






Cuts & Lacerations: Essential Information for Colleagues



This pack is to help you facilitate the monthly health and safety meeting for your site in **DECEMBER 2024**
Please ensure you complete the template [Monthly Unit Safety Meeting_v9.doc](#)

This Month's Topic		Cuts & Lacerations	
Training available		AccessPlanit eLearning for CH&CO and MyLearning at Compass	
	CH&Co Relevant Documents	<ul style="list-style-type: none"> • HS SOP 09 Kitchen Safety • Risk Assessment 073 Knives and cuts 	
	Compass Relevant Documents	<ul style="list-style-type: none"> • Compass 'task cards' identify if cut/laceration risks are present with picture 	
Lessons Learnt		See the one lesson learnt relating to cuts and lacerations	

TASK FOR THIS H&S MEETING- discuss with your team

- **What equipment do you have that could result in a cut?**
- **From the equipment you have how do you ensure it is used safely to prevent cuts or lacerations?**

PREVENTING CUTS & LACERATIONS

Stay Safe: Protect Yourself and Your Team

Cuts and lacerations are common injuries in the hospitality industry due to the nature of our work

Why Focus on Cuts & Lacerations?

- ➔ **Frequent Risk:** Handling sharp objects like knives, glass, and equipment increases exposure to injuries.
- ➔ **Health Impact:** Cuts can range from minor to severe, potentially leading to first aid treatment and hospitalisation.
- ➔ **Operational Disruption:** Injuries can slow operations and affect team morale.

Common Causes of Injury:

Improper Use of Tools:

- Mishandling knives, scissors, or other sharp tools.
- Using damaged or poorly maintained equipment.
- Removing guard from equipment

Broken Glass or Crockery:

- Dropped glasses, plates, or bottles.
- Improper disposal of broken items.

Unsafe Practices:

- Rushing while cutting or slicing.
- Using tools without the right training.

Improper Storage:

- Sharp equipment left out or stored unsafely.

Handling Sharp Equipment Safely

- Use knives and tools only for their intended purpose.
- Keep fingers away from cutting paths and use a chopping board on a non-slip surface.
- Never try to catch a falling knife or sharp object.

Maintenance Matters

- Always keep knives and cutting equipment sharp; dull blades are more dangerous.
- Check for cracks or defects in tools and equipment before use.

Working Safely

- Focus on your task – avoid distractions.
- Use the right knife/equipment for task
- Do not rush. Take your time to complete tasks safely.



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Dealing with Broken Glass

- Use a dustpan and brush to clean up glass; never pick it up with your hands.

Storage Best Practices

- Store knives and sharp tools in designated racks or sheaths.
- Do not leave sharp objects in sinks or areas where they may not be seen.

1. Seek Help:

- Alert your manager and call for first aid.
- Contact emergency services if the bleeding is severe or cannot be controlled.

2. Clean the Wound

3. Stop the Bleeding:

- Use a bandage/plaster and apply pressure.

4. Cover the Wound:

- Use a sterile bandage/plaster to protect the cut.

5. Accident Reporting

See below our Lesson Learnt relating to cuts

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](#)



see



care



share

MONTHLY UNIT SAFETY MEETING FORM – OCTOBER 2024

*A copy of the completed form **MUST** be emailed to your ops manager AND kept on file as these will be reviewed during unit s*

UNIT NAME & NUMBER	
UNIT MANAGER	
DATE & TIME OF MEETING	

ATTENDEE'S			

Section 1: Outstanding Matters (from previous meeting)	
Details	Action Required

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:

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DATE:

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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.



LESSONS LEARNT

Type of Incident:	Laceration to hand
Classification of Incident:	RIDDOR
Summary of Incident:	<p>IP was asked to retrieve ice from the large back of house ice machine to fill the bars.</p> <p>This process involves filling a plastic tub from the large machine. When opening the door to the ice machine there is a metal clasp to hold it in place allowing this job to be done by one person. When</p> <p>IP let the ice machine door close, a panel that covers the compressor above the door fell.</p> <p>The metal panel has a sharp edge that struck the back of IP's hand. Ip was signed off work for 1 month.</p>
Photographs of Incident:	 <p>Please note photos are from after incident (not on day of incident).</p>
Possible Causes:	<p>Possible cause</p> <p>Rushing – routine activity without thought</p> <p>Equipment not checked prior to use</p> <p>Possible concern with last PPM checks (no up to date record available from the summer).</p> <p>No Risk assessment (RA) training card for IP</p> <p>Risk assessment and safe systems of work (RA/SSoW) for the ice</p> <ul style="list-style-type: none"> • Machine controlled likelihood and severity rating to high (not rated correctly) • RA/SSoW not reviewed within the year 24/07/2021 • additional control measures not identified pre incident (shutter closes fast) <p>IP not aware that the shutter closes fast</p>



