

Health & Safety in Public Houses



Safer Business - Better Health

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Introduction

<p>Introduction</p>	<p>Owners, Managers and Employees all have responsibilities under Health and Safety Law, not just for themselves but also for those that</p>	<p>may be affected by their undertaking, which could include customers, contractors etc.</p>
<p>The Health & Safety at Work etc. Act 1974</p>	<p>The Health & Safety at Work etc. Act 1974 places a legal duty on every employer and self-employed person to ensure, so far as is reasonably practicable, the safety and health of their employees and those not in their employment. The law also states employers</p>	<p>must consider those who may be affected by the undertaking of the business. If you employ more than 5 people, you are required to produce and publish a health and safety policy which states responsibilities, arrangements etc.</p>
<p>The Management of Health & Safety at Work Regulations</p>	<p>Employers are legally required to carry out risk assessments for all tasks they ask employees to carry out. If the premise employs more than 5 people you are legally required to record the significant findings of these assessments.</p> <p>There are no fixed rules about how a general risk assessment should be carried out. It will depend upon the nature of the work or business. One recognised method is the 'five step' approach:-</p> <ul style="list-style-type: none"> ● Identify the hazards (anything that can cause harm) 	<ul style="list-style-type: none"> ● Decide who might be harmed and how ● Evaluate the risks (a combination of the likelihood of harm occurring and the severity or consequences should it occur) and decide whether the existing precautions are adequate or whether more should be done ● Record your findings ● Review your assessment periodically and revise it if necessary <p>cont'd</p>

The Management of Health & Safety at Work Regulations (cont'd)

The Regulations require every business to appoint one or more competent person to assist and provide guidance in complying with the law. A competent person can be an employee or from an external agency. The business must ensure however they are competent.

Competency is not just about having a qualification but also having the knowledge of the activities that are carried out within the premise, the law that applies to them and knowing when their own knowledge ends and they need expert advice.

Workplace (Health Safety & Welfare) Regulations

This set of regulations cover a range of subjects from temperature, ventilation, slips and trips to name a few

- **Ventilation**

Workplaces must be adequately ventilated. Fresh, clean air should be drawn from a source outside. Windows or other openings may provide sufficient ventilation but where necessary, mechanical ventilation systems should be provided and regularly maintained.

- **Cleanliness and Waste Materials**

Every workplace and the furniture, furnishings and

fittings should be kept clean. It should be possible to keep all surfaces clean; cleaning and removal of waste should be carried out as necessary by an effective method. Waste should be stored in suitable receptacles.

- **Slips & Trips**

Slips and trip risks can be effectively controlled through policies and procedures that are understood by all and fully implemented. The premise has to ensure it has an appropriate floor cleaning regime for the kitchen and other high risk areas such as behind the bar etc.

Control of Substances Hazardous to Health

Using chemicals or being exposed to other other hazardous substances (such as blood, urine etc.) at work can put people's health at risk, so the law requires employers to control exposure and prevent ill health.

You are required to assess the risks of exposure for employees and others affected by work. When the risk is known, you need to take suitable precautions to protect their health. You must also give employees adequate information, instruction and training on any risks to their health.

Regularly cleaning of beer lines is extremely important, however you must always remember to wear the correct Personal Protective Equipment such as eye protection and suitable protective gloves. It is also essential that before re-using the lines they are fully clean / clear of chemicals; this can be done by further flushing, using a coloured chemical or (if possible) putting food colouring in with the chemical.

Electrical Safety

The Electricity at Work Regulations require employers to have a system of maintenance for the fixed installation (hard wired system) and the portable appliances attached to it. As with all health and safety, you have to carry out a risk assessment. The risk of injury from electricity is strongly linked to where and how it is used, for example extension leads are particularly liable to damage to their plugs, electrical connections and to the cable itself.

