

Section 1: Outstanding Matters (from previous meeting)

Details	Action Required

Section 2: Premises & Equipment Issues – detail any current and outstanding issues that the team should be aware of.

Details	Action Required

Section 3: Food Complaints

Type of Complaint	How Many?	Details
Foreign Body		

Chemical		
Allergenic		
Quality		
Alleged Food Poisoning		
Section 4: EHO Visits		
Date of Visit & Name of Inspector	Date HSE Team Notified	Action(s) Required
Section 5: Accidents & Reported Near Misses (this month) - detail all accidents occurring on site since the last meeting.		
Type of Accident	Numbers	Near Miss or Accident & Corrective Actions

Section 6: Accident Classifications this month		
Classification	Total	Comments
Number of Near Misses		
HSE Team RIDDOR Notification(s)		
Section 7: Unit Audits		
Type of Audit	Audit Date	Date Action Plan Completed & Comments
ESG Audit – environmental / sustainability		
Client Audit		
Operations Manager Audit		
Monthly Unit Manager Audit		

IMS Audit		
HSE Team Visit		
Other (Please describe)		
Section 8: Safety Training (including Level 2, Management Safety Training, ABC, Discover & Inspire)		
Training Completed (since last meeting)	Comments	
Training Planned	Comments	

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Team Consultation – ask the team if they have any concerns around health and safety, issues, how the system works, ways of working etc and record here.

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UNIT MANAGER NAME & SIGNATURE:		DATE:	
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Topic of the Month	Risk Assessments
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Training & Documents Relevant to Risk Assessments Talk through the documents with the team	<p>02 Generic Risk Assessments and Safe Systems of Work – This folder in SharePoint contains all the risk assessments relevant to the site, the site manager will ensure each risk assessment is identified on the 002 Workplace Hazard Form - V7 July 2023.docx and complete the risk assessment forms.</p> <p>004 Risk Assessment Training Record (31.07.14).doc is a record for each individual team member to confirm training on each risk assessment relevant to their role are understood.</p> <p>There are a number of other risk assessments required for individuals to help protect you at work.</p> <p>Manual Handling Risk Assessment (31.07.14).doc is completed for every team member to ensure they have capabilities assessed before working and also if there have been any changes to their physical health and ability.</p> <p>Staff Risk Assessment- tick for option - Lone & Young worker, Maternity etc.doc Is completed for lone workers / young workers/ maternity and for adapted tasks following an illness or injury.</p> <p>PPE Requisition Form Version 1 (31.07.14).doc is used for each team member to detail the PPE issued required to carry out their jobs safely.</p>
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Team Activity

Ask the team these questions to promote the conversation:

Q. How many risk assessments can you name that are relevant to this site and / or your role?

A. Some examples to provide once the team have contributed: Manual handling, burns, slips trips and falls, use of knives, Use of equipment (such as ovens / fryers/ grills, electricity, ladders, mopping, moving furniture, waste disposal, use of trolleys, use of ladders.

OUR RISK ASSESSMENTS

ASSESSMENT OF RISK

Likelihood x severity
Rates High /Medium/ Low risk

SAFE SYSTEM OF WORK

Lists Hazards
and how to avoid

AVOIDING INJURIES

Training Requirements
PPE requirements

SITE SPECIFIC ACTIONS

Lists anything specific to
your site.

CH 820 SECTION 4 - WORKPLACE RISK ASSESSMENTS & SAFE SYSTEMS OF WORK

ASSESSMENT OF RISK

Identify the task/activity to be assessed and the assessment that is relevant and change as needed to suit the circumstances.

Activity	Person	Frequency	Location
...

Identify the hazard and the likelihood/severity

Hazard	Likelihood	Severity	Risk
...

Identify the control measures

Control Measure	Responsible Person	Completion Date
...

Assessment Date: ...
Assessor Signature: ...
Unit Manager Signature: ...

CH 820 SECTION 4 - WORKPLACE RISK ASSESSMENTS & SAFE SYSTEMS OF WORK

SAFE SYSTEM OF WORK

Identify the task/activity to be assessed and the assessment that is relevant and change as needed to suit the circumstances.

Employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. To this end, employees should generally wear all work clothes and procedures prescribed in accordance with their training and the instructions they receive.

At Work/ Home and Family

HAZARD

The task/activity to be assessed should be clearly defined and include the context with the hazards, the nature of the equipment, materials, timing, preparation, loading, unloading, or handling of the equipment.

Identify the hazard and the likelihood/severity

Identify the control measures

DO NOT USE IF YOU FEEL IT IS UNSURE OR YOU ARE NOT TRAINED TO OPERATE

SAFE SYSTEM OF WORK - PLEASE REFER TO MANUFACTURER'S OPERATING INSTRUCTIONS

Use the manufacturer's instructions for the equipment to be used. If the manufacturer's instructions are not available, use the following information as a guide.

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CH 820 SECTION 4 - WORKPLACE RISK ASSESSMENTS & SAFE SYSTEMS OF WORK

AVOIDING INJURIES

Identify the task/activity to be assessed and the assessment that is relevant and change as needed to suit the circumstances.

Training Requirements

PPE Requirements

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CH 820 SECTION 4 - WORKPLACE RISK ASSESSMENTS & SAFE SYSTEMS OF WORK

SITE SPECIFIC ACTIONS

Identify the task/activity to be assessed and the assessment that is relevant and change as needed to suit the circumstances.

Site Specific Actions

SAFE SYSTEM OF WORK - PLEASE REFER TO MANUFACTURER'S OPERATING INSTRUCTIONS

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What are the benefits of risk assessments for the company?

- ✓ Happy & healthy workforce.
- ✓ Reduced absence
- ✓ Well-educated workforce
- ✓ Positive image for employees & clients
- ✓ Compliance with law
- ✓ Reduction in cost
- ✓ Reduction in claims

What is the purpose of risk assessments?

- ✓ Identify Hazards
(looking at what could go wrong)
- ✓ Implementing controls for the hazard
- ✓ Reducing or eliminating risk (e.g. altering the task, providing PPE, training)
- ✓ Preventing problems from happening

What are the benefits of risk assessments for you?


- ✓ Increased awareness of risks
- ✓ Better / safer working environment
- ✓ Reduced risk of accidents at work
- ✓ Leaving work with no injuries
- ✓ Understanding how to use equipment / operate safety.

LESSONS LEARNT

Finally, talk your teams through some real examples of series injury when risk assessments were not completed, and teams not properly trained.

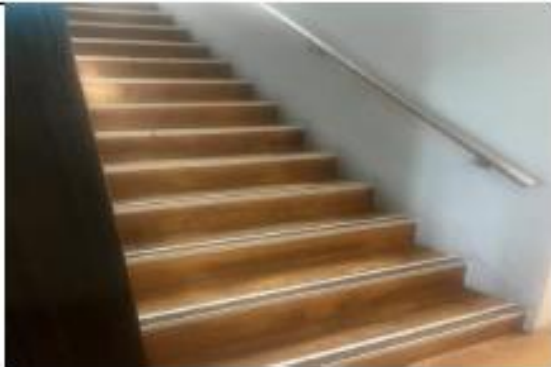


LESSONS LEARNT

Type of Incident:	Slip, stumble and fall with trolley (fracture)
Classification of Incident:	RIDDOR
Summary of Incident:	<p>Slip, stumble and fall same level over threshold from dish wash to dining room.</p> <p>IP was in the dishwash area about to take out a trolley of trays to the dining room.</p> <p>The trolley fell over as the IP pushed/pulled the trolley over the threshold, between Pan wash and dining room where there was a lip.</p> <p>IP sustained a Fractured of Ankle.</p>
Photographs of Incident:	 <p>Photo of trolley that fell on IP</p>
Possible Causes:	<p>Rushing – routine activity without thought.</p> <p>RA training cards not complete possible IP not reviewed RA/SSoWs.</p> <p>Individual staff manual handling RA not complete for IP possible IP not aware of control measure to lower the risk of moving loaded trollies to a safe level.</p> <p>Lack of knowledge.</p> <p>Trip hazard over threshold between 2 departments.</p>
Immediate Action Taken:	<p>First aid assistance and support undertaken.</p> <p>IP continued to work for a few moments as it was the end of the shift. IP did not know the extent of the injury and refused advise to go to the hospital.</p> <p>The incident was initially reported as an injury first aid until further tests were undertaken by the hospital which indicted a fracture to the ankle.</p> <p>IP off work for over 7 days.</p>
Lessons Learnt:	<p>Following incident, GHSE attended site and reviewed site evidence, documentation and statements made:</p> <p>RA/ SSoW including staff specific RAs must be reviewed effectively by staff – the aim of the risk assessment process is to evaluate hazards, then remove that hazard or</p>

