



MONTHLY SAFETY MEETING – PERSONAL PROTECTIVE EQUIPMENT (PPE) – AUGUST 2024



This pack is to help you facilitate the monthly health and safety meeting for your site in **AUGUST 2024**
Please ensure you complete the template [Monthly Unit Safety Meeting v9.doc](#)

This Months Topic	Personal Protective Equipment (PPE)
Training that should have been completed by the team.	<ol style="list-style-type: none"> 1. RA and data sheets relevant to site. 2. AccessPlanit eLearning
Relevant risk assessments / SSoW's /SOP's	HS SOP 28 - Footwear Safety (20.04.15).doc HS SOP 01 - Chemicals & Hazardous Substances 13.09.2021.doc HS SOP 22 - Slips, Trips & Falls (31.07.14).doc PPE Requisition Form Version 1 (31.07.14).doc All our risk assessments have a specific PPE section to ensure correct PPE used for task
Lessons Learnt	See the two lesson learnt PPE examples below (i) Lesson 1: burn (ii) Lesson 2: slip

TASK FOR THIS H&S MEETING- Discuss the PPE at your CH&Co site. Discussion points:

What tasks do you wear PPE for?

Where would you find PPE at your site?

If you're unsure what PPE should be worn where would you find this information?

The Use of PPE (Personal Protective Equipment)

The importance and proper use of Personal Protective Equipment (PPE) when handling hot equipment, chemicals, and ensuring slip-resistant footwear.

Why is PPE Important?

- Protects against burns, injuries, and exposure to harmful substances.
- Reduces the risk of slips, trips, and falls.
- Ensures adherence to health and safety regulations.
- Avoids potential fines and legal issues for non-compliance.

PPE should be the last line of defense to manage risks to you.

Instead change the process, where possible, so it is safer.

- Can the process be removed
- Can it be done differently to avoid PPE use

If the process cannot be removed or changed then some simple steps to manage PPE use

Handling Hot Equipment

Heat-Resistant Gloves & Cloths

How to Use: Ensure gloves fit snugly without being too tight. Cover

your hands completely.

When to Use: Always wear heat-resistant gloves & cloths when handling hot pots, pans, ovens, and other hot equipment.

Tip: Check gloves and cloths regularly for wear and tear and replace them if damaged.

Aprons & Whites:

How to Wear: Wear an apron that covers your torso and whites (if role requires) that cover length of body

When to Use: Use when handling or working with hot food and/or equipment to protect your body from spills and splashes.

Tip: Keep aprons & whites clean and replace them if they become worn or damaged.

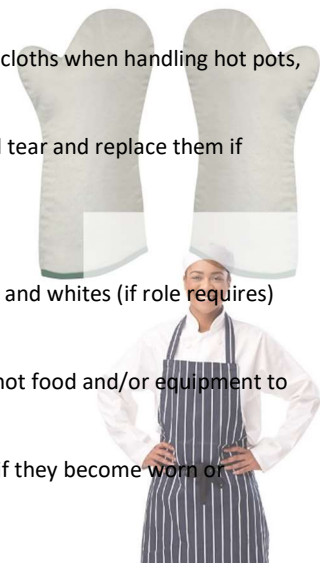
Handling Chemicals:

Chemical-Resistant Gloves:

How to Wear: Select gloves suitable for the specific chemicals you are handling. Ensure they fit well.

When to Use: Always wear chemical-resistant gloves when directed by chemical information .

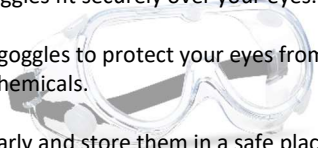
Tip: Replace gloves immediately if they show signs of degradation or damage.



Safety Goggles:

How to Wear: Ensure goggles fit securely over your eyes.

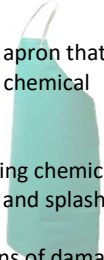
When to Use: Use safety goggles to protect your eyes from splashes when handling chemicals.