	<ul style="list-style-type: none"> • No signage to demonstrate this • Not stated on RA/SSoW
Immediate Action Taken:	<p>IP called for a G&G Duty Manager, when she arrived on seen saw that the cut was significantly deep and called Southbank Centre first aid to attend as support.</p> <p>The Southbank First Aid confirmed that the cut would need proper medical treatment, so a cab was called to take IP, accompanied by the G&G Duty Manager to hospital.</p>
Lessons Learnt :	<p>Following the incident, QHSE reviewed site evidence, documentation and statements made</p> <ul style="list-style-type: none"> • RA/SSoW must be assessed and reviewed effectvely - the aim of the risk assessment process is to evaluate hazards, then remove that hazard or minimize the level of its risk by adding control measures, as necessary. By doing so, you have created a safer and healthier workplace. • RA/SSoW to identify/capture all control measures (fast closing shutter/signage) etc • RA/SSoW to be reviewed annually or prior when required (change in legislation/incident/new job role etc. • Staff to review and sign risk assessments. • Signage to be displayed to make staff aware of any difference with machine (fast shutting shutter). • Equipment to be physically checked prior to use. • Possible use of aids (trolley). <p>Site and Operations manager made aware of this to be communicated to staff.</p>



Actions to be Taken (By Whom)	<p>Operations manager to communicate the requirements to site level.</p> <p>Operations Manager to support in review of RA/SSoW.</p> <p>Site manager to assess if staff specific manual handling RA requires to be reviewed with additional control measures (use of trolley) etc</p> <p>Site manager to ensure all staff review and sign RA/SSoW and training card</p> <p>Site manager to give awareness on ice machine and to highlight on next HS meeting</p> <p>Site manager to highlight maintenance issues on daily HACCP, monthly audits and escalate to operations manager/client.</p> <p>Full assessment of the structural condition and safety of all ice machines.</p> <p>Warning signage or PPM plan to change fast shutting shutter.</p> <p>Panel to be securely attached to the ice machine prior to use (defect/do not use signage to be displayed until repaired).</p> <p>Latest PPM records to be available</p>
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LESSONS LEARNT

Type of Incident:	RIDDOR – cut to finger
Classification of Incident:	Injury preventing the IP from working for more than 7 days
Summary of Incident:	<p>The Injured Party (IP) was cutting carrots. The knife slipped and cut the top of their index finger and nail. The chopping board used was stable and placed on flat area of draining board.</p> <p>The working conditions were suitable. With adequate lighting and no slipping concerns.</p> <p>The slipping knife resulted in first aid being administered at site. The IP then went to a Doctors Walk-in centre for treatment where the cut was dressed.</p> <p>The knives available are exchanged frequently for sharpened ones with a third party. The IP had received training on knife use via eLearning and site Knife Risk Assessment.</p>

Photographs of Incident:

Photo of area where board was placed:



Photo of injury:





Possible Causes:	<p>Concentration – The IP had a momentary lapse of concentration.</p> <p>Medication – The IP was “anti-coagulant” medication, which meant they bled for longer.</p> <p>Blunt Knife – the knives are frequently exchanged for sharpened ones with third party. The one in use may have been missed; this could not be established.</p>
Immediate Action Taken:	<p>Emergency first aid assistance was obtained immediately. The wound was cleaned and dressed.</p> <p>The Injured party attended a medical walk-in centre for treatment.</p>
Lessons Learnt	<p>Risk Assessments, equipment & company approved training was suitable. No amount of procedure of training can mitigate all accidents.</p> <p>Concentration – sufficient concentration is very important to maintain personal safety.</p> <p>Complacent – never overlook potential risk when using knives.</p>



Actions to be Taken (By Whom)	<p>Actions</p> <ol style="list-style-type: none">1. Provide refresher training on Knife Use – utilise the knife use risk assessment and knife skills eLearning – All2. Observe the team using knives to ensure correct techniques are used and coach where necessary – Head Chef to observe all3. Review all knives to ensure they are suitably sharp. Where not sharp replace or sharpen – Head Chef/GM4. Identify risks associated with knives during your monthly H&S Meeting and ensure colleagues have the opportunity to discuss knife use and any concerns – All5. Ensure all colleagues are briefed not to use blunt knives – ALL
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