the accident/incident?
- HOW could it have been prevented?

The question 'WHAT HAPPENED' will often promote the fullest response and it is vital that you listen to what is said, without interrupting the witness account of the incident. If you don't understand something, wait until the witness has finished before asking them to clarify a point. You require the witness's version of the events and therefore should not disagree with any of their statement or make any judgements of their evidence.

Once you have heard and recorded their account of the incident, repeat it back to them to ensure the account is fully understood and agreed with. This also allows them to add anything they may have momentarily forgotten. Once complete, end the interview on a positive note by inviting from them suggestions as to how it may be avoided in the future.

Ideally, the first to be interviewed should be the injured person, and as soon as possible following the event. However, this will depend on the extent of their injuries, and, in such circumstances, they should not be pressed for a statement.

The interview techniques apply to both witnesses and injured persons, and are best carried out at the scene of the incident. This facilitates the witness to use the props at the scene to jog their memory and to explain to you what happened.

5. THE ACCIDENT REPORT

Either the attached form can be used, eg. in cases where in depth reporting is NOT required or the following should be adopted.

6. INVESTIGATION REPORT

Main heading.

Date(s) of investigation.

Names and addresses of persons interviewed and similarly for their employers.

Names of persons from whom statements are taken.

Circumstances:-

- brief summary;
- injured/deceased person (name and relevant details);
- plant, equipment, machinery, work permits or other written documents;
- narrative and any remedial (immediate) action taken;
- sketch(es) (if necessary);
- photographs;
- plans/manuals/manufacturers – suppliers data/written instructions etc;
- details of injuries/ disease/ illness/ first aid details/ qualifications/ name /treatment given (if known);
- legal requirements.

7. COURSE OF ACTION

Preventative measures:-

- Before the accident/incident.
- After the accident/incident.
- Safety Policy/policies.

Comment.

Legal conclusion.

8. ACTION

Taken.

Proposed.

Transport of injured person to hospital.

**Error! No bookmark name given.Error! No bookmark name given.SITE
ACCIDENT/INCIDENT REPORT**

1. Site Address

.....
.....
.....
.....

2. Contact

.....

3. Injured person's
Surname

Forenames

.....

4. Injured person's
Address

.....

.....
.....

5. Nat Ins No.

Age

Clock No

.....

6. Normal Occupation

.....

7. Occupation at time of accident

.....

8. Exact location of accident

.....

9. Date and time of accident

.....

10. Date and time of ceasing work

.....

11. State precise nature of injury

.....

.....

.....

(If eye or limb state left or right)

To whom was the accident reported?

12.

Date	Time
-----	-----

Entry made in Accident Book BI 510 on

13.

14. Enforcing Authority informed by telephone

Date

Time

15. Report sent to Enforcing Authority on

16. Has the accident been recorded in the official Company register?

17. Was first aid given on site?

18. Did the injured person go to hospital?

Give name of hospital

19. Was the injured person authorised to be at the place of the accident for the purpose of his/her work

20. How was the accident caused?

21. Give a full description of what happened

State what the injured person was doing at the time

22. If falls of persons from heights or into excavations or holes are involved, state distance of fall in metres

Metres

23. Use the reverse of this form for a sketch

24. What action has been taken to prevent recurrence?

25. Was machinery involved?

26. Give name of machine

27. Was it working at the time of the accident?

28. Names and addresses of witnesses to the accident. Obtain witnesses wherever possible. Attach statement from each witness

a.

b.

c.

This form was completed by:

Name	Signed	Date
-----	-----	-----

RETURN COMPLETED FORM TO DIRECTORS BY THE QUICKEST MEANS POSSIBLE.



FIRE PROCEDURES

SITE FIRE AND EMERGENCY EVACUATION PROCEDURE

Employees must familiarise themselves with the Site Fire Procedures and escape routes before commencing work on any site.

To ensure that they can be accounted for in the event of fire employees must sign in and out whenever they enter or leave a site.

Persons responsible for managing contracts are responsible for ensuring that persons working on a site attend any Site Induction provided by the Client.

1. The person discovering the fire will sound the alarm.
2. **Error! No bookmark name given.**The person discovering the fire will telephone the emergency services by dialling 999.

Error! No bookmark name given.3. When the exchange operator answers, ask for FIRE SERVICE and give the telephone number

4. When connected to the Fire Service state:-

This is: Chorley Bunce (Meals on a Mission) Limited

Address:

Repeat the Telephone Number: we have a fire.

