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SAFETY REP'S CHECKLIST

	YES	NO
Are management clear of their responsibilities for dealing with health & safety issues?	<input type="checkbox"/>	<input type="checkbox"/>
Have proper risk assessments been carried out?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a good cleaning policy in place to avoid slip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Has an asbestos survey been undertaken to establish the presence and condition of asbestos?	<input type="checkbox"/>	<input type="checkbox"/>
Have measures been looked at to avoid excessive heat?	<input type="checkbox"/>	<input type="checkbox"/>
Is all the work equipment checked and maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are the HSE management standards on stress followed?	<input type="checkbox"/>	<input type="checkbox"/>
Are the proper COSHH procedures followed when dealing with chemicals?	<input type="checkbox"/>	<input type="checkbox"/>

This list is not exhaustive and there may be a need to raise other health and safety issues with your safety rep, organiser or RHSO.

**JOIN GMB NOW
KITCHEN AND CANTEEN
STAFF ARE SAFER IN GMB**

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HOW DO I JOIN? JOIN ONLINE AT WWW.GMB.ORG.UK

Or just fill in parts 1, 2 and 3 or 4 below and hand the form to your local GMB representative or post it to GMB, FREEPOST (WC2268), London SW19 4YY (you do not need a stamp). If you have any questions call GMB on 020 8947 3131, email info@gmb.org.uk or visit our website www.gmb.org.uk

FOR UNION USE ONLY Section Branch No Membership No Date of joining

GMB membership application form PLEASE USE BLOCK CAPITALS

1 TELL US ABOUT YOU

Surname First name Title Mrs/Miss/Ms/Mr Date of birth
 Home address Home Tel Email
 Postcode Mobile I agree to abide by GMB rules Signature
 Bangladeshi / Black African / Black Caribbean / Black British
 Chinese / Indian / Irish / Pakistani / White
 Other:

2 TELL US ABOUT YOUR JOB

Employer Your job Pay No
 Address where you work How many hours a week do you work? Work Tel Pay Date
 Postcode

3 CHOOSE EITHER AUTHORISATION OF DEDUCTION OF YOUR TRADE UNION CONTRIBUTIONS FROM YOUR PAY

Section 68, Trade Union and Labour Relations (Consolidated) Act 1992 as amended
 • I authorise my employer to deduct from my pay each week/month the sum of £ or other amounts as may be fixed by the GMB from time to time.
 • Please start the deductions immediately and pay the amounts to the GMB.
 • I note that this agreement may be cancelled by one month's notice in writing.
 • I give permission to my employer to notify the GMB of any future change of address.
 Signed Cash
 Date

4 OR INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the form and send to GMB, 22-24 Worples Road, London SW19 4DD
 Name and full postal address of your Bank or Building Society branch
 To the Manager of Bank/Building Society
 Address Postcode
 Name(s) of account holder(s)
 Bank/Building Society Account Number Bank/Building Society Sort Code
 Originator's Identification Number
 Instructions to your Bank or Building Society. Please pay GMB Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with GMB and, if so, details will be passed electronically to my Bank/Building Society.
 Signature(s)
 Date
 Reference number (Office use only)

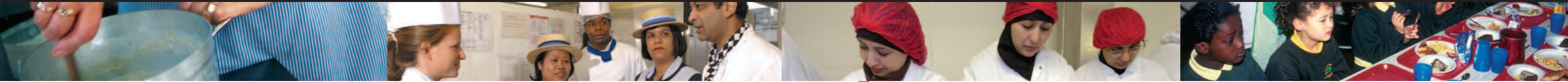
GMB campaigning for better health & safety

Kitchens and Canteens

Food quality and safe preparation are being recognised with ever growing importance. Tighter controls exist to determine that food preparation and handling are carried out in a hygienic way, so that people being served by canteens or kitchens, from hospitals to schools, are better protected

Join GMB, the union for all kitchen and canteen staff, and ensure you receive the same protection and advice as thousands of your colleagues

If you are not yet a member of GMB JOIN TODAY



MANAGEMENT RESPONSIBILITIES

There is clear managerial responsibility to manage the health, safety and welfare of employees under the law. All organisations should have a safety policy in which clear responsibilities are set out. In addition, a competent person should be appointed to undertake risk assessments on behalf of the employer. A risk assessment does not have to be complicated or bureaucratic but it should lay down as safe a system of work as possible. This is done by looking at the hazards within a job and determining if they can be eliminated or reduced.