Electrical accidents are mainly due to mis-use of, or badly

maintained equipment; there is also an increased risk of electric shock during cleaning operations. To manage the risk you need to look at using extra low voltage supply for the counter mountings or displays in bar, protect stores and beer dispensing areas by fitting a residual current device to the electrical supply and by keeping electrical cables / pumps clear off the floor. If you have entertainers, ensure that their electrical equipment is protected with a suitable residual current device.

Manual Handling

The Manual Handling Operation Regulations require employers to assess all manual handling tasks which pose a significant risk to employees. Employers must look at all lifting, pushing and pulling tasks (including those carried out by the handyman, bar staff and kitchen staff etc.)

Manual Handling training can be in a range of forms. It is essential that the training is suitable, sufficient and reflects the tasks that are being carried out; for example is it relevant to show an employee how to lift an empty box from floor to table when the majority of the time they are moving kegs / barrels / crates etc.

The majority of accidents occur when lifting kegs, crates and cylinders, handling broken glass (e.g. cuts) or touching frosted cylinders (e.g. burns). To help manage handling risks it is important that frosted cylinders are allowed to thaw before handling or use gloves and check broken bottles and chipped / cracked glasses. Wrap up the broken glass in plenty of paper and place in separate labelled bin. Do not carry anything that obscures vision. Get assistance or use a trolley or hoist if possible for heavy or bulky items.

Violence & Abuse

The Health & Safety Executive defines abuse as 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This means, physical violence - including kicking, spitting, hitting or pushing, as well as more extreme violence with weapons. Verbal abuse -

including shouting, swearing or insults, racial or sexual abuse; threats and intimidation.

Tackling the risk of violence is the same as dealing with any other possible cause of harm in the workplace, such as slips and trips, lifting heavy loads etc.

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Violence & Abuse (cont'd)

Carrying out the assessment will help you find out whether violence is a problem for your staff and your business, and how you can improve the situation.

The main causes of violence in pubs / clubs include disagreements between customers, customers being drunk and customers who have used illegal drugs.

In pubs and clubs, entrances can be 'hot spots' for violence. Clubs are sometimes more at risk because customers have been drinking for a substantial time on other premises. Employees can experience frequent verbal abuse and physical assaults including the use of weapons and racial discrimination.

It is essential that employers look at what action they can take to help prevent incidents of violence and abuse to employees by:-

- looking at existing controls to ensure they are working effectively and as intended
- consult employees about your ideas; remember employees have practical experience and insight into their workplace and therefore are a good source of information and ideas.
- Involving employees also encourages them to adopt and "own" the arrangements you put in place

You could also include your employees by getting them to:-

- take part in developing procedures to minimise the risk of violence, including the provision of training.
- get involved in the evaluation of any control measures
- share on-the-job experiences to help other employees recognise and respond to violence
- installing CCTV
- avoid lone working where possible.

Food Preparation and Service

Accidents during food preparation and service can result in cutting injuries and burns / scalds.

To help manage the risk:-

- always cut / chop on a board and never in the hand
- store knives in suitable racks
- ensure slicing and mixing equipment is properly guarded
- avoid carrying large quantities of hot liquids (allow oil to cool before draining)
- use oven gloves / cloths for removing hot items from ovens and carrying hot dishes to tables

- do not leave hot burners or deep fat fryers unattended or overfill them.

Businesses are required to register with their local council for all wet sales / food sales (inc. crisps etc.) within 28 days of opening. This registration will result in a food safety inspection. The Food Standards Agency have produced a management system called 'Safer Food Better Business', which is freely available from them on 0845 606 00667 or via their website: www.food.gov.uk/foodindustry/regulation/hygled/hyglegresources/sfbb.

Fire Safety

As part of your legal duties, you must carry out a fire risk assessment. Guidance can be found in the Fire Safety Section of

South Holland District Council’s Safer Business Better Health pack which is freely available on the council website.

Asbestos Management

Many public houses are of the age where they may contain asbestos. Arrangements must be in place to ensure that all asbestos has been identified including an assessment of its condition. If the asbestos is in good condition you are not

required to remove it, merely manage it. Further information can be found in the Asbestos Section of South Holland District Council’s Safer Business Better Health pack which is freely available on the council website.

