



1.4b HEALTH & SAFETY INDUCTION

Signed	
Name	
Position	
Date	
Review date	

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Introduction

Good health and safety standards are achieved by being aware of things that could cause you to have an accident (hazards) and following our safety rules and procedures to prevent them occurring.

These notes have been prepared to help you understand the essentials of health and safety in your place of employment, so that it reduces the chance of you having an accident whilst you are at work.

Please study the notes carefully and raise any questions that you have with your manager.

When you have read, signed and dated the confirmation slip at the end, return it to your manager for their records.

Our health and safety policy

A full copy of our Health and Safety Policy is available for you to read at any time. Please ask your manager where it is kept.

It is a document which contains:

- A signed Statement of Policy.
- Details of people who are responsible for looking after your health and safety.
- Your own health and safety responsibilities.
- The arrangements that are in place within the company manual to maintain health and safety standards.

Your responsibilities

You are responsible for:

- Co-operating with your manager to achieve a healthy and safe workplace.
- Taking reasonable care of your own health & safety and of others.

- Participating in health and safety training as requested.
- Not interfering with, or misusing, anything provided in the interests of health and safety.
- Using access equipment for work at height as provided.
- Accepting opportunities for counselling when recommended.
- Reporting any health and safety concerns to the 'Competent Person' or your Manager.

Accidents

Some of the most common accidents in our industry include:

- Slips on wet or greasy floors.
- Trips over poorly maintained floors.
- Burns from hot oil or equipment.
- Scalds from hot liquids or steam.
- Cuts from knives and food processing equipment.
- Misuse of cleaning chemicals.
- Injuries from lifting and carrying heavy loads.

Many accidents are preventable. Help us by:

- Mopping up spillages immediately.
- Using wet-floor warning signs, when appropriate.
- Wearing the personal protective equipment (PPE) that you are provided with.
- Removing all obstacles which would cause people to trip.
- Notifying your manager of anything that could cause accidents to occur.
- Using the correct manual handling techniques.
- Controlling the risks from working at height.
- Not using any work equipment for which you have not had training.
- Carrying out your work responsibly in accordance with the proper safety rules.

What should you do if you have an accident?

Definition of 'Accident'

'Any unplanned event that results, or could have resulted, in personal injury or ill health; damage to, or loss of, property, plant or materials'

All accidents **must** be recorded, therefore please ensure you notify any accidents that you have, no matter how minor, to your manager.



What should you do if you see someone injured?

- Get help – either call the Emergency First Aider at Work/First Aider at Work or ensure someone does.
- Reassure the patient that help is on the way.
- Do not move the patient or offer drinks etc., you may make injuries worse.

Locations of our first aid boxes:

The first aid box will be kept with the onsite manager



The list of our qualified first aiders is located here:

Your onsite manager will inform you of this in the onsite briefing

Fire

The fire triangle

When all 3 components of the fire triangle are present, a fire can start.

open windows
open doors



hot surfaces
naked flames
electrical equipment
static electricity

combustible materials
flammable liquids
flammable gases

Remove any part of the triangle and the fire dies

Keep them apart and the fire can't start!

Most fires can be prevented by some very simple steps:

- Keep your workplace tidy, free from a build-up of rubbish.
- Avoid leaving naked flames unattended.
- Store flammable substances/fuels correctly.
- Report all electrical faults and potential fire hazards to your manager.

During your onsite briefing you will be given the following information:

It is important that you listen carefully during the briefing and ask any questions if you do not fully understand the information you are given.

























- Where is your nearest fire alarm point.
- Where is the nearest fire escape and where is a second means of escape.
- Where is the assembly point and who you should report to.
- Who you should report fire hazards too.

What to do if you discover a fire



Raise the alarm using the nearest manual call point– no matter how small the fire.

Fire extinguishers

WATER	FOAM	DRY POWDER	CO ₂ CARBON DIOXIDE	WET CHEMICAL
 Use on Wood, Paper or Textile fires	 Use on Wood, Paper or Textile fires  Use on Flammable Liquid Fires	 Use on Wood, Paper and Textile Fires  Use on Flammable Liquid Fires  Use on Gaseous Fires  Use on Electrical Fires  For use on all risks	 Use on Flammable Liquid Fires  Use on Electrical Fires  Ventilate after use	 Use on Wood, Paper or Textile fires  Use on Cooking Oils and Deep Fat Fires
 Do not use on electrical fires  Do not use on flammable liquid fires	 Do not use on live electrical equipment  Do not use on metal fires		 Do not use on wood, paper or textile fires  Do not use on metal fires  Avoid use in a confined space  Do not hold horn when operating	 Do not use on electrical fires  Do not use on flammable liquid fires  Do not use on gases

