

Dine In Dulse

Bringing the Restaurant to You



Dineindulge Limited

Chef Contractor

Health and Safety Handbook

INTRODUCTION

Welcome to Dineindulge Limited!

We require high standards of health and safety from our employees and expect a similarly high level of commitment to health and safety from our contractors. In this document references to contractors include a single worker or a group of workers, and as appropriate, sub-contractors and others acting for or on behalf of contractors (e.g. suppliers) as an individual worker or working with others.

We are committed to ensuring that work undertaken on our events, commercial shifts or at our head office or at other sites is carried out to the highest possible standards of health and safety. To help us achieve this goal you are required to play your part.

DEFINITIONS

In this booklet-

'The Company' means Dineindulge Limited.

'Contractor' means any supplier of services (including chef services) contracted to undertake work for us.

'Contract Administrator' means the person appointed by us to initiate and or oversee a contractor's work. This is the chef staffing team overseen by the Department Lead.

'Authorised Person' means any person authorised by the Contract Administrator to visit the site of work and act in our interests.

'Event' refers to a private dining event completed at either our head office or at a client's premises.

'Shift' refers to a commercial shift delivered at a commercial client venue.

'Client' commercial business client for shifts or private client for events.

This booklet is issued in connection with the description as detailed in your Event or Shift Information on the Event Management System.

Your Contract Administrators are the Chef Staffing Team and Department Lead.

ABOUT THIS BOOKLET

This booklet provides general information to contractors and their workers carrying out work for Dineindulge Limited about the sensible approach to health and safety that we expect of them. You should make your workforce aware of the contents of this handbook and our approach to health and safety at work.

Everybody at work has a responsibility to protect their own health and safety and that of others. We want everyone to remain safe and healthy, regardless of whether they are an employee, a customer, a visitor or a contractor.

We expect you to help us to achieve this aim by working in a professional manner and observing legal requirements. Please take a few minutes to read this handbook to make yourself aware of our site rules and emergency procedures. If you have any questions, or are unsure of anything contained in this handbook, please speak to your Contract Administrator. Please note that by registering with Dineindulge as a chef contractor, you are confirming that you have read and accept the contents of this document.

We are anxious to minimise the risk of accidents and injuries to people and accidental damage to premises, plant and equipment. We expect you to understand and comply with the legal requirements that apply to the work activity that you will be carrying out for us. We also expect you to understand your common law duties to your co-workers, to Dineindulge Limited and our workforce and anyone else who could be affected by your work.

Insurance

You are expected to have Public Liability Indemnity cover and where necessary Employer's Liability Insurance should you employ anyone to assist you. You may be asked to produce policy documents to prove that your policies are current.

Training

Contractors should ensure that they are properly trained and qualified for the work they are to do. They should also be trained and given information about the specific hazards, risks and control measures that apply to the work being done for us. For workers with little or no understanding of spoken English, or who cannot read English, special arrangements will be required to ensure that they receive and understand this information. This can be achieved in a variety of ways, including the use of fellow workers as translators, organising language skills training, and placing migrant workers among English speaking workers so that they can acquire language skills.

It is important that migrant workers can understand and give safety and emergency instructions and warnings; particularly if they are in a safety critical role.

We may require contractors to make themselves or their workers available for any training which we consider is necessary to ensure that they can safely carry out their work.

Risk Assessments and Method Statements

We will have explained any particular hazards and risks at our site and in connection with the work at the initial sign up stage. You must take these into account when working for us and in your own risk assessments and method statements.

We have written risk assessments and method statements for the work which is available to you in advance of work starting, we expect them to be followed to the letter. If we have asked that your risk assessments or method statements be reviewed and revised we expect that to have been done before work begins and that arrangements are made to ensure they are followed in practice.

We expect you to instruct your workers about any specific hazards and risks involved in the course of their work and to instruct them about any additional hazards and risks that may be present when working on our premises or on our behalf.

Awareness of Health and Safety Systems – Advice To Workers

No benefits will be gained from risk assessments and method statements unless everyone involved in the work activities are fully aware of their contents. Risk assessments will inform workers about the hazards and risks present in the workplace. Along with the method statement, they demonstrate how the risks can be controlled by a methodical approach. They will help you and your workers complete the job without injury or ill-health.

If you and your workers can answer YES to the following questions you are working along the right lines!

- Have you completed or been given details of the risk assessments and method statements for this work?
- Do you understand the task and the hazards involved in the job?
- Have all the people who may be affected been identified?
- Are you happy that all the measures to prevent workers being injured or exposed to health risks have been taken?
- Do you know what to do and whom to contact if the job goes wrong?

If you have answered NO to any of the above then think again and make improvements to the risk assessments and the method statement.

If in the course of the work you find that your risk assessments or method statements do not match what you are doing stop work immediately, or as soon as it is safe to do so, and advise your Contract Administrator.

Hazardous Substances

If your work involves the use of substances hazardous to health you are expected to ensure that risks to your workers and ours are properly controlled. Appropriate controls should be in place when they are in use. When not in use they must be stored securely.

Flammable and Highly Flammable Substances

If your work involves the use of flammable or highly flammable substances you are expected to ensure that risks to our property and premises, your workers and ours are properly controlled. Appropriate controls should be in place when they are in use and when not in use they must be in secure fire resistant storage.