Gas Cylinders and Keg Stores

Gas cylinders, air compressors and beer kegs may explode if stored incorrectly. Leakage of gases (CO2 / NO) may create poisonous atmospheres within stores. It is essential that employers manage the risk by:-

- only allowing trained and competent staff to make adjustments and connections
- store unconnected cylinders horizontally

- away from sun / heat sources
- secure with wedges or chains.
- After connection store cylinders upright and secure, e.g. with a chain.
- Check cylinders regularly for leakage, i.e. cylinders frosted from bottom upwards or a hissing noise
- ensure that the storage areas are well ventilated.

Lifting Equipment

As an employer if you provide lifting equipment, such as goods lifts and passenger lifts etc. you must make sure the it is safe. Under the Lifting Equipment and Lifting Operations Regulations you are required to have it thoroughly examined by a competent person. If the equipment is designed to lift

people the frequency is every 6 months, if only goods the frequency is every 12 months or dependent on the written scheme produced by the competent person. Further information can be found within the ‘Safer Business Better Health’ pack which is freely available on the councils website.

Young Persons

The definition of a young person is someone who is over statutory school leaving age and under 18. A child is someone who is under statutory school leaving age, which is the last Friday in June of their year 11 studies.

Before employing a child of compulsory school age or offering a work experience placement, you must let their parents / carers know the key findings of your risk assessments and the control measures you have put in place.

In the case of work experience, you may ask the work experience organiser to help you in providing information to parents or carers of any child seeking a placement. You must provide the local authority with the relevant information on the child so that they can be issued with an employment permit.

You do not need parental consent to employ young people above the minimum school leaving age, but your local authority does require it before you employ a child below compulsory leaving school age. You should obtain written consent from parents or carers before taking on a child of compulsory school leaving age in a catering business, hotel, public house etc. Further information can be found in the Young Persons Section of South Holland District Council's 'Safer Business Better Health' pack which is freely available on the council website.

When employing or offering work experience for young persons, it is essential for an individual risk assessment to be carried out. The assessment must take into account the age, knowledge, lack of experience and the training that will be required and the level of supervision that is required whilst the young person is working.

Licensing

The majority of premises are aware that you are required to have a premise licence and someone with a personal licence to sell alcohol but if you intend to sell hot food after 11pm, offer adult entertainment etc. you must ensure that this is covered within the conditions of your licence. If you have any questions regarding your licence or which to apply for

a variation please contact your local Councils Licencing Team to discuss further.

If you currently do not have a Gaming Machine Licence but either have machines within your premise or would like some please contact your local Councils Licencing Team to discuss further.

On the following pages is a organisation health check form, using this form will help establish what documents and systems you have in place and those that need to be implemented.

This audit sheet has been designed as an aid to help you in assessing your systems and controls for health & safety; some points will be relevant to your organisation, some will not.

Name of business:	
Nature of business:	
Address:	
Name of person completing:	Date:

		Yes	No
Slip, Trips & Falls	Do employees clean up spillages immediately, using a method that keeps the floor dry?		
	Bar floor areas only washed out of hours & employees know about proper use of detergents, correct detergent rates to avoid residue?		
	Are work areas kept tidy, goods stored suitably etc?		
	Drainage channels and drip trays provided where spills likely?		
	Is equipment maintained to prevent leaks onto floor?		
	Is lighting adequate in all areas including steps outside & access to cellars?		
	Is the cellar door kept locked and key controlled so only authorized employees can gain access?		
	Are stairways (if applicable) kept free from obstructions?		
	Are any carpets secured to the floor?		
	Are doormats in place for wet weather and secured?		
	There are no trailing cables or obstructions in walkways?		
	Are cable covers used for all electrical cables, especially when hosting bands or DJs?		