Fire Marshals may try to tackle the fire if it is small enough, the firefighting equipment is to hand, and they do not put themselves in harm's way


What to do if the fire alarm sounds






- Keep calm, reassure and assist customers and visitors.
- Leave the building immediately by the nearest fire exit.
- Do not stop to collect personal belongings.
- Move quickly and quietly, do not run.
- Where possible close windows and always close doors behind you.
- Go straight to your assembly point.
- Make sure that you are accounted for.
- Do not re-enter the building until the 'all clear' has been given.



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

Fire signage

Sign	Use
	Displayed on both sides of fire doors – must always be kept closed.

	Displayed on automatic fire doors – must always be kept clear.
	Displayed at fire alarm 'break-glass points' at final exit doors. Explains information in the event of a fire.
	Indicates the position of the fire alarm call points.
	Indicates the position of the fire extinguishers.
	Shows a 'running person' and indicates fire exit routes.

Manual handling

Many workplace injuries are caused by lifting and carrying or pushing and pulling.

Common injuries

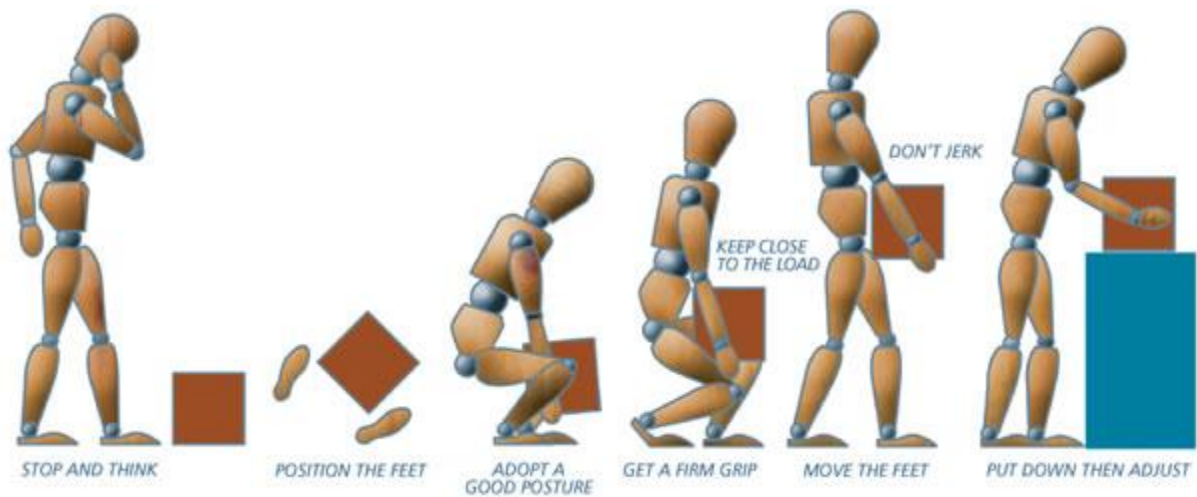
- Spinal and nerve injuries.
- Crushed or fractured limbs.
- Cuts and abrasions.
- Soft tissue damage.
- Hernias.



How do we reduce the likelihood of these injuries?




- Do **not** lift anything that is too heavy (test it to see if you can move it with your foot first).
- If it is heavy - get help.
- Use mechanical aids such as trolleys if possible.
- To lift - bend at the knees, head up and keep your back straight.
- Tell your manager of medical conditions that make lifting difficult for you.

Good lifting techniques



Chemicals

Which chemicals are hazardous? Those which show a warning sign on their packaging.

Symbol	Classification	Effect on the person
	<ul style="list-style-type: none"> Irritant Harmful 	<ul style="list-style-type: none"> Irritation and inflammation at the point of contact Danger to health on entry to the body e.g. occupational asthmas
	<ul style="list-style-type: none"> Toxic Very toxic 	<ul style="list-style-type: none"> Danger to health on entry to the body e.g. cancers
	<ul style="list-style-type: none"> Corrosive 	<ul style="list-style-type: none"> Destroys living tissue on contact causing severe burns

Safe use of chemicals

- Do not use any hazardous chemical you have not been trained on.
- Follow the manufacturer's instructions.
- Follow the procedures you have been shown by your manager.
- Do not mix chemicals.

