

Maintain health and safety in hospitality

Overview

This standard is about basic health and safety in a hospitality environment. The standard covers following procedures to maintain a healthy and safe workplace, helping to spot workplace hazards promptly and dealing with them in line with workplace procedures, and following emergency procedures if incidents or accidents occur.

When you have completed this standard you will have demonstrated your understanding of and your ability to:

- Maintain health and safety in hospitality

Performance criteria

You must be able to:

Help to maintain a hygienic, safe and secure workplace

1. Identify any hazards or potential hazards in your work area
2. Deal with identified hazards correctly
3. Report any accidents or near accidents quickly and accurately to the appropriate person
4. Follow your organisation's health and safety procedures in all your work
5. Practise emergency procedures correctly
6. Follow your organisation's security procedures

Knowledge and understanding

You need to know and understand:

For the whole unit

1. Your responsibilities under the Health and Safety at Work Act and COSHH
2. Why it is important to work in a healthy and safe way
3. The types of personal protective equipment to be worn
4. Where you can get information about health and safety in your workplace

Help to maintain a healthy and safe workplace

5. The types of hazards that you may find in your workplace and how to deal with these within your limit of authority
6. How to warn other people about hazards and why this is important
7. Why and how you should report accidents and near accidents and who you should report these to
8. Types of incidents and emergencies that may happen in your workplace
9. How to follow your organisation's procedures for dealing with incidents and emergencies and why it is important to do so
10. Where to find first aid equipment and who the appointed first-aider is in your workplace
11. Ways of working safely that are relevant to your job, including safe lifting and handling techniques, and why these are important
12. The possible causes of fire in your workplace and what you can do to minimise the risk of fire
13. Where to find fire alarms, when and how to set them off
14. Why you should never approach a fire unless it is safe to do so
15. Why it is important to follow fire safety regulations

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Scope/range

1. Hazards

- 1.1 relating to equipment
- 1.2 relating to areas where you work
- 1.3 relating to personal clothing

2. Ways to deal with hazards

- 2.1 putting them right yourself
- 2.2 reporting them to appropriate colleagues
- 2.3 warning other people

3. Emergency procedures

- 3.1 fire
- 3.2 threat
- 3.3 security

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Status	Original
Originating Organisation	People 1st
Original URN	PPL 1GEN1/09
Relevant Occupations	Team Member; Waiter/Waitress; Bar Staff; Cook; Chef; Kitchen Assistant; Housekeeper; Room Attendant (housekeeping); Chamber Maid; Receptionist; Drinks Dispense Technician; Maintenance Team Technician
Suite	Hospitality - Generics; Food Production and Cooking; Drinks Dispense Systems
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