

3.3 The additional responsibilities of responsible person shall include:

- Updating the Health and Safety Rules
- Ensuring that all new members of staff are aware of this policy and any rules.
- The systematic assessment of all risks to staff, visitors and others using the Organisation's premises.
- Provide training and re-training where necessary for staff on health and safety matters.
- Ensure that all staff are fully trained to discharge their duties.
- Investigate all accidents.
- Advise managers on safety policies.
- Oversee safety inspections by the Health and Safety Executive and ensure the Organisation's premises comply with the minimum requirements.
- Co-operate with the local Fire Authority and take adequate steps for fire prevention.
- Ensure all staff are made aware of the Safety Regulations in the event of a fire.
- To ensure that fire fighting equipment is sufficient for the purpose and regularly serviced.
- Provide a First Aid box and ensure it is adequately stocked at all times.
- Maintain records of accidents and sickness in the Accident Register.
- Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.
- Implement recommendations of risk assessments identified within the Organisation.

#### 4. The Responsibility and Role of Employees

4.1 Whilst the duty to ensure compliance with Health and Safety matters remains with the responsible person, management and staff are expected to take care of the health and safety of their fellow employees and visitors under their immediate supervision. All members of staff are expected to observe all hazards and all accidents involving injury which should immediately be reported to their manager/supervisor or responsible person and be recorded in the accident/sickness register.

4.2 Every member of staff must acquaint themselves with the rules governing health and safety within the Organisation and in addition ensure the following:

- Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- Do not attempt to repair faulty electrical equipment.
- Switch off electrical and gas equipment before leaving the area.
- Report all accidents involving injury to their manager or supervisor or responsible person and ensure that they are recorded in the accident / sickness register.
- Keep all areas free of obstructions.
- Observe all rules and procedures relating to evacuation of premises during an emergency.
- Ensure the work area is kept clean and tidy.

#### 5. Emergency Procedures

5.1 In the event of an emergency during trading, all employees are to follow the procedures set out below:

- On site of a fire or other appropriate warning, leave the area immediately shutting off the gas emergency isolation valve if possible.
- If possible without risking your safety shut off the gas bottle valves.
- Do not risk your personal safety in recovering any personal items or belongings.
- Distance yourself from the catering unit and warn other traders and the public in the immediate vicinity.
- Call the fire brigade on 999 – notify the event organiser if applicable.
- Do not re-enter the catering unit until you have been advised that it is safe to return.

Section No.	Page No.	Date of Issue	11th March 2012
9	2		
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