

AC3.1 personal safety responsibility

Abbreviation	Full name
HASAWA	Health and safety at work act 1974
RIDDOR	Reporting of injuries diseases and dangerous occurrences regulations 1995
COSHH	Control of substances hazardous to health regulations 2002
PPER	Personal protective equipment at work regulations 1992 http://www.hse.gov.uk/pubns/indg174.pdf
MHR	Manual handling operations regulations 1993

LO3

Understand how hospitality and catering provision meets health and safety requirements

Moving and Handling

- You may be asked to lift, carry push or pull a load at work
- You should always follow safe practice when doing any moving and handling
- You should never attempt to move anything that is too heavy or difficult – ask for help
- Employers should provide equipment to help you to move heavy or difficult loads



Possible health problems

- Contact causing irritation
- Sensitising substances
- Toxic fumes
- Carcinogenic
- Infectious
- Fire, explosion
- Environmental harm problems



Prevention of Falls

- Employers must ensure that any working areas above the ground or below (e.g. inspection pits) are guarded or protected
- If you have to work above ground level you must be kept safe e.g. by wearing a safety harness if it is an area such as a flat roof which is not guarded
- Stepladders should only be used for jobs that do not take long and they must be safe and stable when in use
- Slips prevention with non slip floors or shoes

Equipment

- The term covers everything from a hand tool to a large machine like a stand mixer
- Before you use equipment at work you should be shown how to use it safely
- You should never use equipment that you are not trained or authorised to use
- Electrical equipment should have a sticker on it indicating that it has been P.A.T. tested and giving a date when the next test is due



Safety of equipment

- Only use equipment for which you have been authorised and/or trained
- Always wear any personal protective equipment such as goggles or gloves if you have been instructed to do so
- Carry out a visual check of equipment before you use it and look for any obvious defects
- If you notice something wrong or unusual, report it to your manager and put the equipment out of use



Environment

- There must be sufficient space to work safely and enough lighting and ventilation
- Workplaces must be kept generally clean and tidy
- Chairs must be safe and comfortable
- Temperature – must be “reasonable”
 - Reasonable means at least 16°C for office work and 13°C where there is physical work
 - In very hot weather, employers only need to provide local cooling e.g. fans

Trips, slips, falls - personnel

Persons at risk	Teachers, Teaching assistants, Students
Hazards	Trips slips falls
Control measures	Training and instruction from teacher Adequate housekeeping Work areas well lit Care exercised with known hazards Spills cleared up ASAP
Risk calculation 2x3=6	
Recommended	Display signs if needed for new hazards

Control measures

- Control measures are put in place by employers to protect staff from hazards and risks that have been identified
- The hierarchy of controls
- Employers are allowed to take costs into account and work their way down the list until a suitable solution at reasonable cost has been identified
 - Elimination
 - Substitution
 - Controlling risks at source
 - Training, instruction and supervision
 - Personal protective equipment