



Health & Safety

COSHH & PPE





Aim of section

- To ensure exposure to hazardous substances is prevented or controlled.
- To provide the basis for the hotel to control the risks from hazardous substances.
- To provide a format for carrying out assessments of substances.
- To reduce the number of injuries that are caused at work which were avoidable had the correct PPE been worn.
- To provide the basis for compliance with local legislation.



What we will be covering!

- What is COSHH
- What the warning symbols stand for
- What chemicals we use on reception
- Ways to prevent exposure
- Risk Assessments
- What is a Safety data sheet
- What is PPE
- Types of PPE
- Maintenance of PPE



What is COSHH?

COSHH stands for:

Control **O**f **S**ubstances **H**azardous to **H**ealth

Substances defined as hazardous to health. These include substances labelled as dangerous, i.e. toxic, harmful, irritant, corrosive or flammable.

The most common substances found in the hospitality industry that have warning labels are the cleaning agents and maintenance products.

What the warning symbols stand for!!



Toxic - Poisoning



Corrosive - Destroying or burning



Irritant - Causing a reaction such as inflammation or swelling



Flammable - Easily ignited and capable of burning rapidly



What chemicals we use on reception?

- Think of all the substances we use that have the potential to be hazardous. This is best described as any product that contains a warning sign on the label.

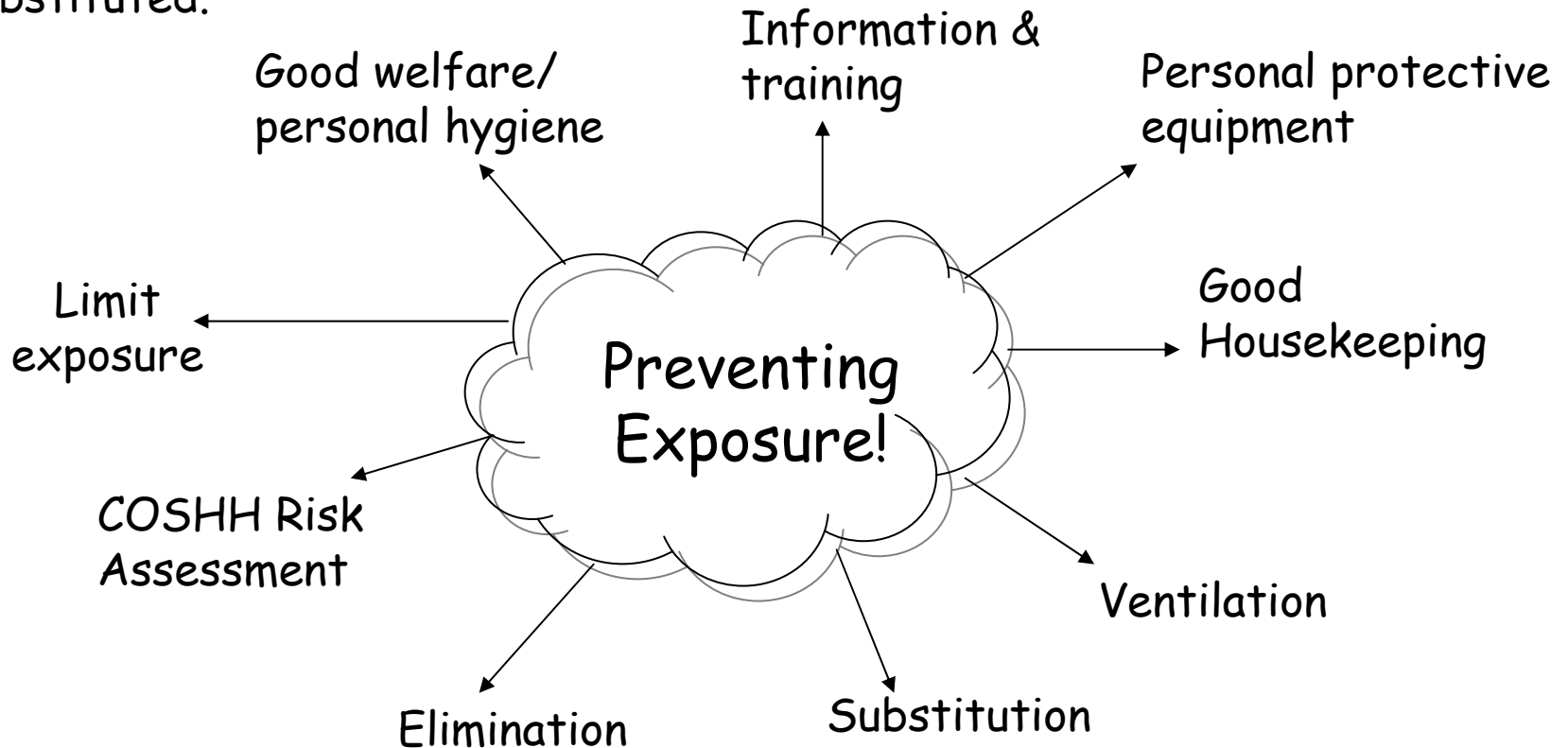
What we use on reception!!

- Furniture polish
- One-shot air freshener



Ways to prevent exposure!

Exposure should be prevented whenever possible by avoiding the need for, or production of, hazardous substances. Safer substances should be substituted.





Risk Assessments

- For each product identified, a risk assessment must be carried out. The following need to be considered:
- If the substance can be discontinued, then this should occur. If not, a less hazardous substitute may be available.
- Control measures will need to be implemented to ensure the risk is kept to a minimum.
- Obtain as much information as possible about each product.
- Every manufacturer or supplier has a legal duty to provide a data sheet. For every substance in use you should obtain a Safety data sheet.



