

# Professional Cookery NVQ3

## Professional Cookery NVQ3 Summer Work

### Unit 305 Assignment - Maintain the health, hygiene, safety and security of the working environment.

Catering and hospitality - HSE

Catering and hospitality - Resources ([hse.gov.uk](http://hse.gov.uk))

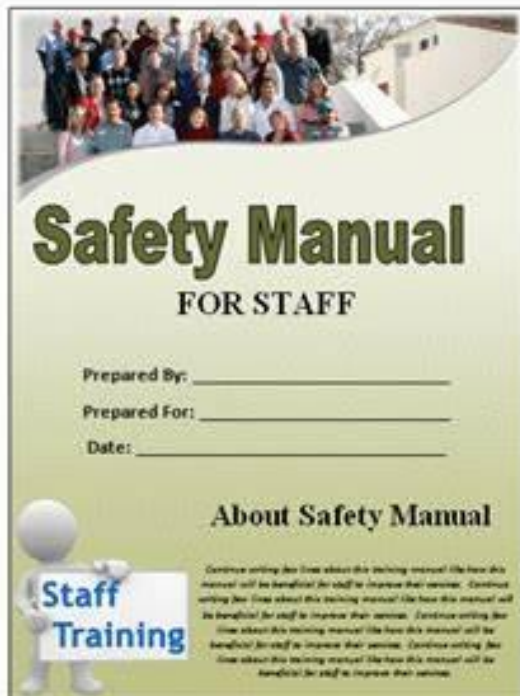
Homepage | Food Standards Agency

For this assignment you are required to produce a Health and Safety manual for new staff working in the kitchens at West Suffolk College.

The manual should not be too large and should have clear, concise information.

Start the manual with a small introduction, explain the importance of permanent and temporary employees being aware of the organisation's procedures (2.6). Include the organisation and employees own responsibilities for health, hygiene, safety (2.3/2.4/2.5), follow on with the implications of breaking health, hygiene and safety law for individuals and organisations (2.2). Follow this by listing the authorities that enforce health, hygiene and safety laws and regulations.

Continue to write the manual, making sure all the criteria below are covered.



## **2. Understand the importance of maintaining the health, hygiene, safety and security of the working environment**

- 2.1. Identify the statutory authorities that enforce the health, hygiene and safety laws and regulations.
- 2.2. Explain the implications of breaking the law on health, hygiene and safety for - individuals – organisation.
- 2.3. Describe the main areas of health, hygiene and safety laws and regulations for own area of responsibility.
- 2.4. Describe the organisation's health, hygiene, safety and security procedures for own area of responsibility.
- 2.5. Describe own responsibilities for health, hygiene, safety, and security.
- 2.6. Explain the importance of making sure permanent and temporary staff are aware of relevant procedures.
- 2.7. Explain how to communicate with colleagues on issues relating to health, hygiene, safety, and security.
- 2.8. Identify the person responsible in the organisation for first aid, health, hygiene, safety and security and their responsibilities.
- 2.9. Explain the organisation's emergency procedures.
- 2.10. Describe the evacuation procedures that relate to own area of responsibility.
- 2.11. Describe the procedures that should be followed when recording and storing information about health, hygiene, safety and security.
- 2.12. Describe the procedures that should be followed when making recommendations about health, hygiene, safety and security.
- 2.13. Identify who to make recommendations to regarding health, hygiene, safety and security.

## **3. Understand how to maintain the health, hygiene, safety and security of the working environment**

- 3.1. Identify information about health, hygiene, safety and security that should be recorded and stored.
- 3.2. Identify other people and organisations who need to have access to information about health, hygiene, safety and security.
- 3.3. Identify the information on health, hygiene, safety and security that external authorities may need to access.
- 3.4. Identify the potential health, hygiene, safety and security hazards that exist, or may exist, in own area of responsibility.
- 3.5. Explain how to monitor own area of responsibility to ensure maintenance of health, hygiene, safety and security of employees, customers and other members of the public.
- 3.6. Identify how frequently health, hygiene, safety and security inspections should be carried out.
- 3.7. Explain how to assess the potential risks associated with the typical health, hygiene, safety and security hazards in own area of responsibility.
- 3.8. Explain how to eliminate or minimise the risk associated with potential health, hygiene, safety and security hazards.
- 3.9. Explain the limits of own authority when dealing with risks and hazards.
- 3.10. Explain the procedures to deal with faults of equipment in own area of responsibility.
- 3.11. Explain how to develop contingency plans to reduce the impact of any health, hygiene, safety and security problems that occur.
- 3.12. Explain the procedure to follow in the event of an emergency, including - bomb alert – fire.

**Deadline** – First day of College

**Submissions** – via email to Stuart Ascott, [stuart.ascott@easterneducationgroup.ac.uk](mailto:stuart.ascott@easterneducationgroup.ac.uk)