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<<RESTAURANT NAME>>

Safety Policy

<<Date>>

1. Introduction

- 1.1 <<Name>> ("the Business") recognises and accepts its responsibilities for the Health and Safety at Work etc. Act 1974 including the responsibilities of:
 - 1.1.1 To provide a safe and healthy place of work.
 - 1.1.2 To ensure staff are trained to respond quickly and safely in an emergency.
 - 1.1.3 To provide instruction, training and supervision for all staff as well as information for customers/diners.
 - 1.1.4 To provide such equipment as needed to ensure that the tasks – that of running a <<Name>> Takeaway>> can be carried out with no risk of injury to customers.
 - 1.1.5 To ensure the safety of staff and from the places of work.
 - 1.1.6 To ensure the safety of customers and work related ill health.
 - 1.1.7 To ensure the safety of those who will use the facilities at the premises.

2. General Health and Safety

- 2.1 The responsibility for health and safety lies with the << Senior Manager >>.
- 2.2 The <<Senior Manager>>, is assisted by <<Name/position>> who has responsibility for the <<Name>> of house/kitchen/bars>>.
- 2.3 All staff are required to ensure the establishment delivers the highest standards of food and safety.
- 2.4 The <<Name>> are also committed to complying with the requirements of the Health and Safety at Work Regulations 1999, the Food Hygiene Regulations 1992, the Fire Safety Order 2005, Food Hygiene Regulations, and all other Regulations that apply to the business.
- 2.5 The <<Name>> ensure that any activities that could be potentially hazardous to guests are assessed regularly and any controls are in place to prevent any adverse occurrences.
- 2.6 Through continuous monitoring the Duty Managers will ensure that any trip hazards, and that all fire escape routes are clear. All staff will be required to co-operate with the managers and to report any condition which may appear dangerous.
- 2.7 The <<Name>> ensure that all staff undergo regular training updates and ensure that they are always using current best practice.

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- 2.8 In accordance with the Health and Safety (Consultation of Employees) Regulations, the Business will ensure that Safety Representatives and Safety Committees will, at all times, consult with their representatives to protect their health and safety.
- 2.9 The Business will, so far as reasonably practicable, ensure that the necessary financial resources are available to meet these objectives.
- 2.10 Copies of the Policy will be available to all Business employees and other interested parties.
3. **Directors'/Partners' Duties:**
- 3.1 The Directors/Partners will have at least basic knowledge and understanding of the Health and Safety at Work etc. Act 1974 and the relevant Regulations for the running of a <<Pub/Restaurant/Cafe/Takeaway>>.
- 3.2 It will be the duty of the <<Name>> to keep all employees advised as to their responsibilities in relation to health and safety matters.
- 3.3 In order to protect the safety and health of employees and others, the Directors/Partners will:
- 3.3.1 Ensure that all employees are familiarised with the hazards and risks of working in the Business and with the precautions to be taken to eliminate or control those risks.
- 3.3.2 Ensure that all employees are trained to deal with any emergencies.
- 3.3.3 Ensure that a trained and competent person to assist them in their health and safety duties. XXXXX (from the Business) has been appointed as that person.
- 3.3.4 Ensure that all employees receive sufficient training and information so that they can perform their duties safely and competently. Ensure adequate resources are available for this purpose. Before entrusting work to any employee, take into account their capabilities as regards health and safety. Ensure that suitable Risk Assessments are carried out regularly.
- 3.3.5 Ensure an annual review of the Health and Safety Policy and its implementation to all employees.
- 3.3.6 Ensure that all employees carry out the health and safety responsibilities assigned to them.
- 3.3.7 Ensure that the performance of the Business is monitored and take corrective action to identified deficiencies.
- 3.3.8 Ensure that first aid provision is in place to provide adequate first aid for both staff and customers.
- 3.3.9 Ensure that a Fire Risk Assessment in line with the Fire Safety Order and its Regulations is carried out regularly by a Competent Person.
- 3.3.10 Ensure that all appropriate Personal Protective Equipment is provided to employees, and that, where needed, it is used.

4. **Designated**

- 4.1 To ensure that all Directors/Partners Supervisors and Staff are aware of their safety responsibilities.
- 4.2 To inform all staff of any changes, developments and amendments to the policy as necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents and near misses and recommend means of preventing re-occurrence.
- 4.4 To arrange and provide training for all employees.
- 4.5 To create and maintain a Training Matrix for all staff.
- 4.6 To ensure that all risk assessments (including where appropriate, COSHH, Noise, Manual Handling, etc.) are carried out as needed.
- 4.7 To ensure that all safety measures are implemented as needed.
- 4.8 To promote a responsible attitude towards Health and Safety in all matters.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new equipment.

Name:

Position:

Date:

Signature: