



Hospitality and Catering

Kitchen documentation

Lesson 4

Understand what different documentation is involved in the effective running of a kitchen and become proficient in completing it correctly.





Accident reporting

All accidents or near misses must be recorded on the day they happen.





Accident reporting

They are used to record details of the incident such as the people involved, type of accident and how it was dealt with.





Accident reporting

- Record all accidents and near misses
- Small accidents don't need to be reported to the Health and Safety Executive





Accident reporting

- It can be used to identify hazards that need to be addressed
- It shows that the business takes safety seriously



Consequence of not filling in an accident book

We fail to spot and deal with hazards.

We can be taken to court for not addressing hazards.





Consequences of not filling in an accident book

It could lead to failing to update risk
assessment appropriately.



Risk assessment sheet

Every hazard will have its own sheet.

The sheet will include:

- Name of hazard
- Risks associated with the hazard
- Steps for safety





Risk assessment training

Every member of staff should be aware of all hazards and risk.

Staff will be trained on how to work safely.



Risk review

Risk assessments should be reviewed at least once a year, signed and dated by the qualified person who completes the review.

Risk assessments should be reviewed after every accident.





Consequences of not risk assessing

- Increased accidents
- Legal proceedings for breaking the law



Consequences of not risk assessing

- Faults are not reported or repaired
- Dangerous equipment may not be removed or replaced





Faulty equipment

Should be removed from the workspace, or taped up to prevent usage.

A vertical beige pillar with the word "ORDER" written vertically in large, bold, black letters. A thick, dark blue curved line arches over the top of the pillar, and another thick, dark blue curved line arches under the bottom of the pillar.

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Equipment fault reports

In large business these forms are used for the maintenance team or subcontractors to fix a piece of equipment or to disable it and make it safe.





Fault reporting

This will link in with risk assessment and training.

It allows for quick action and prevents future accidents.





COSHH

Control of Substances Hazardous to Health (COSHH)

In a kitchen you will use dangerous cleaning products that are hazardous to health. e.g. Bleach





COSHH

Cleaning liquids should be stored separately from food and have a risk assessment performed on how to use and store them safely.

Staff using the substances should be trained on how to do this correctly.





Riddor

Reporting of Injuries, Diseases and
Dangerous Occurrences.

Employers must report serious workplace
accidents, occupational diseases and
specified dangerous occurrences (near
misses).



Who to report to?

Health and safety Executive is responsible for monitoring and managing health and safety legislation in the UK.





What to report?

- Accidents resulting in the death of any person
- Accidents resulting in specified injuries to workers





What to report?

- Non-fatal accidents requiring hospital treatment to non-workers
- Dangerous occurrences





Health and safety executive

Also provide booklets and advice on:

- Accident books
- RIDDOR reporting
- PPE
- Risk assessments
- COSHH





Revision Activity 4

What does RIDDOR stand for?