**HEALTH AND SAFETY POLICY**

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| **The Risk Assessment process must be ‘on-going’ and ‘dynamic’.**  In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren’t sufficient, the activity must not proceed. |

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| **This is the statement of general policy and arrangements for:** | Carne Catering |
| **Overall and final responsibility for health and safety is that of:** | Kyle De’Ath |
| **Day-to-day responsibility is delegated to:** | Kyle De'ath |

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| Signed: | Date: 2016 |
| Subject to review, monitoring and revision by: Kyle De’Ath | Every: event |

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**RISK ASSESSMENT**

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| What are the hazards? | Who might be harmed and how? | What is already being done to minimise risk? | Further suggested precautions? | Supervised by whom? | To be actioned by | Action completed |
| Slips and trips | Staff/public may be injured if they trip over or slip on objects or spillages | * Housekeeping kept to a good standard * Storage items kept away from stall once business is set up * Cooking equipment maintained to prevent leaks * Any leaks reported to owner as soon as identified * Spillages are cleaned by staff immediately to ensure a dry floor * All electrical cables are covered * Any dropped produce is cleaned by staff immediately | Ensure suitable footwear is worn by staff to prevent falls | All staff to be monitored by owner | K.DE’ATH |  |
| Stall/gazebo | Staff/public may be injured tripping over or part of the stall/gazebo falling over | * Staff trained in erecting stall/gazebo correctly * Stall/gazebo is held down by stall weights 4 12.5kg one for each leg. * All loose threads or ropes are secured * Stall/gazebo is maintained to a good standard * Any damage is reported to owner as soon as identified | Stall inspected on a monthly basis for any deterioration or faults | Owner | K.DE’ATH |  |
| Manual Handling | Staff may suffer injury from heavy lifting. Public may suffer injury through the dropping of stock or staff bumping into public whilst carrying stock | * Training undertaken by staff for lifting * Loading and unloading is supervised to ensure public do not wander too close * Heavy items are attended by two or more staff * Boxes containing stock are maintained | Staff training ongoing | Owner | K.DE’ATH |  |
| Subject to cold temperatures | Staff may be subject to cold, wet and icy weather being on an outdoor market | * Staff are provided with branded jumpers and jackets * Health and safety policy is in place to determine whether the business will trade in bad weather * Staff are allowed to wear gloves, hats and scarves | Staff to be provided with anoraks for wet weather | Owner | K.DE’ATH |  |
| What are the hazards? | Who might be harmed and how? | What is already being done to minimise risk? | Further suggested precautions? | Supervised by whom? | To be actioned by | Action completed |
| Extreme Weather | Staff  hypothermia, cold related symptoms. Impact injuries if windy | Monitor weather forecast before event. Advise all to dress accordingly  stall is structurally safe by manufacturers guidelines with weights up to 60 mile an hour winds.  If weather becomes extreme during the event, activity will be cancelled or postponed until conditions improve. | If extreme weather, procedure in place to cancel event.  decision will be made between the Event Coordinator and ASO as to the continuation of the event. If extreme weather is forecast (such as heavy wind, rain, thunder & lightening) the event will be postponed. | Owner | K.DE’ATH |  |
| Sea | Staff  Participant  Physical or fatal injury  Drowning | Monitor weather forecast before event. Check tide times. Children supervised at all times. Beach patrol informed of event. Communications to emergency services by mobile telephone in case of an emergency | Cancel event in the case of extreme weather. | Owner | K.DE’ATH |  |
| Insufficient Light | Staff  Participant  slips and trips  cuts and burns  Accidents and injuries | 1. Lights will be provided for set up and break down when working in inadequate lighting conditions. 2. If activities are to take place out of hours of daylight, lights will be provided for inside the gazebos. | Vehicle lights use when necessary | Owner | K.DE’ATH |  |
| Use of electrical appliances | Staff  Electric shock and fire | Annual PAT testing  Authorised persons to use equipment only  Visual inspection conducted every use | if needed repair only by qualified persons  Ongoing training on all appliances | Owner | K.DE’ATH |  |
| FireFighting equipment failure | Staff  Participant  Spread of fire | All extinguishers checked and tested as required.  fire blankets checked for damage | Ongoing annual inspections  Ongoing staff training | Owner | K.DE’ATH |  |
| Moving Vehicles | staff  participant  Serious or fatal injury | Brief all staff of moving transport  Ensure all visitors are controlled  Pedestrian routs where applicable  Ensure very slow speed are maintained | clear sing provided by event organiser and follow there risk assessments and guidelines | Owner | K.DE’ATH |  |