	<p>minimize the level of its risk by adding control measures as necessary (staff must be aware of the control measures to ensure they can implement these when undertaking their duty). This in turn creates a safer and healthier working environment.</p> <p>Staff to review and sign risk assessments training card to show confidence is review.</p> <p>All staff and managers to be more diligent of trip hazards and report any near misses or anything that may cause an accident.</p> <p>Remember</p> <ul style="list-style-type: none"> • Communication is key • Report all incidents through BiOne reporting system. • If you are not fully confident on procedure, ASK guidance and further training can be provided.
<p>Actions to be Taken (By Whom)</p>	<p>Operations Manager to communicate the requirements to site level.</p> <p>Site manager to review RA/SSOW manual handling, use of sack barrow and trollies, roll cages and slip, trips and falls.</p> <p>All staff to complete a new reviewed specific general manual handling RA.</p> <p>Site manager Assign ABC (AccessPlanit) manual handling training and slips trips and falls.</p> <p>Site Manager to support in review of RA/ SSoW to staff.</p> <p>Site manager to ensure all staff RA sign training card.</p> <p>Site Manager to highlight the incident on the next H&S monthly meeting and give general awareness training, to also include reporting procedures for near misses.</p> <p>Site manager to report for the removal of the lip from threshold.</p> <p>Site manager to report for repair all outstanding surface damage in Pot wash room including installing new matting.</p> <p>Order new cutlery trolley which are smaller and reduces the risk significantly.</p>

LESSONS LEARNT

Type of Incident:	Slip, stumble and fall from stairs.
Classification of Incident:	RIDDOR
Summary of Incident:	<p>IP was ready to start their shift.</p> <p>IP went upstairs to change their clothes and when coming back downstairs</p> <p>IP fell from the stairs, from the last step, and sprained their ankle.</p>
Photographs of Incident:	
Possible Causes:	<p>Rushing – routine activity without thought</p> <p>RA for slips trips and falls initially not complete / rated correctly hard to understand controlled rating (RA not rated accurately to reduce the risk to a safe level).</p>
Immediate Action Taken:	<p>First aid at site undertaken then taken to A&E</p> <p>IP off work for over 7 days.</p>
Lessons Learnt:	<p>Following incident, QHSE reviewed site evidence, documentation and statements made:</p> <p>RA/ SSoW must be assessed and reviewed effectively – the aim of the risk assessment process is to evaluate hazards, then remove that hazard or minimize the level of its risk</p>

Actions to be Taken (By Whom)	<p>by adding control measures as necessary. This in turn creates a safer and healthier working environment.</p> <p>Staff to review and sign risk assessments.</p> <p>Staff must concentrate and take time when walking downstairs</p> <ul style="list-style-type: none"> • Do not run • Concentrate • Do not be distracted • Have 3-point contact at all times <p>Remember</p> <ul style="list-style-type: none"> • Communication is key • Report all incidents through BiOne reporting system. • If you are not fully confident on procedure, ASK guidance and further training can be provided.
	<p>Operations Manager to communicate the requirements to site level.</p> <p>Operations Manager to support in review of RA/ SSoW slips, trips and falls.</p> <p>Site manager to ensure all staff review and sign RA/ SSoW and training card</p> <p>Site Manager to highlight incident and give awareness training on the next HS meeting.</p>