5. Do not replace the receiver until this information has been correctly acknowledged.
6. **Error! No bookmark name given.**Evacuate the building by the nearest available exit and proceed to the evacuation assembly point.
7. Notify the that you have called the Fire Service.
8. DO NOT re-enter the building until told to do so.

WALK DO NOT RUN – DO NOT STOP TO COLLECT PERSONAL BELONGINGS

Error! No bookmark name given.Error! No bookmark name given.FIRE INSPECTION AND MAINTENANCE PROCEDURES MANUAL SYSTEM

The Company recognises that if the Fire Warning System and/or Fire Extinguishers were to fail the lives of employees and others could be put at risk.

The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

INDUCTION

Ensure all staff are aware of the fire procedure, including how to raise the alarm verbally.

MONTHLY

Nominated Persons

Check that all fire exits open.

Check that the fire escape routes are not obstructed.

Check that fire extinguishers are present, wall mounted and not obstructed.

TWICE YEARLY

Nominated Persons

Conduct an unannounced practice Fire Drill by setting off the alarm.

The time taken for all persons present to reach the fire assembly point should be recorded.

Note any difficulties and inform the Directors and/or Head Chefs.

ANNUALLY

Nominated Persons

Service all fire extinguishers.

The Directors and/or Head Chefs will record all inspections and tests on the Fire Log.



CHORLEY BUNCE (MEALS ON A MISSION) LIMITED

GUIDANCE NOTES

D. GUIDANCE NOTES

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Error! No bookmark name given.GUIDANCE NOTES

Under the Health and Safety at Work Act 1974, part of the Company's general duty is to provide safe systems of work that are, so far as is reasonably practicable, safe and without risk to health. The system must take account of:-

- the organisation;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- method to be used; and
- general conditions of work.

This is further endorsed by the requirements to carry out risk assessments to identify hazards, evaluate risks and implement necessary control measures under the current edition of the Management of Health and Safety at Work Regulations.

Listed within this section are the guidance notes, which are attached to this health and safety system. These will be held by Management and will be made available to staff when required or upon request.

MANAGEMENT

Notice of Occupation (OSR1)
Induction for New Employees

ELECTRICAL

Procedure for Safety Checks on Portable Electrical Equipment
Guidance on the Electricity at Work Regulations 1989

FOOD

Excellence in Good Food Hygiene
Hygiene Checklist
Hygiene in Microwave Cooking
Microwave Cooking – Food Preparation
Food Hygiene
Hazard Analysis 1
Hazard Analysis 2
Sample Food Risk Assessment
Food Handlers – Fitness to Work
Preventing Slips, Flooring
Food Hygiene (General Food Hygiene) Regulations 1995**Error! No bookmark name given.**

GENERAL

Manual Handling
Working Alone

The guidance notes supplied may contain BS/EN numbers which change from time to time. We therefore recommend that you check that the BS/EN numbers quoted are still current.



CHORLEY BUNCE (MEALS ON A MISSION) LIMITED

MONITORING

E. MONITORING

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MONITORING PROCEDURES

The Company recognises the need for regular safety inspections and will ensure that these inspections are undertaken and that these inspections are documented.

The following will ensure that areas under their control are inspected at the frequency shown:

Name	Area/Activity	Frequency
Directors Error! No bookmark name given.	Health and Safety Policy Insurances Risk Assessments	Annually Annually As appropriate, at least annually
Head Chefs	Workplace Inspections Risk Assessments	Weekly As appropriate, at least annually

MONITORING CHECKLIST

NAME:

TITLE: DIRECTORS

DATE:

		YES/NO
1.	Review the Safety Policy annually.	
2.	Are insurances adequate?	
3.	Are sufficient funds available for health and safety purposes?	
4.	Are all risk assessments current?	
5.	Has suitable and sufficient training been undertaken as per risk assessments?	
ASSESSMENTS		
1.	Are there any hazards which are not controlled?	
2.	Have all risk assessments been completed?	
3.	Have substances been assessed?	
4.	Is the Substance Inventory up to date?	
5.	Are all Health and Safety Data Sheets for all substances on your Inventory List?	
6.	Are the procedures for dealing with spillages written down?	
7.	Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
8.	Are employees wearing the protective equipment correctly?	
9.	Are there any changes, which need to be considered as part of the assessments?	

