

# SAFE WORKING PROCEDURE

## Managing Health and Safety in Catering

CORPORATE HEALTH & SAFETY | VERSION 3.04 | July 2023

### **STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- All catering activities and equipment are risk assessed.
- Staff are competent to undertake their role.
- Food hygiene standards are maintained.

### **SCOPE:**

This Safe Working Procedure applies to:

- All managers including headteachers referred to as managers herein.
- All employees of Southampton City Council who work in catering facilities



## 1. Responsibilities

### Service Lead/Head Teachers are responsible for ensuring:

- 1.1. Task based and equipment specific risk assessments have been undertaken and appropriate controls put in place to manage hazards at source in line with the management of risk controls (see [SWP Risk Assessment and SWP Work Equipment](#)).

### Managers/supervisors are responsible for ensuring compliance with the SWP and must:

- 1.2. Carry out a risk assessment on catering activities and associated equipment in line with [SWP Risk Assessment](#).
- 1.3. Put controls in place to manage the risk to as low as is reasonable practicable.
- 1.4. Ensure food hygiene standards are maintained in line with [SWP Managing Food Hygiene](#).
- 1.5. Ensure staff are trained to appropriate food hygiene standards.
- 1.6. Ensure catering establishments are kept clean.
- 1.7. Report any work-related injuries in line with [SWP Accident/Incident Reporting and Investigation](#).
- 1.8. Provide suitable personal protective equipment (PPE) where necessary to protect employees against risks which you cannot control by other means in line with [SWP Personal Protective Equipment](#).
- 1.9. Provide first-aid equipment, trained employees and facilities relative to the size and risks to cover employees in line with [SWP First Aid at Work](#).
- 1.10. Display specified safety signs to warn of remaining risks.
- 1.11. Consult with employees and inform and train employees on the risks present and the arrangements in place to control them.
- 1.12. Consult Trade Unions and Safety Representatives in line with [SWP Safety Representatives](#).
- 1.13. Carry out health surveillance where appropriate (in catering, for dermatitis or musculoskeletal risks if present).
- 1.14. Set up emergency procedures including those for temporary workers (in catering these are only likely to be for fire and gas leaks).
- 1.15. Co-ordinate work activities with third parties to ensure safety is maintained at all times (i.e. with landlords, maintenance staff and catering engineer's activities).

### Employees must:

- 1.16. Look after their own and others' safety whilst working in the catering facility.
- 1.17. Co-operate with their employer and not misuse health and safety equipment.
- 1.18. Wear the PPE provided.

## 2. Procedures

- 2.1 The Health and Safety Executive (HSE) have provided free downloadable guidance to the regulations (link below). There is also separate HSE guidance on Catering (links below).
- 2.2 Managers should use these guides and other information detailed below to help inform the risk assessment process and manage noise and noisy equipment in the workplace as required by this procedure.

### 3. Safe Working Procedures Relevant to This Document

- 3.1. [Risk Assessment](#)
- 3.2. [Accident/Incident Reporting and Investigation](#)
- 3.3. [Health Surveillance](#)
- 3.4. [Safety Representatives](#)
- 3.5. [Work Equipment](#)
- 3.6. [Personal Protective Equipment](#)
- 3.7. [Noise at Work](#)

**Note:** Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

### 4. Main Legislation Relevant to This Document

- 4.1. [Health and Safety at Work etc Act](#)
- 4.2. [The Food Hygiene \(England\) Regulations](#)
- 4.3. [The Management of Health and Safety at Work Regulations](#)
- 4.4. [The Provision and Use of Work Equipment Regulations](#)
- 4.5. [The Supply of Machinery \(Safety\) Regulations](#)
- 4.6. [The Personal Protective Equipment at Work Regulations](#)
- 4.7. [The Health and Safety \(Safety Signs and Signals\) Regulations](#)
- 4.8. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)

### 5. Contact Address's and Guidance Links

- 5.1 Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
  - 5.1.1. [Catering Microsite index](#)
  - 5.1.2. [Health and Safety in Catering Leaflets](#)
  - 5.1.3. [Catering and hospitality publications](#)
  - 5.1.4. [Catering forum](#)
- 5.2. Food Standards Agency  
[www.food.gov.uk/](http://www.food.gov.uk/)
- 5.3. Royal Society for the Prevention of Accidents  
[www.rospa.com](http://www.rospa.com)
- 5.4. Institute of Occupational Safety and Health  
[www.iosh.co.uk/](http://www.iosh.co.uk/)
- 5.5. Corporate Health and Safety Service  
[Health and Safety Intranet](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).