



Health and Safety Policy

1. Introduction

- 1.1 Houria (“the Business”) recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 including the responsibility to:
 - 1.1.1 provide and maintain a safe and healthy place of work.
 - 1.1.2 ensure that staff are trained to respond quickly and safely in an emergency situation.
 - 1.1.3 provide adequate instruction, training and supervision for all staff as well as appropriate safety information for customers/diners.
 - 1.1.4 provide and maintain such equipment as needed to ensure that the business activities – that of running a catering business can be carried out with no risk of injury to either staff or customers.
 - 1.1.5 ensure safe access to and from the places of work.
 - 1.1.6 work to prevent accidents and work related ill health.
 - 1.1.7 ensure the safety of all those who will use the facilities at the premises.

2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the Senior Manager, Kimberly Prado.
- 2.2 All staff are given training to ensure the establishment delivers the highest possible standards of health and safety.
- 2.3 The Management of the Business are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999, the Workplace Regulations 1992, the Fire Safety Order 2005, Food Hygiene and Environmental Health Regulations, and all other Regulations that apply to the running of the Business.
- 2.4 The Management will ensure that any activities that could be potentially hazardous to either staff or guests are assessed regularly and any controls needed are put in place to prevent any adverse occurrences.

- 2.5 Through regular checks/continuous monitoring the Duty Managers will ensure that the all areas are kept free of any trip hazards, and that all fire escape routes are maintained at all times. All staff will be required to cooperate with the management in all safety matters and to report any condition which may appear dangerous or unsatisfactory.
- 2.6 The Management will ensure that all staff undergo regular training updates appropriate to their role to ensure that they are always using current best practice.
- 2.7 In compliance with the Health and Safety (Consultation of Employees) Regulations 1996 and/or the Safety Representatives and Safety Committees Regulations 1977, the Management will, at all times, consult with their employees on matters that affect their health and safety.
- 2.8 The Senior Management will, so far as reasonably practicable, ensure that the Business provides adequate financial resources to meet these objectives.
- 2.9 Copies of this policy are to be available to all Business employees and other interested parties.

3. Directors'/Partners'/ Proprietors' Duties:

- 3.1 The Directors/Partners/Proprietors will have at least basic knowledge and understanding of the Health and Safety at Work etc. Act 1974 and the relevant Regulations that apply to the running of a catering business.
- 3.2 It will be the responsibility of Kimberly Prado to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 3.3 In order to protect the safety and health of employees and others, the Directors/Partners/Proprietors will:
 - 3.3.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working in the Business and with the precautions which need to be taken to eliminate or control those risks.
 - 3.3.2 Establish procedures to deal with any emergencies.
 - 3.3.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 3.3.4 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 3.3.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees.
 - 3.3.6 Ensure that all employees carry out the health and safety responsibilities allocated to them.
 - 3.3.7 Ensure the safety performance of the Business is monitored and take action to remedy any identified deficiencies.

- 3.3.8 Ensure that adequate first aid provision is in place to provide adequate emergency treatment for both staff and customers.
- 3.3.9 Where relevant, ensure that all appropriate Personal Protective Equipment (PPE) is provided to employees, and that, where needed, instruction is given on its use.

4. Designated Health & Safety person’s Duties:

- 4.1 To ensure that all the Directors/Partners Supervisors and Staff are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for all employees.
- 4.5 To create and maintain a Training Matrix for all staff.
- 4.6 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc.) are carried out as needed.
- 4.7 To ensure follow up action as needed.
- 4.8 To promote an interest and responsible attitude towards Health and Safety matters throughout the Business.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name:	Kimberly Prado
Position:	Director
Date:	21.12.2020
Signature:	<i>Kim Prado</i>