MONITORING CHECKLIST

NAME:

TITLE: HEAD CHEFS

DATE:

	YES/NO
FOOD HYGIENE INSPECTION	
1. CONSTRUCTION, FIXTURES AND FITTINGS	
1.1 Are walls, floors, ceilings generally in a good condition?	
1.2 Are adequate precautions taken against the infestation of flies, rodents, birds etc?	
1.3 Is all equipment in a clean and serviceable condition?	
1.4 Are sanitary facilities clean and in good repair?	
1.5 Are suitable and sufficient washing facilities provided?	
1.6 Are suitable and sufficient sinks provided and maintained for separate washing of vegetables, other foods and equipment?	
1.7 Is there an adequate supply of hot and cold water at each sink and wash hand basin?	
1.8 Is there adequate natural or artificial lighting and ventilation and are they suitably maintained?	
1.9 Are there adequate changing rooms or locker facilities for the storage of outdoor clothing and personal belongings?	
1.10 Is there sufficient refrigerator and freezer capacity for the correct temperature storage of foods, i.e. freezer minus 18 °C; refrigerators 5 °C?	
1.11 Is there an adequate storage area away from food areas with suitably covered containers for refuse storage and disposal?	
1.12 Are all food preparation surfaces fabricated from impervious material that can be easily cleaned?	
2. FOOD PROTECTION	
2.1 Is food adequately protected from contamination?	

2.2	Is all high risk foods at the correct temperatures, e.g. either 5 °C or below 63 °C or above?	
2.3	Is food handling minimised by the use of suitable utensils and equipment?	
2.4	Are separate utensils, equipment used for the preparation of cooked and uncooked meats?	
2.5	Are containers of food stored off the floor on clean surfaces?	
2.6	Are stocks of stored food properly rotated, i.e. first in first out?	
2.7	Are bins, shelving, containers etc. cleaned before refilling?	
2.8	Are hazardous substances properly labelled and stored away from foods (in accordance with any assessments carried out)?	
2.9	Are equipment cleaning schedules followed?	
2.10	Are utensils such as pots, pans, knives, cutlery etc. cleaned and sterilised after use?	
2.11	Are food contact surfaces cleaned and sterilised after use, inspected regularly for signs of corrosion, excessive wear, pitting dents etc?	
2.12	Are non-food contact surfaces of equipment kept clean?	
2.13	Are all utensils/equipment air dried and properly stored when not in use?	
2.14	Are staff aware of the procedure for advising management of unhygienic practices and equipment failure?	
3.	PERSONNEL	
3.1	Are there any food handling staff suffering from ill health, particularly boils, infected sores, cuts, respiratory infections or other communicable diseases?	
3.2	Are all cuts and abrasions covered by a "blue" waterproof dressing?	
3.3	Have known or suspected cases of communicable diseases been notified to a GP or Health Authority?	
3.4	Are clean overalls and proper hair restraints used?	
3.5	Are food handling staff trained and certificated in good hygiene practices?	
3.6	Is there evidence of unhygienic practices, e.g. smoking in a food room?	
3.7	Do all staff know the name and location of the first aider and/or appointed person and the location of the first aid kit?	

3.8	Is the wearing of jewellery kept to a minimum, e.g. plain gold wedding rings, sleeper earrings etc?	
4.	HAND WASH FACILITIES	
4.1	Are wash hand basins clean and supplied with soap, nailbrush and adequate towels or hand drying facilities?	
4.2	Are receptacles provided for disposable towels and are they emptied regularly?	
4.3	Is there a sanitary towel disposal unit available in the female toilet and is it in working order?	
4.4	Are 'WASH HANDS', 'NO SMOKING' signs prominently displayed?	
5.	REFUSE AND REFUSE DISPOSAL	
5.1	Are refuse containers and lids cleaned when emptied?	
5.2	Are bin storage areas cleaned regularly?	
5.3	Is refuse disposed of regularly in an approved manner, i.e. by a licensed carrier?	
6.	CLEANING PRACTICE	
6.1	Are floors kept clean as far as possible throughout the working day?	
6.2	Are walls and attached equipment cleaned at the end of the working shift?	
6.3	Are ceilings and other areas not immediately accessible regularly checked for cleanliness?	
6.4	Is there adequate ventilation with all areas and are they reasonably free from condensation, steam etc?	
6.5	Are hoods, exhaust fans, ducts, drip pans, drains, drain covers and grease traps cleaned regularly and in good repair?	

