











A blueprint for Health & Safety and Fire Safety



What do I do?	Why?	How?	✓ Tick when complete
 <p>I have carried out a health and safety risk assessment.</p>	<p>To ensure that all hazards and risks are controlled.</p>	<p>Identify the hazards in the workplace, decide who might be harmed, evaluate the risks, and decide on precautions and controls. Record your findings for 5 or more employees.</p>	<input type="checkbox"/>
 <p>I ensure that all my gas appliances are safe.</p>	<p>To reduce the risk from carbon monoxide poisoning.</p>	<p>Gas appliances are serviced yearly and are maintained by a GAS SAFE registered gas fitter.</p>	<input type="checkbox"/>
 <p>I ensure that my electrical system and appliances are kept safe.</p>	<p>To ensure that the wiring and appliances are safe and do not present a risk of fire or electric shock.</p>	<p>A competent electrician carries out a periodic inspection of the electrical system every five years, and PAT testing is carried out periodically.</p>	<input type="checkbox"/>
 <p>I ensure that I do all I can to prevent slip, trip and fall accidents.</p>	<p>To reduce the chances of slips, trips and falls.</p>	<p>By mopping up spillages on hard surfaces and keeping floor coverings in good condition. All areas are kept free from obstruction and are well lit.</p>	<input type="checkbox"/>
 <p>I ensure that there is no risk from asbestos.</p>	<p>To protect people from asbestos. One asbestos fibre can kill.</p>	<p>By finding out where all asbestos is in my property, and making sure that it is not touched unless precautions are taken.</p>	<input type="checkbox"/>
 <p>I ensure that there is no risk from legionella that can sometimes be found in shower heads and spas etc.</p>	<p>So that customers are not put at risk of Legionnaires disease.</p>	<p>By keeping cold water cold. By heating hot water to at least 60°C and delivering to the taps and showers at no less than 50°C.</p>	<input type="checkbox"/>
 <p>I ensure that chemicals are stored and used safely and are always accurately labelled.</p>	<p>So that people do not suffer injury or ill health as a result of using these chemicals.</p>	<p>Chemicals with orange warning symbols on the labels are replaced with safer chemicals or precautions are taken. All chemicals are stored securely.</p>	<input type="checkbox"/>
 <p>I have carried out a fire risk assessment.</p>	<p>To reduce the chance of fires occurring.</p>	<p>By carrying out an assessment which identifies fire hazards, reduces the risk of the hazards occurring, and helps decide what fire precautions are needed.</p>	<input type="checkbox"/>
 <p>I ensure that no one smokes in enclosed or substantially enclosed public areas and workplaces, and that "no smoking" signs are displayed.</p>	<p>To reduce the risk from second hand smoke, and to protect public health.</p>	<p>I do not allow people to smoke (unless in clearly designated bedrooms). "NO SMOKING" signs are displayed at all entrances.</p>	<input type="checkbox"/>
 <p>I ensure that I have assessed all manual handling tasks.</p>	<p>To prevent people suffering from injuries.</p>	<p>By carrying out a manual handling assessment, to eliminate or reduce the need for manual handling. Staff trained in manual handling.</p>	<input type="checkbox"/>

This guide is issued by North Devon Council's Food Safety team.
With thanks to Blackpool Council.
For more information visit our website www.northdevon.gov.uk