

# Health and safety policy

**This is the statement of general policy and arrangements for:**

**BRITALIA**

ROMANY ATTIA

**has overall and final responsibility for health and safety**

ROMANY ATTIA

**has day-to-day responsibility for ensuring this policy is put into practice**

| Statement of general policy   | Responsibility of: Name/ Title | Action/Arrangements (What are you going to do?)  |
|---|--------------------------------|--|
| Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace   | ROMANY ATTIA                   | Build up a professional relationship with all staff, to enable all staff members to speak honestly and openly about both their work and Personal life. React accordingly to ensure the safety of all. Ensure everyone attends the 'before opening meeting', to discuss all issues needed to be communicated to ensure both Personal and customer safety. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work   | ROMANY ATTIA                   | All new employees will shadow a relevant member of staff for one week. The new member will be given one to one training on ALL aspects of their role and only when both parties feel that the new member is competent, will they be allowed to take on the role independently.   |
| Engage and consult with employees on day-to-day health and safety conditions  | ROMANY ATTIA                   | Build up a professional relationship with all staff, to enable all staff members to speak honestly and openly about both their work and Personal life. React accordingly to ensure the safety of all. Ensure everyone attends the 'before opening meeting', to discuss all issues needed to be communicated to ensure both Personal and customer safety. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a> | ROMANY ATTIA                   | <b>ROMANY ATTIA has been fully trained as Britalia's Fire Marshal.</b>   |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances  | ROMANY ATTIA                   | Before each opening and after each closer of the restaurant, Romany will have a walk-through of the entire premises to check all equipment and machinery, plus all stock is secure and safe. Also turn off any equipment and Gas supply is turned off.   |

Signed: OWNER ROMANY ATTIA

Date:

01/07/2020

You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

|   |                                  |
|---|----------------------------------|
| Health and safety law poster is displayed at (location) | Restaurant kitchen               |
| First-aid box is located:                               | In the Restaurant under the sink |
| Accident book is located:                               | Behind the bar.                  |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>  
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>  
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