

# HEALTH AND SAFETY POLICY

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**Last Revised June 2016**

# 1 HEALTH AND SAFETY POLICY STATEMENT

In the course of studying and complying with the relevant legislation, I have come to realise that the safety of all the people at Tokyo Diner - staff, customers and suppliers - is the company's most important priority. No amount of success in other areas of the business (financial profit, critical acclaim, staff benefits...) can make up for the loss of Life or Limb.

The following are therefore absolute priorities for Tokyo Diner:

1. Effectively communicating of the true meaning of this policy to all staff.
2. Providing ample resources in terms of time, money and human effort.
3. Providing suitable training and instructions.
4. Providing safe equipment and setting up safe working routines.
5. Maintaining a safe and healthy working environment.

I will ensure that adequate financial resources are always available for Health & Safety matters. All members of staff will be made aware of their individual spending limits, and whom to contact if they need to exceed these limits or get permission to leave the premises during their shift.

Management and senior staff will ensure that Health & Safety matters are always regarded as the first priority. They will provide both formal instruction and, informally, they will teach by setting a good example. However, for this policy to succeed, it must be a team operation: even the most junior staff must be made aware of their individual legal obligations and the need to follow training and to take full responsibility for their part in creating a safe environment.

Because of our high turn-over of junior staff, and because most young people consider their own chances of losing life or limb to be remote, it is always challenging to maintain awareness of Health & Safety matters.

But the risk of death or irreversible injury is always present. I firmly believe that Health and Safety come before all other aspects of the business.

**SIGNED**.....

Richard Hills,  
Owner and Managing Director,  
Tokyo Diner plc

**DATED**.....

## 2 RESPONSIBILITIES

2.1 I, **Richard Hills**, will have the following responsibilities:

- a. I will allocate time, money and human resources for Health & Safety.
- b. I will ensure that all staff receive adequate training.
- c. I will ensure that all reported defects are promptly rectified.
- d. I will carry out Quarterly Inspections of the property.
- e. I will periodically review and update the safety policy and procedures.
- f. I will arrange for such specialist support as may be necessary to discharge any legal obligations.
- g. I will cooperate fully with enforcement officers and ensure that any legal requirements are met as soon as practically possible.

2.2 You, the **Management Team**, will have the following responsibilities:

- a. You must ensure that this Policy is fully implemented.
- b. You must ensure that all staff receive the appropriate training.
- c. You must arrange for prompt remedial action in the event of a reported safety hazard, (or refer it to me for authorisation if it is above your spending limit).
- d. You must carry out Monthly Inspections of the restaurant and monitor records and procedures to ensure that safety hazards are properly identified and put right.
- e. You must carry out Risk Assessments as required by law.

2.3 You, **all other members of staff**, will have the following responsibilities:

- a. You must always stop what you are doing (if necessary, closing the whole restaurant!) rather than continuing to work with a known safety hazard.
- b. You must report any Health & Safety hazard that you become aware of. Even if the hazard appears to have existed for a long time, do not assume that the Management Team or other members of staff are aware of it.
- c. You must follow all Health & Safety training and instructions.
- d. You must not to misuse anything in a way that could create a safety hazard.
- e. You must take every reasonable care for your own Health and Safety and that of anyone else who could be affected by your acts or omissions.

### 3 ACCIDENT REPORTING

- 3.1 In the event of any accident occurring which requires **first aid or time off work**, details of the accident must be entered (in English or Japanese) in the Accident Book.
- 3.2 In addition, if a member of staff requires **more than three days off work**, the accident must also be reported to the Environmental Health Department using Form F2508, or online at [www.riddor.gov.uk](http://www.riddor.gov.uk)
- 3.3 If an accident occurs to a **customer** who then has to go to hospital (even if only for a check up), it must be reported immediately by telephone to the City of Westminster Health & Safety Department on 020 7641 1063.
- 3.4 Similar immediate reporting is required if a member of staff suffers a **major injury** as defined in the RIDDOR Regulations. These include:
  - a. A break of a major bone of the body other than fingers or toes.
  - b. Being detained in hospital for more than 24 hours as a result of an accident.
  - c. Chemical burn to the eye.
  - d. Electrical shock leading to unconsciousness or requiring resuscitation.
- 3.5 Full details of any accidents to customers or any reportable accidents to staff should be maintained on site for insurance purposes.

### 4 FIRST AID

- 4.1 A first aid box is kept above the lockers outside the kitchen lobby. Although it is sealed, it is freely available for anyone to use at any time.
- 4.2 Whoever uses the first aid box must make an appropriate entry in the Accident Book.
- 4.3 As soon as the seal is broken, the Management team will be responsible for re-stocking the first aid box, and for checking that an entry has been made in the Accident Book.
- 4.4 At least five percent of Tokyo Diner's workforce will be trained in First Aid procedures.

### Appendix 1 RISK ASSESSMENT

With assistance from Food Alert and the Management Team, I have conducted a Risk Assessment on all aspects of Tokyo Diner's operation. It should be read in conjunction with this document. It is mainly based on generic hazards, although some individual tasks are also highlighted.

The assessment is based on the following:

The hazard or individual task is identified.

The persons exposed are considered.

The risk of injury is evaluated.

Controls are identified and compared with existing arrangements.

Appropriate action is identified to minimise or eliminate the risk.

All staff should be aware of the risks in their department, and be given adequate training.

All Risk Assessments and procedures should be reviewed on an annual basis.

## **Appendix 2 TRAINING**

All new members of staff will receive basic induction training, as detailed in the staff handbook. Specific training in the hazards of each department will be based upon the Risk Assessments.

There will be refresher training for every member of staff at the beginning of each new year of work with Tokyo Diner.

The Management Team will ensure that accurate records are maintained of all training.

All training procedures and safety instructions must be translated into Japanese.

## **Appendix 3 MAINTENANCE ROUTINES**

All staff will be required to report maintenance defects particularly where these constitute a Health & Safety hazard.

Once per month, the Management Team will carry out an inspection of the whole site at Tokyo Diner, with the aim of identifying hazards.

Once every three months, Richard Hills will carry out an inspection of the whole site at Tokyo Diner, with the aim of identifying hazards.

Reported defects will be put right as soon as practically possible by competent personnel. If any defect is found with the potential for major harm, it will be isolated (if necessary, closing the whole restaurant!) until repaired.

## **Appendix 4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Tokyo Diner's policy is not to use any substances which are deemed to be harmful to health. The only substances to be used for cleaning, etc will be those which are commonly available for domestic use.

## **Appendix 5 ELECTRICITY AT WORK**

All Japanese staff will be made aware of the dangers of UK 230V supply, compared with Japanese 100V supply.

All sockets used by staff will be protected by Earth Leakage Circuit Breakers.

All portable electrical appliances shall be subject to an inspection by John Watson. Any equipment identified as defective will be immediately removed or repaired.

At least once per year, the electrical installation (including all ELCB's) shall be the subject of an annual inspection by McDonald Electrical Services. Any defects will be immediately isolated or repaired.

No electrical work shall be undertaken at Tokyo Diner, other than by a competent person.

## **Appendix 6 CONSULTANCY SERVICES**

Tokyo Diner Ltd. retains the services of Food Alert Limited to advise on all aspects of Health & Safety.

Food Alert will conduct a full report twice a year. These reports will be submitted to the Tokyo Diner management to be viewed by the General Manager and Director Mr Hills.

They may be contacted as follows :

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