CHORLEY BUNCE (MEALS ON A MISSION) LIMITED

RULES COVERING HEALTH AND SAFETY AT WORK

F. RULES COVERING HEALTH AND SAFETY AT WORK

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EMPLOYEE RULES

Error! No bookmark name given.FOOD PRODUCTION

1. Error! No bookmark name given.PERSONAL HEALTH

It is important that Management is notified immediately, when anyone becomes ill with:-

- diarrhoea, sickness (vomiting) and other stomach disorders;
- any discharge from the eyes, ears or nose or a sore throat;
- any septic skin condition such as sores, boils, septic cuts etc.
- minor illnesses such as coughs and colds - take care, do not sneeze or cough on food. Use a clean handkerchief.
- any other infection.

Such illness can cause a rapid increase in the number of bacteria present in the body. These may be spread throughout the body or localised as boils. Bacteria can easily be transferred to food being handled and hence be spread to those people who will eventually consume the product. To minimise the spread of infection, it is essential that staff who are ill are either:-

- Kept away from work until such times as their GP pronounces them fit to return (ensuring he is made fully aware of the nature of their work);
- Transferred to a task that will not involve them coming into contact with food.

The following infections are known as notifiable, Typhoid / Paratyphoid or any other Salmonella infection. Amoebic, or Bacillary Dysentery, Staphylococcal infection, and where staff are diagnosed with these, then the Local Authority (Environmental Health Department) must be notified immediately.

Employees must:-

- Error! No bookmark name given.**report any medical condition which could affect the safety of themselves or others to the Head Chefs;**Error! No bookmark name given.**
- co-operate with management in the implementation of medical and occupational health provisions.

2. Error! No bookmark name given.HAND WASHING

Error! No bookmark name given.Most food poisoning bacteria can be found in the bowel and excreted in the faeces of human beings as well as animals. Use of all absorbent toilet paper can therefore result in the transference of these bacteria to the hands of the food workers and hence to the food he/she subsequently handles. Other bacteria are found all around us and whilst these may not cause food poisoning if transferred to food, they can nevertheless speed up the rate of spoilage and so reduce the keeping quality of the foodstuff. Staff engaged in the preparation and handling of food must therefore be particularly careful about HAND WASHING.

Employees must wash their hands:-

- when arriving at work;
- before handling food, cutlery or crockery;
- after visiting the toilet;
- on commencing work at the start of the day and after breaks;
- after handling raw meat, fish and vegetables;
- after handling refuse or other soiled materials;
- after coughing, sneezing, touching the face or hair;
- as necessary throughout the day.

Error! No bookmark name given.In order that regular hand washing can take place, the law requires that wash-hand basins are situated at conveniently accessible places, and that hot and cold water, nailbrush, soap (a liquid non perfumed soap is recommended), and towels and a hand dryer are available. The basin should be kept clean and used for no other purpose than washing hands. It is the responsibility of each member of staff to ensure that these requirements are complied with and the facilities provided are not abused.

Error! No bookmark name given.A separate sink must be provided for cleaning equipment.

3. **Error! No bookmark name given.FIRST AID DRESSING**

Error! No bookmark name given.Skin infections contain large numbers of bacteria, all of which can readily pass through an ordinary dressing. Use of a waterproof variety eliminates the chances of this occurring and hence all boils, septic cuts and the like must be covered by a detectable waterproof dressing.

4. **Error! No bookmark name given.SMOKING**

Error! No bookmark name given.The Company Smoking Policy must be followed at all times.

5. **Error! No bookmark name given.SPITTING**

Spitting is forbidden. You must not spit anywhere in the premises.

6. **Error! No bookmark name given.JEWELLERY**

Error! No bookmark name given.Watches, false eyelashes, and other personal adornments are forbidden within the kitchen area. Items may be lost in food, resulting in a 'foreign body' complaint, or alternatively cause contamination via dirt which may be lodged in intricate items.

7. **Error! No bookmark name given.FINGERNAILS**

Dirt and bacteria under the fingernails can contaminate food, as can a broken fingernail or a piece of nail varnish. Employees must keep fingernails short and nail varnish must not be used.

8. Error! No bookmark name given.HAIR

Error! No bookmark name given.Wear your hat.

Error! No bookmark name given.Keep your hair clean and neat.

Error! No bookmark name given.Do not touch your hair when handling food.

Error! No bookmark name given.If you have long hair, tie it back.

9. Error! No bookmark name given.PROTECTIVE EQUIPMENT

Employees must wear the protective equipment provided and ensure that head hair is covered by the protective headwear. Hairs in food are not only objectionable but contain bacteria, which can cause contamination. The wearing of headwear reduces the risk of such contamination and discourages the touching of the hair by hands, which may then be immediately used to handle food. The wearing of clean protective clothing and headwear daily presents a good image to the customer and demonstrates good hygiene practice.