Tip: Clean goggles regularly and store them in a safe place to prevent scratches.

Aprons:

How to Wear: Wear a chemical-resistant apron that provides full coverage of your torso as directed by chemical information



When to Use: Use when handling or mixing chemicals to protect your clothing and skin from spills and splashes.

Tip: Regularly inspect aprons for any signs of damage or wear and replace as needed.

Slip-Resistant Shoes:

Fit and Comfort: Ensure shoes fit well and provide comfort for long hours of standing and walking.



Select footwear based on an understanding of the hazards within the individual job tasks:

- Front of House Minimum Standard** Totally enclosed shoes are required
- Back of House Minimum Standard** All Team members working back of house must be provided with footwear that is enclosed and non-slip

Non-Slip Soles: Select shoes with non-slip soles to provide good traction on wet or greasy surfaces.

Tip: Regularly clean the soles of your shoes to maintain their slip-resistant properties.

Our risk assessments

All our risk assessments indicate what PPE is required for the task. Ensure the correct PPE is used as directed by our risk assessments.

Example here:

PERSONAL PROTECTIVE EQUIPMENT

Team members to be provided with correct personal protective equipment which must be checked prior to – this is to include as a minimum unless site dictate asks for more.

- Slip Resistant footwear to SRC standard testing
- Oven cloths certified to an approved standard to (EU) 2016/425 – normally CE heat protection cer
- Uniform with sleeves to protect forearms
- COSHH advised PPE

Safety Footwear Uniform Dry Oven Cloth / Glove



ALWAYS

- Follow CH&Co’s safe system of work & COSHH risk assessment for required PPE.
- Know how to use and care for your PPE correctly. If it is damaged, get it replaced.
- Always wear the appropriate PPE for your tasks
- Complete PPE training
- Complete each colleague’s PPE Requisition form
- Store PPE in a clean, dry place to prevent contamination.

LESSONS LEARNT

See below 2 Major incidents in relation to PPE issues causing burn and slip. Both were legally reportable under RIDDOR

- Read them with your team and discuss

ACCIDENT REPORTING


- Report all accidents, incidents & near misses are reported on AIR3.
- Link to new incident report system here : [AIR3](#)
- More information on Hazard Spotting and Near Miss reporting: [AIR3 Information](#)

ADDITIONAL ADVICE

Raise a ticket with the HSE Team




LESSONS LEARNT 1

Type of Incident:	RIDDOR
Classification of Incident:	Burns and Scalds.
Summary of Incident:	<p>While handling a boiling pan used for blanching vegetables during clean down, IP accidentally poured boiling water over themself whilst emptying the water out of the pan.</p> <p>IP burnt Foot badly – Injury preventing the IP from working for more than 7 days.</p>
Photo:	
Root Causes:	<p>Route cause of incident –</p> <p>IP not trained to the correct level – no documented training or review of any RA/SSoW and no manual handling RA complete.</p> <p>IP not wearing correct safety shoes to prevent burn/scald. Not following procedures (manual handling procedures)</p>
Immediate Action Taken:	<p>IP went to A&E where the burn was cleaned out and the foot was bandaged</p>
Lessons Learnt:	<p>Staff require to wear correct PPE and to be recorded on PPE requisitions so it can be reviewed.</p> <p>All staff must review all RA/SSoW so they can identify potential risks and no controls that are in place to reduce the overall risk.</p> <p>Staff trianing to be up to date to ensure staff are fully trained in what they are doing daily.</p> <p>Manual handling task can be reduced on review and alternative methods implemented.</p>