In addition if the kitchen/canteen functions on premises not owned by the employer then there is a duty on both parties (employer and owner) to make joint arrangements to ensure safe systems of work are in place.

Management also have a responsibility to ensure that any instructions or training is given in an understandable way. This might mean producing advice in other languages or using pictures to explain hazardous situations.

SLIPS, TRIPS AND FALLS

A kitchen/canteen is a busy workplace and often material can be spilt or dropped on the floor by mistake. This should be cleaned up as a matter of urgency as it is now a slip hazard. Items and equipment should be stored in safe areas and not in busy thoroughfares. Any work at heights, such as access to lights or high shelves should involve the use of proper equipment to lower the risk of a fall taking place. Proper non slip footwear may also have to be supplied.

ASBESTOS

Many kitchens/canteens, particularly those over twenty years old, may well contain asbestos. Asbestos can be found in a variety of areas, these could include cookers, extraction units and wall or ceiling coverings. The asbestos needs to be

identified, clearly marked and its presence recorded. If there is a need for its removal, and this will depend on the condition it is in, then this should be carried out under controlled conditions, no meals can be prepared during the removal!

STRESS

Stress does not just occur in so-called responsible jobs. Any task where there is a lack of control on the pace of the job, or where resources are continually stretched can lead to stressful situations. This can be exaggerated by shortages of staff. The HSE have published management standards on stress and GMB have experience in dealing with these and can intervene on your behalf.

HEAT

What might seem a cosy environment in the depth of winter can turn into a furnace with the onset of summer. There are no maximum working temperatures within the legislation but there are a number of things an employer must do to alleviate high temperatures. Measures employed to alleviate the heat can include supplying cool drinks, cool air blowers or fans. Breaks away from the heat should be organised and working time arranged around earlier starts if possible.

Unfortunately a kitchen/canteen by its very nature generates heat and is often one of the few work areas where lowering the temperature is very difficult. Better design and equipment might help but this needs to be planned and introduced before the heat becomes a problem. The effects of heat on the core body temperature can have disastrous effects.

GMB agrees with tighter controls for food preparation and handling, but thinks that the safety of those who work in kitchens should also be given much higher consideration

WORK EQUIPMENT

Work equipment needs to be fit for purpose for the job involved. All equipment should be checked and maintained on a regular basis and discarded if it is a danger in any way. Electrical equipment should undergo regular visual checks and periodically portable appliance testing (PAT) to ensure that it is safe to use.

MANUAL HANDLING

Many of the dishes prepared in large scale kitchens/canteens require very large cooking utensils which can be awkward to lift and manoeuvre. Better design and smaller equipment can help eliminate this, or at the very least using two or more people to move dishes can help alleviate the problem. Deliveries of vegetables and other foodstuffs should be in manageable sized packages.

CLEANING CHEMICALS

Often kitchen/canteen duties involve the cleaning and clearing of dishes and surfaces when the cooking is over. This will often include the use of chemicals to clean to the required hygiene standards. Before using any chemicals there should be training in how to use the chemical with regards to where it can be used, its disposal and any personal protective clothing (gloves, tabards etc) to be worn. This is covered by

the Control of Substances Hazardous to Health regulations (also called COSHH).

OTHER ISSUES

As there may be a need to use sharp objects for cutting and chopping there should be good first aid provision including trained first aiders and an adequate first aid box.

Adequate washing facilities need to be provided, particularly where food waste needs to be handled.

There is also a need to consider how arrangements for emergencies, such as fire will be managed. From 1st October 2006 there is a new duty to conduct fire risk assessments to replace fire certificates. This assessment should look at sources of ignition, flammable materials and its storage, structural layout and the evacuation procedure.

SAFETY REPS' ROLE

GMB safety reps are trained by GMB in how to deal with health and safety issues in the workplace. By having access to materials which the employer often does not have they can approach management on behalf of the whole workforce or individuals to try and solve workplace based problems.