

HS36 Restaurant Health and Safety | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. The restaurant recognises and accepts its responsibilities under the *Health and Safety at Work etc. Act (1974)*, including the responsibility to:

- Provide and maintain a safe and healthy place of work.
- Ensure staff are trained to respond promptly and safely in an emergency.
- Provide adequate instruction, training and supervision for all staff and relevant safety information for customers/ diners.
- Provide and maintain the equipment needed to ensure that business activities can be carried out without risk of injury to staff or customers.
- Ensure safe access to and from work.
- Prevent accidents and work-related illnesses.
- Ensure the safety of all who use the facilities on the premises.

1.1.2. This Policy is intended to supplement the SOAS University of London Health & Safety Manual, developed in association with Navitas/ESB.

1.2. Roles and Responsibilities

1.2.1. Directors'/Partners'/Proprietors' Duties

- The directors/partners/proprietors will have the necessary knowledge and understanding of the Health and Safety at Work etc. Act 1974 and the relevant regulations that apply to running a restaurant.
- The campus Commercial & Hospitality Manager will be responsible for keeping all employees advised on their responsibilities concerning health and safety matters.
- To protect the health and safety of those on the premises, the

directors/partners/proprietors will:

- Take reasonable steps to familiarise themselves with the hazards and risks and the precautions necessary to eliminate or control said risks.
- Establish procedures to deal with any emergencies.
- Appoint a trained person to assist them in carrying out health and safety-related duties.
- Ensure that employees receive sufficient training to carry out their duties safely and competently.
- Ensure adequate funds and facilities are available for this purpose - before assigning tasks to employees, consider their personal health and safety needs to ensure that suitable Risk Assessments are carried out where applicable.
- Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees.
- Ensure that all employees carry out their health and safety responsibilities.
- Ensure the safety performance of the business is monitored and take action to remedy any identified risks.
- Ensure that sufficient first aid provision is in place so emergency treatment can be provided to staff and customers when needed.
- Where relevant, ensure that all appropriate personal protective equipment (PPE) is provided to employees and that instruction is given on its use.

1.2.2. Designated Health and Safety Person's Duties

- Ensure that all the directors, partners, supervisors and staff know their individual health and safety responsibilities.
- To initiate and recommend any policy changes, developments and amendments when necessary.
- To inform the Health and Safety Executive of all notifiable accidents.
- To investigate any accidents or dangerous occurrences and recommend means of preventing them.
- To arrange appropriate training for all employees.
- To create and maintain a Training Matrix for all staff.

- Ensure that Risk Assessments are carried out as needed.
- To ensure follow-up action as needed.
- To promote an interest and responsible attitude towards Health and Safety matters throughout the business.

2. Main Content

2.1. General Health and Safety

- 2.1.1. The overall responsibility for health and safety lies with the **Director of Estates & Properties – Andrew Goodman**.
- 2.1.2. The Director of Estates & Properties is assisted by the **Campus Commercial & Hospitality Manager: Derek Sharkey** - responsible for SOAS hospitality and catering.
- 2.1.3. All staff are trained to ensure the establishment delivers the highest possible health and safety standards.
- 2.1.4. Management of the business is 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 applicable regulations to the running of the business.
- 2.1.5. Management will ensure that any potentially hazardous activities are assessed regularly and that any controls needed are put in place.
- 2.1.6. Through regular checks/ continuous monitoring, the duty managers will ensure that all areas are free of trip hazards and that fire escape routes are always maintained. All staff will be required to co-operate with the management in all safety matters and report any condition that may appear dangerous or unsatisfactory.
- 2.1.7. Management will ensure that all staff undergo regular training updates relevant to their role.
- 2.1.8. In compliance with the Health and Safety (Consultation of Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977, management are responsible for consulting with their employees on matters that may affect their health and safety.
- 2.1.9. The Senior Management will ensure that the business provides adequate financial resources to meet these objectives.

2.1.10. Copies of this Standard Operating Procedure are available to all business employees and other interested parties.

2.2. Standard Operating Procedure (SOP) Review

2.2.1. This Standard Operating Procedure (SOP) will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name:	Andrew Goodman
Position:	Director of Estates & Properties
Date:	22.08.22
Signature:	