10. Error! No bookmark name given.PERFUMES

Employees must not use heavily scented perfumes and deodorants, as it will impart its smell into the foodstuff, thereby contaminating the products.

11. Error! No bookmark name given.FOOD PREPARATION AND FOOD STORAGE

Employees must:-

- Error! No bookmark name given.**prepare food in the proper manner;
- Error! No bookmark name given.**follow the prescribed rules for food preparation and food hygiene;
- Error! No bookmark name given.**ensure that all utensils and food preparation areas are clean and disinfected;
- Error! No bookmark name given.**ensure that food is stored in the prescribed manner;
- Error! No bookmark name given.**report any pest infestation to the Head Chef;**Error! No bookmark name given.**
- Error! No bookmark name given.**ensure that correct storage temperatures are maintained and recorded.

12. Error! No bookmark name given.FOOD PREPARATION SAFETY NOTICES**Knives**

Always use the correct knife for the job. Always carry knives point down. Never leave knives in sinks. Clean them and put them away after use. Never attempt to catch a falling knife.

Error! No bookmark name given.**Steam**

Keep clear of steamer doors and always release pressure prior to opening a steamer.

Error! No bookmark name given.**Ovens**

Do not stand directly in front of an oven door when opening it. Where possible, stand to one side.

Beware of the initial outrush of hot air fumes when first opening the oven door.

Error! No bookmark name given.**Fat - Hot Oil**

Extra care must be taken when dealing with a deep fat fryer.

Never allow water to come in to contact with hot fat or oil.

Electricity

Always ensure that hands are dry when handling electrical appliances. Make sure that the power is switched off before plugging in or removing any plug. Special care must be taken when using microwave ovens and these should always be serviced and maintained in accordance with the manufacturers' instructions.

Height

Always use steps to reach anything at a height. Do not balance on chairs, boxes, etc.

Error! No bookmark name given.**Glass**

Dispose of any chipped or cracked glassware immediately, making sure that any defective or broken glass is wrapped in paper and placed in a refuse bin. Do not leave broken glass where it may be handled.

Emergency

Ensure that you know where the mains supplies of water, electricity and gas can be turned off in the case of an emergency.

Ensure you know which extinguisher to use on what type of fire and you have received appropriate training. Staff must also understand the use of a fire blanket and be trained in its use.

Movement

Do not run. Always walk.

Lifting

Make sure you use the correct lifting technique.

Error! No bookmark name given.**Glasses**

Wash glasses separately. If one breaks, carefully remove and wrap the pieces. Make sure that there are no fragments left in the sink or dishwasher, as these could injure someone else later.

Error! No bookmark name given.**Using Pans and Saucepans**

Never leave pan handles over the heat.

Never let pans overhang the edge of the hob - these could get knocked off.

Never place pans containing hot food or liquid at height.

Always use a dry cloth when handling hot containers or pans - a wet cloth will cause you to scald your hands and you may drop hot food or liquid over you or someone else.

Where possible, do not carry heavy or hot containers. Use a trolley to move hot pans around the kitchen. Watch out for other people.

Washing Up

Error! No bookmark name given. Rinse all items in hot water at 82° for two minutes to remove any detergent and kill bacteria.

In a dishwasher, the final rinse temperature should be 82° C (180° F). Make sure that this temperature is reached by the machine. If the dishwasher is faulty, report it.

Bacteria will thrive on food left in the machine, so clean it thoroughly.

If breakages occur in the machine, remove the pieces immediately and wrap carefully.

Cables and Wires

Check that cables or wires do not run across gangways or corridors.

Ensure that cables or wires do not run through water or over a wet surface. It may kill you.

Remember to report any hazard immediately.

Kitchen Equipment

You should never operate equipment unless you have been trained to do so.

The following machinery can be dangerous:-

- Automatic Choppers
- Deep Fat Fryer
- Microwave
- Slicer
- Food Mixers
- Waste Disposal Units
- Dishwasher

Error! No bookmark name given. Slicing Machine

When using slicing machines, remember, never:

- remove the safety guards or try to sharpen the blades without switching off and unplugging the machine first.
- leave the machine unattended with the motor running.
- use a slicing machine unless you have been trained to do so.

- put your hand beneath the blade - always catch slices on a plate or tray.