Public House Self-Audit cont'd

		Yes	No
Falls from Height	Are cellar hatches are checked that they are securely closed following a delivery?		
	Are cellar hatches are signed and barriered off when open?		
	If ladders are used, they are suitable, regularly inspected and fit for purpose?		
	Is significant work at height (e.g. roof work) carried out by competent people?		
Violence	Do employees adhere to the legal requirement not to sell alcohol to intoxicated customers?		
	Are employees trained on how to avoid confrontation?		
	Are incidents logged as soon as possible after the incident?		
	Are employees made aware of barred customers?		
	Is the landlord a member of a local Pub watch scheme?		
	Are there regular glass collections?		
	Are gaming machines emptied after closing (if applicable)		
	Is cashing up completed after hours or out of customers sight and at different times of the day?		
Transport	Are reversing vehicles supervised?		
	Are High-Visibility vests available for when supervising vehicles, especially during dark mornings & nights		
Manual Handling	When moving casks & kegs are lifting aids used e.g. trolleys etc?		
	Are employees trained in rolling and stilliaging casks (if applicable)?		
	Are sack trucks and trolleys available for moving beer and bottle crates?		
	Are employees trained in lifting techniques and posture for moving items?		

Public House Self-Audit cont'd

		Yes	No
Gas	If applicable is the boiler serviced and checked annually by a Gas Safe registered engineer?		
C02 leakage	Do only authorised and trained employees change the barrels and kegs?		
	Does the premise follow British Beer and Pub Association (BBPA) guidance		
	Does the premises cellar have good ventilation?		
Pressurised Equipment (Beer Pump System)	Is the system designed, installed and maintained in line with BBPA's Code of Practice and installation certificate is held on the premises?		
	Do only trained employees use the system?		
	Are cleaning containers suitable to accept the system's maximum pressure and labeled to avoid confusion over detergents?		
	Is the system inspected by a competent engineer every five years or to schedule produced by the competent engineer?		
	Is a certificate displayed stating the date of the next inspection?		
	Are damages reported immediately and monitoring takes place to ensure it has been repaired?		
Pressurised Equipment (Gas Cylinders)	Are gas cylinders obtained from reputable suppliers?		
	Is the number of cylinders kept to the minimum?		
	Are the cylinders stored either in cages, chained up or laid flat and chocked away from heat sources, in a dry area with the valves closed?		
	Are cylinders that are being used kept in an upright position in a safe, secure, dry place?		

Public House Self-Audit cont'd

		Yes	No
Noise	Are speakers focused away from the bar?		
	Are employees allowed to take regular breaks in designated quiet areas to reduce noise exposure?		
	Are employees informed about noise and the possible damage to hearing?		
	If employees are exposed to high noise levels has an assessment been carried out?		
	Are dampners fitted to speakers to prevent noise vibration?		
	(If applicable) Are suitable ear plugs available for employees collecting glasses?		
Electricity	Is the hard wired system checked every five years by a competent person?		
	Has portable appliance testing been carried out?		
	Are employees trained to spot damaged equipment and know what to do with it if found?		
	Are employees aware of where the fuse box is to turn off the electricity in the event of an emergency?		

Public House Self-Audit cont'd

		Yes	No
Hazardous Substances	Do all hazardous products have safety data sheets?		
	Is personal protective equipment provided and used where required?		
	Are employees informed about skin care when washing glasses and handling chemicals?		
	Are chemicals kept in original containers or if decanted into containers they are clearly marked?		
Asbestos	Has a survey of the premise been carried out to identify any asbestos on the premise?		
	If asbestos has been identified is the survey available for contractors?		
Fire	Has a fire risk assessment been carried out?		
Lifting Equipment	If the premise has a lift is it thoroughly examined every 6 months (lifting people) or every 12 months (lifting goods)?		

NOTE: This checklist is purely produced to start you thinking of what hazards / controls you have at the premise.

The lists are NOT exhaustive and there maybe hazards / controls that have not been covered.

THIS CHECKLIST IS NOT A RISK ASSESSMENT

If you require further guidance please contact South Holland District Council, Safety & Environment Team to arrange an advisory visit with an officer.