<p>Actions to be Taken (By Whom)</p>	<p>Site Manager: to undertake a HS meeting demonstrating you have gone through – Burns and scalds – Manual Handling.</p> <p>Site Manager: to review RA/SSoW burns and scalds/manual handling to be reviewed and risk rated.</p> <p>Site Manager: to ensure all staff review all RA/SSoW and sign off on the RA training card.</p> <p>Site Manager: to Review PPE and PPE requisition and also add any additional PPE to the RA/SSoW which applies.</p> <p>Site Manager: to Undertake a managers audit here to identify any further issues that may require attention to reduce the risk of a recurrence.</p> <p>Site Manager: to Reassign ABC Burns and Scalds and manual handling to all staff on AccessPlanit.</p> <p>Site Manager: To complete staff manual handling RA.</p> <p>Site Manager: All staff to have a PPE requisition and to be reviewed. Annually or when required prior.</p> <p>Site Manager: To review all safety shoes to ensure all staff have the correct shoes for jobs they are undertaking.</p> <p>Site Manager: to ensure that all staff to review HS SOP 13 and 9 and sign off on the RA training cards.</p> <p>Site Manager: Process of blanching vegetables to be reviewed.</p>
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LESSONS LEARNT 2

Type of Incident:	Slip Incident
Classification of Incident:	RIDDOR
Summary of Incident:	<p>The employee was walking through the wash up area carrying dishes when she stopped suddenly to avoid a collision with another employee in the same vicinity. The employee's lost their footing landing directly onto their bottom.</p> <p>The employee visited their GP and has sustained compression of the spine and a sprained elbow and hand. The employee has had a significant time off from work. This resulted in a RIDDOR reportable incident to the Health and Safety Executive. This was a serious incident that caused significant injury.</p>
Photographs of Incident:	
Possible Causes:	Employee was not wearing company issued safety shoes
Immediate Action Taken:	<p>Employee visited GP the next day.</p> <p>Employee has been signed off work due to medical condition.</p> <p>Safety shoes to worn by all staff uniform policy retrained to staff.</p>

Lessons Learnt:	<ul style="list-style-type: none">• Employees must wear the PPE that has been issued to them at all times.• Manager and line managers must ensure that their teams are wearing the correct PPE and adhere to company policy.• Additional dry mopping to be implemented.
Actions to be Taken (By Whom)	<ul style="list-style-type: none">• Review of PPE Requisition forms for all employees to ensure that all employees have the correct PPE issued and that they have signed for receipt including safety shoes. Must be completed by General Manager for any new employees.• Employees must wear the PPE that has been issued to them at all times.• Manager and line managers are responsible for checking on a daily basis that all employees are wearing the correct PPE and adhere to company policy. Must be completed by General Manager, Assistant Group Manager and line Managers.• If staff are found not wearing the correct PPE they are in breach of company policies and disciplinary action will be taken. Reminder: include agency worker. Must be completed by General Manager, Assistant Group Manager.• Enrolment on to the CH&Co ABC training on Slips, Trips and Falls. Must be completed by General Manager, Assistant Group Manager and line Managers.• Review and update risk assessment for Slips, Trips and Falls. Must be completed by General Manager, Assistant Group Manager and line Managers.• Review and update safe system of work for Slips, Trips and Falls to include additional dry mopping of the pot wash area. Must be completed by General Manager, Assistant Group Manager and line Managers.

Section 2: Issues of H&S or Food Safety Concern this Month. For example: Premises & Equipment Issues, Food Complaints, Accidents, Coaching Opportunity

Details	Action Required

Section 3: Audits

Type of Audit (tick applicable)	Audit Date	Corrective Actions Required/Discussed
<input type="checkbox"/> Local Authority EHO <input type="checkbox"/> External Audit <input type="checkbox"/> Client Audit <input type="checkbox"/> Operations Manager Audit <input type="checkbox"/> Monthly Unit Manager Audit <input type="checkbox"/> IMS Audit <input type="checkbox"/> HSE Team Visit <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> NO AUDITS THIS MONTH		

Section 4: 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.

Item to Note from Colleague	Actions Required/Discussed

UNIT MANAGER NAME & SIGNATURE:

DATE:

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.