

**The law** says that as an employer **you must assess and control the risks in your workplace.**

By completing a risk/fire risk assessment, you will comply with the law and help protect your workers and your business. As we value you as our customer, we have developed a short guide to help you protect you and your business.

### As an employer you should carry out and keep a record of a:

- Risk Assessment
- Fire Risk Assessment
- Health and Safety Policy

If you do not have one already, please download the template from our IPH Hub found on our website [www.iphinsurance.com](http://www.iphinsurance.com). Please check the [www.hse.gov.uk](http://www.hse.gov.uk) website for the latest guidance.

### Assessing hazard/fire risk

There are five key steps to assess risk:

1. Identify people at risk
2. Identify the fire/hazard risk
3. Evaluate the risk and assess existing safety measures
4. Record the risk/fire risk assessment information
5. Review your risk/fire risk assessment

### Prevent a Fire!

- Make sure all exhaust hoods, ducting, filters, extractor's hood and fans and the associated housing are cleaned to TR19 STANDARDS by professional contractors and keep a record of the current year of certificate or report in a safe location.
- It's essential you maintain the thermostatic controls on fat frying equipment regularly.
- If you have oil and gas supplies, make sure they're isolated in the event of a fire.
- Have an up to date fire suppression system fitted.
- Never leave wok or cooking apparatus unattended whilst in use.
- Ensure that the electrical inspection is carried out by a certified IEE/NIC/EIC electrical contractor every five years and a regular routine inspection is conducted at least annually.

### Don't get sued, get smart!

- Control food safety standards in line with your food hygiene or Hazard Analysis and Critical Control Point (HACCP) management system.
- Menus must clearly state what allergens are in your prepared dishes and serving staff must be familiar with these.
- Use approved anti-slip flooring mats, especially outside the premises or on steps.
- Clearly display caution signs to warn customers of wet floor surface areas for when the areas are being cleaned, or if the areas are slippery i.e. toilets and hallways.

### Security

- Secure doors with 'British Standard' mortice locks and key-operated window locks.
- Make sure you have a suitable and professionally installed safe.

### And don't forget...

In all cases, you should make sure that you involve your staff or their representatives in the process. If you work in a larger organisation, you could ask a health and safety adviser to help you. But remember, you are responsible for seeing that all assessments are carried out properly.

### Need more help?

- RISC Authority - [www.riscauthority.co.uk](http://www.riscauthority.co.uk)
- NSI (intruder alarm inspectorate) – [www.nsi.org.uk](http://www.nsi.org.uk)
- SSAIB (intruder alarm inspectorate) – [www.ssaib.org](http://www.ssaib.org)
- Health and Safety Executive - [www.hse.gov.uk](http://www.hse.gov.uk)
- Food Standards Agency – [www.food.gov.uk](http://www.food.gov.uk)

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