

MONTHLY UNIT SAFETY MEETING FORM – JULY 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 safety audits.*

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. <i>For example: Premises & Equipment Issues, Food Complaints, Accidents, Coaching Opportunity</i>	
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:	
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OUR RISK ASSESSMENTS

ASSESSMENT OF RISK

Likelihood x severity
Rates High /Medium/ Low risk

Risk Assessment Table

Activity ID	Activity Name	Location	Frequency	Severity	Control Measures	Risk Rating
...

Activity ID	Activity Name	Location	Frequency	Severity	Control Measures	Risk Rating
...

SAFE SYSTEM OF WORK

Lists Hazards and how to avoid

SAFE SYSTEM OF WORK

IMPORTANT: The Safe System of Work (SSOW) is a control system that is designed to prevent and control the most serious risks to health and safety.

Objectives:

- Identify and assess the risks to health and safety.
- Develop and implement measures to control the risks.
- Monitor and review the effectiveness of the SSOW.

Hazards:

- Identify all hazards that could cause harm to health and safety.
- Assess the risks from these hazards.
- Develop measures to control the risks.

Control Measures:

- Eliminate the hazard.
- Reduce the risk to a level that is as low as reasonably practicable (ALARP).
- Use control measures that are effective and reliable.

Implementation:

- Develop a SSOW plan.
- Communicate the SSOW to all workers.
- Train workers on the SSOW.
- Monitor and review the SSOW.

AVOIDING INJURIES

Training Requirements
PPE requirements

AVOIDING INJURIES

Objectives:

- Identify and assess the risks to health and safety.
- Develop and implement measures to control the risks.
- Monitor and review the effectiveness of the measures.

Hazards:

- Identify all hazards that could cause harm to health and safety.
- Assess the risks from these hazards.
- Develop measures to control the risks.

Control Measures:

- Eliminate the hazard.
- Reduce the risk to a level that is as low as reasonably practicable (ALARP).
- Use control measures that are effective and reliable.

Implementation:

- Develop a plan for avoiding injuries.
- Communicate the plan to all workers.
- Train workers on the plan.
- Monitor and review the plan.

SITE SPECIFIC ACTIONS

Lists anything specific to your site.

SITE SPECIFIC ACTIONS

Objectives:

- Identify and assess the risks to health and safety.
- Develop and implement measures to control the risks.
- Monitor and review the effectiveness of the measures.

Hazards:

- Identify all hazards that could cause harm to health and safety.
- Assess the risks from these hazards.
- Develop measures to control the risks.

Control Measures:

- Eliminate the hazard.
- Reduce the risk to a level that is as low as reasonably practicable (ALARP).
- Use control measures that are effective and reliable.

Implementation:

- Develop a plan for site specific actions.
- Communicate the plan to all workers.
- Train workers on the plan.
- Monitor and review the plan.



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

This Months Topic	CHEMICALS
Training that should have been completed by the team.	<ol style="list-style-type: none"> 1. All COSHH RA and data sheets relevant to site. 2. AccessPlanit COSHH eLearning
Relevant risk assessments / SSoW's /SOP's	HS SOP 1 - Chemicals & Hazardous Substances 13.09.2021.doc 01 COSHH Register Form Version 1 (31.07.14).doc COSHH Documents (Data sheet, RA and SSOW) (implement relevant ones) PPE Requisition Form Version 1 (31.07.14).doc
Lessons Learnt	We don't have any Lesson Learnt within our business but see bottom of document for case studies

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

- Before using a substance, what do you need to consider?
- List the three ways a substance can enter your body?
- What should you do with chemicals at the end of your shift/after use?
- Where can you get information about the chemicals you are using?
- What can you wear to protect yourself against chemicals?
- Name five hazardous substances you may find on site.

PREVENTING CHEMICAL INJURIES

COSHH stands for Control of Substances Hazardous to Health. It is a set of regulations aimed at controlling the use and exposure to hazardous substances in the workplace to prevent ill health.

Key Points to Remember

Identify Hazardous Substances

- Cleaning agents, disinfectants, degreaser and kitchen chemicals.
- Any product marked with a hazard symbol.

Assess the Risks

- Determine how these substances can cause harm.
- Evaluate the potential for exposure.

Control Exposure

- Use personal protective equipment (PPE) such as gloves, aprons, and masks.
- Ensure good ventilation when using chemicals.
- Follow safe storage practices.

Training and Information

- Attend all COSHH training sessions.
- Read product labels and safety data sheets (SDS) for each substance used exposure.

Safety Practices

Use PPE

Always wear appropriate PPE when handling hazardous substances.

Follow Instructions

Use chemicals only as directed by the manufacturer. Never mix chemicals unless specified.

Proper Storage

Store chemicals in a cool, dry place away from food and drink. Ensure containers are labeled correctly.

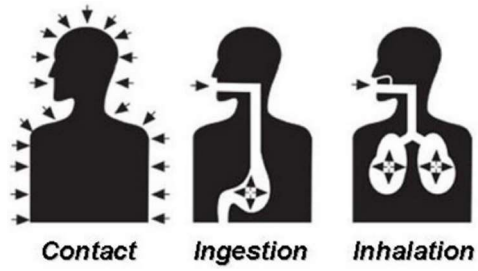
Spill Management

Clean up spills immediately using appropriate spill kits and use signage.

Chemical Disposal

Dispose of chemical waste according to manufacturer's requirements.

Chemical Risks to You



Emergency Procedures

EMERGENCY



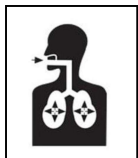
Exposure

If skin contact occurs, wash immediately with plenty of water. For eye exposure, rinse with water for at least 15 minutes and seek medical attention.



Inhalation

Move to fresh air immediately. If symptoms persist, seek medical attention.



Ingestion

Do not induce vomiting. Seek medical attention immediately and provide details of the substance ingested.

ALWAYS

- ✓ Follow CH&Co's safe system of work & COSHH risk assessment for each chemical available.
- ✓ When using hazardous substances, wear the correct PPE (where required) as directed by COSHH risk assessment, Safe System of Work, and manufacturer's data sheet.
- ✓ Know how to use and care for your PPE correctly. If it is damaged, get it replaced.
- ✓ Always return hazardous substances to a secure location after use.
- ✓ If you are unsure how to use a chemical safely do not use it until you are trained
- ✓ Always wash your hands after handling chemicals and before eating, drinking.

LESSONS LEARNT

THE ACCIDENT: CH&Co colleague was re-filling sanitiser spray bottle. The colleague accidentally splashed sanitiser back into their right eye. The eye was rinsed the eye with eye wash from first aid box.

CAUSES of INJURY: (1) The colleague was not wearing eye protection as required (2) The COSHH risk assessment was not trained to colleagues and therefore correct process wasn't followed.

ACTIONS: (1) Correct PPE issued to team (2) Suitable training provided

ADDITIONAL INFORMATION COSHH

The HSE states the following. See further details here: [HSE's COSHH & CATERING INDUSTRY](#)



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](#)