Risk Assessments Continued

- Find out how and where the substance is being used in the hotel and what precautions staff are taking when they use the substance.



What are Safety Data Sheets?

- Safety data sheets provide information on chemical products that help users of those chemicals to make a risk assessment.
- They describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident.
- Safety data sheet information may lead to guidance appropriate for your task.

Please see Health & Safety folder for copies of all safety Data sheets



What is PPE?

Personal Protective Equipment

- (PPE) refers to protective clothing, helmets, goggles, or other garment designed to protect the wearer's body from injury by blunt impacts, electrical hazards, heat, chemicals, and infection, for job-related occupational safety and health purposes.



PPE Assessment

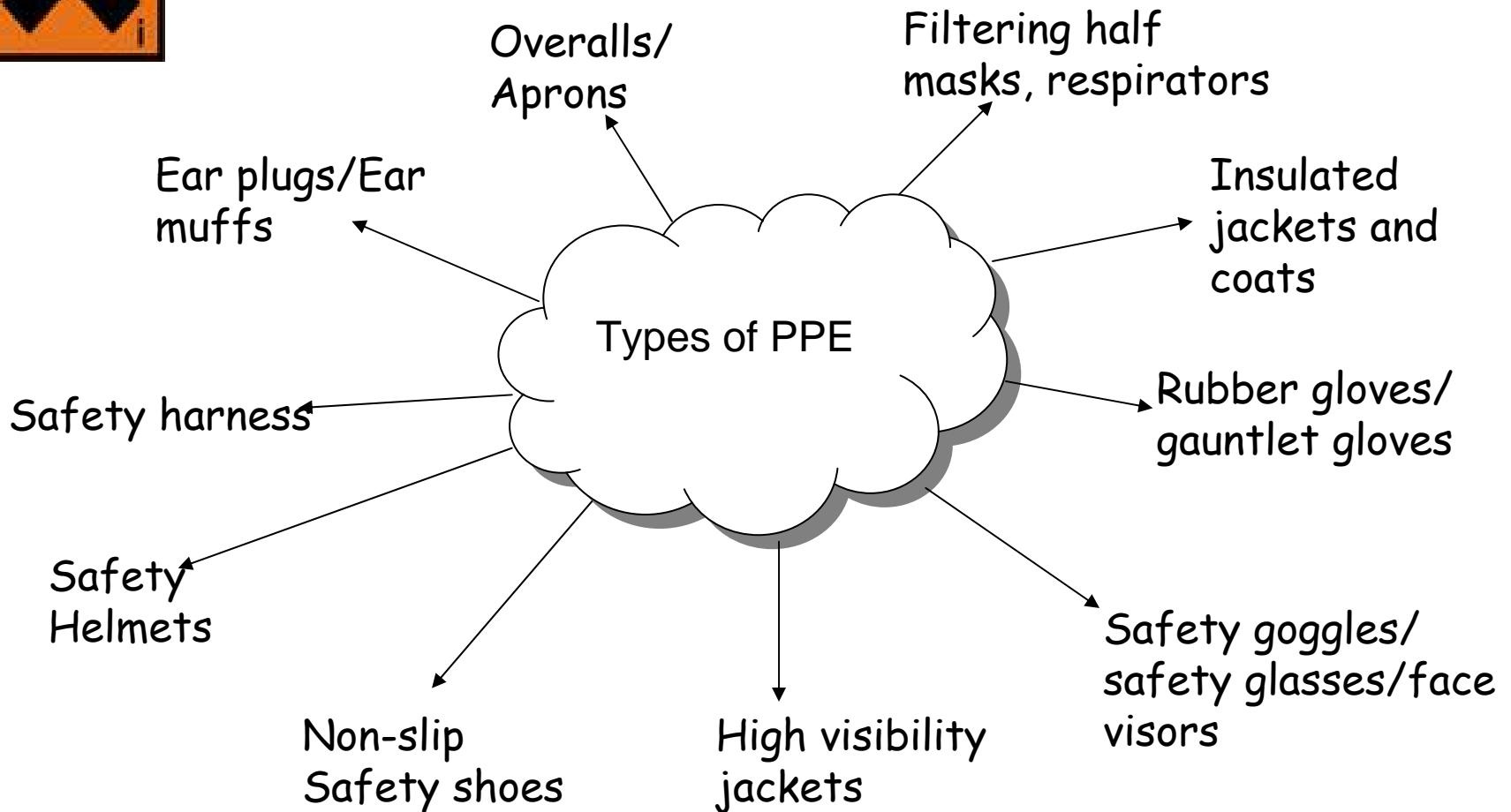
- An assessment of risk is undertaken for those tasks, which are carried out where a risk still exists, as they could not be prohibited or substituted with a less dangerous method. A Personal Protective Equipment Assessment should be completed.

This identifies:

- The Task undertaken
- The nature of the hazard
- The part of the body that is at risk



Types of PPE



Due to the nature of our work, no PPE is required on Front Office. If however your duties change, and you need to use PPE, you MUST NOT carry out your duties without the appropriate training of how to use the correct PPE.



Maintenance of PPE

- Keep in a clean condition.
- In accordance with the manufacturers requirements.
- Visually inspected regularly for signs of damage or deterioration.
- Users to report any defects.

REMEMBER!!

- Each employee will be provided with appropriate training and equipment if you have to use chemicals & PPE:

This will include:

- Explaining the dangers of the task
- The precautions to be taken
- The correct wearing of the PPE
- Supervision of task

IF YOU HAVE NOT BEEN TRAINED - DO NOT CARRY OUT THE TASK!!