EMPLOYEE RULES

Error! No bookmark name given.GENERAL

1. Error! No bookmark name given.WORKING PRACTICES

Employees must:-

- Error! No bookmark name given.**report to management immediately any fault or damage to equipment;
- Error! No bookmark name given.**use all substances, chemicals, liquids etc. in accordance with written instructions;
- Error! No bookmark name given.**dispose of chemical waste in the correct manner;
- Error! No bookmark name given.**return all **Error! No bookmark name given.**substances, chemicals, liquids etc. to their designated safe storage area when not in use;

Employees must not:-

- Error! No bookmark name given.**use equipment unless they have been trained and authorised to do so.

2. WORKING CONDITIONS/ENVIRONMENT

Employees must:-

- Error! No bookmark name given.**make proper use of any equipment or facilities provided to control working conditions and environment;
- Error! No bookmark name given.**keep all areas clear and in a clean and tidy condition;
- Error! No bookmark name given.**dispose of all refuse, scrap and waste materials using the facilities provided;
- Error! No bookmark name given.**clear up any spillage of liquids immediately.

3. Error! No bookmark name given.FIRE PROCEDURES

Employees must:-

- Error! No bookmark name given.**comply with the emergency procedures;
- Error! No bookmark name given.**report any use of fire fighting equipment to the Head Chefs.**Error! No bookmark name given.**

Employees must not:-

- Error! No bookmark name given.**obstruct any fire escape route, fire fighting equipment or fire doors;
- Error! No bookmark name given.**interfere with or misuse any fire equipment provided.

4. **Error! No bookmark name given.VEHICLES**

Employees must not:-

- Error! No bookmark name given.**drive or operate any vehicle for which they do not hold an appropriate driving licence or permit;
- Error! No bookmark name given.**carry unauthorised passengers;
- Error! No bookmark name given.**use the employer's vehicles for unauthorised purposes;
- Error! No bookmark name given.**drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability;
- Error! No bookmark name given.**drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs.

5. **Error! No bookmark name given.ACCIDENTS/INCIDENTS**

Employees must:

- Error! No bookmark name given.**seek medical treatment for any injury they may receive, no matter how slight. Upon returning from treatment they must report the accident to the Head Chefs;**Error! No bookmark name given.**
- Error! No bookmark name given.**report all incidents as soon as it is practicable to the Head Chefs;**Error! No bookmark name given.**
- Error! No bookmark name given.**notify any incident in which damage is caused to property or equipment to the Head Chefs.**Error! No bookmark name given.**

6. **SHOES**

Error! No bookmark name given.Care should be taken to wear appropriate footwear, which will give protection and support to the feet.

7. **Error! No bookmark name given.WORK AREAS**

Employees must:-

- Error! No bookmark name given.**keep work areas and aisles clear of obstructions likely to cause trips and falls;
- Error! No bookmark name given.**return tools and equipment to the correct storage area.

8. **Error! No bookmark name given.RULES COVERING GROSS MISCONDUCT**

Any employee will be liable to summary dismissal if he or she is found to have acted in any of the following ways:-

- Error! No bookmark name given.**a gross breach of the preceding safety rules.
- Error! No bookmark name given.**unauthorised removal of any item of first aid equipment.
- Error! No bookmark name given.**wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work.

- **Error! No bookmark name given.**unauthorised removal or defacing of any label, sign or warning device.
- **Error! No bookmark name given.**misuse of chemicals, flammable or hazardous substances or toxic materials.
- **Error! No bookmark name given.**smoking in any designated 'No Smoking' area.
- **Error! No bookmark name given.**horseplay that could cause accidents.
- **Error! No bookmark name given.**false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- **Error! No bookmark name given.**seriously overloading any item of lifting equipment.
- **Error! No bookmark name given.**non-compliance with any controls provided in the pursuit of safety.
- **Error! No bookmark name given.**failure to comply with risk assessments requirements.



Error! No bookmark name given.HEALTH AND SAFETY EMPLOYEE RECOGNITION

The Company recognises its responsibility to ensure safety. It has formulated this Policy documentation to provide all employees with standards to which they are required to abide.

As an employee of Chorley Bunce (Meals on a Mission) Limited I have read the Safety Handbook and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this handbook may be altered from time to time and that the Company will ensure that I am informed of any changes therein.

Signature.....

Print Name.....

Date.....

RETURN THIS FORM, COMPLETED, TO: DIRECTORS

Error! No bookmark name given.HEALTH AND SAFETY GENERAL POLICY LIST OF CONTENTS

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SECTION H

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