- Wear the personal protective equipment (PPE) you have been issued with (and report to your manager if it is not available, defective or doesn't fit properly).
- Do not store chemicals in food or drink containers/label containers/make sure lids are secured/don't use any unlabelled containers/keep hazardous chemicals stored upright.
- Clean up spillages straight away.
- Let your manager know immediately if you experience any adverse reactions to substances, for example headaches, nausea, skin complaints.
- If cleaning chemicals are accidentally splashed onto your skin or eyes, always wash away with plenty of water. Seek medical advice if irritation persists and tell your manager.



Work at height

A place is 'at height' if you could be injured falling from it. Examples might include using ladders, stepladders or footstools.

Most fatalities and a lot of major injuries at work are due to falls from height.

Reducing the risks from working at height

- Ensure you avoid work at height if possible.
- If this is not possible, follow the training and procedures you have been provided with in order to complete the task safely.
- Do not carry out the task if you have not been trained.
- Check the access equipment carefully before you use it to ensure it is in good condition.
- Any concerns about the task, or the equipment you have available to complete it, must be raised with your manager.



Personal protective equipment (PPE)

Where you are asked to wear PPE at work, all other methods of control must have been used and there remains a risk. PPE is a last resort decision. It is designed to protect and safeguard you whilst you carry out your work, it is not meant to be a hindrance or nuisance.

If PPE has been recommended, it has to be used as instructed – it's a legal requirement. Failure to comply with the need to wear or use PPE could lead to injury and illness. Report to your manager any defective PPE or if it is dirty or doesn't fit properly.

Examples of PPE

Disposable mask



Goggles



Gloves



Electricity

Used correctly, electricity is of great benefit to us, but if it is abused or handled in an unsafe manner, it could kill you.

Hazards

- Electric shock
- Explosion
- Fire
- Burns



Do	Don't
<ul style="list-style-type: none">• report any faults with electrical equipment, sockets or cables	<ul style="list-style-type: none">• overload circuits and sockets
<ul style="list-style-type: none">• work with properly connected and tested equipment	<ul style="list-style-type: none">• work with poorly maintained or faulty equipment
<ul style="list-style-type: none">• use CO₂ fire extinguishers on electrical fires	<ul style="list-style-type: none">• work with electrical equipment in damp or wet conditions unless designed for that purpose

- disconnect electrical equipment before cleaning it
- visually inspect any electrical equipment, cables and connections before switching on



- work on any equipment that you have not been trained on
- carry out your own repairs – leave it to competent people
- touch a person who has had an electrical shock without turning off the current first
- use equipment which has trailing electrical cables which could cause someone to trip
- remove electrical plugs by pulling on the electrical cables

Slips and trips

Slips and trips are one of the main causes of injury at work and are the main cause of major injuries.

More than half of the accidents involving members of the public in the workplace are due to slips and trips.



Preventing slips and trips

- Keep your workplace tidy.
- 'Clean as you go' – if you spill anything, clean it up! Do not leave it for other people.
- Report any potential slip/trip hazards – if you think it's a danger or hazard, report it!
- Wear the correct shoes as per the company policy.



- Don't go into restricted access areas.
- Carry out regular and systematic cleaning.
- Display warning signs when floors are wet or slippery.
- Do not leave trailing cables across walkways.
- Remove floor obstructions.

Burns

Burns can be caused by contact with hot cooking equipment, utensils, liquids and containers.

You can reduce the likelihood of being burned by:

- Using the PPE provided – oven cloths, gloves and mitts.
 - Allowing equipment, food or oil to cool down before moving or cleaning it.
 - Being aware of hot surfaces that are identified by warning signs.
- Using implements such as tongs to move hot items.



Cuts

Cuts can be caused when using any sharp implement or machine, particularly if you are tired or carrying out the work in a hurry.

You can reduce the likelihood of being cut by:

- Carrying knives with the blade pointing downwards.
- Ensuring chopping boards are secure before use.
- Storing knives in a block, magnetic strip or box.
- Not catching a falling knife.
- Not leaving knives in sinks.
- Using a sharp knife.
- Reporting defective knives to your manager.



PLEASE CONFIRM YOU HAVE READ AND UNDERSTOOD THIS INFORMATION

If you understand the information you have been provided with please complete this slip and return it to your Manager

Name:.....

Agency:.....

I confirm that I have read and understood the **Health and Safety Induction Notes**.

Signed.....

Date:.....

This confirmation must be kept with the company health and safety training records.