



Policy

Catering Department Health & Safety Policy Statement

The Catering Manager is responsible for implementing the School's Health and Safety policies and procedures for the Catering Department and for ensuring that the requirements of all Health and Safety legislation affecting the department are established.

Through the Manager, this department is committed to ensure, so far as is reasonable practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work and all reasonable risks are minimised.
- Members of the public who enter our premises such as contractors, employees, pupils or visitors, are not exposed to any Health and Safety risks during the course of their business.
- No work is carried out by the School or its contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced. This applies also to the storage and transportation of articles and substances.

I, Liz Mapletoft, Catering Manager, am responsible for the implementation of the School's policy within the department. Matters that cannot be resolved at this level will be referred to the Bursar.

The department objectives are, so far as is reasonable practicable:

- To provide conditions of work for all employees which prevent any danger to health. Assessments of risk will be carried out to enable hazards and risks to be identified to enable the highest possible standards of safety to be adopted and enforced.
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff, pupils or the public.
- To provide, where responsible, means of access and egress that are safe and without risks to health.
- To provide comprehensive information, instruction, training and supervision – with the objective of ensuring, so far as is practicable, the health and safety at work of every employee, pupil and visitor.
- To ensure that the health, safety and welfare of all employees, pupils and visitors are under continuous review by management at all levels.
- To ensure that we have adequate training in Emergency 1st Aid and in basic fire-fighting with particular emphasis on kitchen conditions

The success of this policy is largely dependent upon the total co-operation of every person who works in the department. Therefore all persons working for the School must:

- Take reasonable precautions in safeguarding the Health and Safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided.
- Alert management to any potential hazard that they have notice and report all accidents or incidents that have led, or may lead, to, injury, illness or damage.

If any person fails to follow laid down Health and Safety policies and procedures or acts in a reckless manner constituting a serious danger to the safety of any person or resulting in serious damage to company property, disciplinary action may be taken.



Mrs Liz Mapletoft (Catering Manager), July 2015

Review Date July 2018