Personal Protective Equipment

Chef sub-contractors

The requirements for chefs are more prescriptive due to food hygiene and operational safety measures. Chefs are required to take the following items with them to events ensure that they are used. This is all indicated in the Chef Handbook:

- A clean Dineindulge branded apron, provided by Dineindulge (for event chefs only).
- Chefs should arrive in normal clean and presentable clothes and change into chef whites (consisting of a clean white or black chef shirt and trousers) shorts are not permitted.
- Chefs should arrive in clean, comfortable and sturdy shoes and then change into clean safety shoes specifically for kitchen use.
- Hair tie or band for longer hair.

Safety Signs

You must pay attention to suitable warning signs and barriers. They are a good way of warning you about the risks from your work, but they don't remove the hazard. In event locations there are likely to be little if no safety signs as general a domestic setting so please take extra care and time to explain any hazards to the client.

Vehicle Movements

The movement of delivery vehicles and equipment brought onto any event or shift premises must be controlled. Reversing movements must be under the control of a banksman to ensure the safety of personnel and equipment. We may require you to provide and use protected traffic routes.

Welfare

Your Contract Administrator will explain any on-site welfare facilities that are available for your use. If you use our staff rest area, you must wear clean overalls or clothes. Please be polite and considerate to others.

Please respect commercial or private client facilities. Do not use wash hand basins and sinks for cleaning tools or for discarding unwanted materials such as paints and oils. Leave any sanitary facilities in the same condition you found them.

Smoking, Alcohol and Drugs

We expect you to observe the law and not permit smoking in the workplace. You must observe all no smoking signs. Please be considerate to others and only smoke in designated open air smoking areas.

You should not report for work if under the influence of alcohol, illegal drugs or medicines.

We do not allow our workforce to drink alcohol on the premises of an event or shift and those who attempt to work whilst under the influence of alcohol or illegal drugs are always subject to disciplinary procedures. We apply similar rules to other people working on our premises. Should any of your workers be seen drinking

alcohol or suspected of working under the influence of alcohol or illegal drugs they will be required to leave the site. They will not be allowed back on any other workplace under our control.

Music and Mobiles

Unless you have specific permission, the use of radios and other music producing devices is forbidden when working. They can be an unwelcome nuisance and a distraction.

Mobile phones should be used considerately. Please don't have loud conversations in occupied corridors.

Car Parking and Traffic Rules

You must only park in designated car parks and marked bays. Vehicles illegally parked are liable to be ticketed or clamped.

All road traffic signs particularly one-way restrictions, speed signs and pedestrian crossings must be observed.

First Aid

Always report accidents to your Contract Administrator and this will be logged on our BrightSafe system for review and action. It is important to us that we learn about any accident so that we can make sure that no-one else is injured in the same way.

Contractors working off-site must make their own arrangements for first aid cover. This will be dependent on the risks involved.

Chef Sub-contractors are requested to take on site with them a first aid box which is regularly checked and replenished.

Always record any accidents you have at work, no matter how trivial they may appear at the time.

Fire

If you discover a fire remember to stay **CALM**.

Close the door - make work area safe before leaving.

Alert - alarm - smash the nearest break glass unit.

Leave the building by the nearest exit.

Meeet at the assembly point if one exists or well away from the location of the fire in domestic settings.

Don't put yourself at risk. Do not tackle the fire unless you have been trained and are not alone. Do not stop to collect personal belongings. Do not use lifts. Help others to escape if necessary.

Chef sub-contractors on events are instructed to do the following to avoid fires and for their safety:

- Chef instructed to never tackle a fire, unless not tackling the fire places their lives at risk
- Chefs instructed to leave the building via the nearest exit in the event of a fire.
- Chefs keep water away from hot oils.
- Dynamic risk assessment undertaken upon arrival, where the chef identifies potential fire hazards and identifies the nearest exit.
- Cleaning products moved away from ignition sources e.g. naked flame.
- Electrical appliances visually checked pre-use.
- Tea towels etc. never left close to naked flames.
- Gas hobs never left unattended.

Keep corridors, stairs and fire exits clear at all times. Remember - You will be breaking the law if you block emergency exits in any way.

Reporting Of Accidents and Dangerous Occurrences

Although the primary responsibility, for compliance with the reporting regulations rests with the contractor, details of any accidents or dangerous occurrences involving contractor's employees on our premises or other event/shift locations should be recorded on the Dynamic Risk Assessment document and the Contractor Administrator informed immediately.

In the case of serious accidents (e.g. resulting in serious injury or hospital treatment) or serious dangerous occurrences (e.g. scaffold collapse), the contractor must immediately inform the Contract Administrator and occupier or person in charge of the building. We may require that you undertake a formal investigation or carry out the investigation ourselves. We expect your co-operation.

Housekeeping

Finally, keep your work areas clean and tidy at all times. Ensure that you do not cause trip hazards or leave harmful or flammable materials lying around. Also make sure that your equipment cannot be tampered with whilst it is in a public area.

Health, Covid and other contagions

Chef subcontractors must;

- report to management any medical condition or use of medication which could affect their safety or the safety of others.
- inform management, as soon as possible, if they are pregnant.
- not attend work under the influence of either alcohol or illegal drugs.
- respect the guidelines for time off as required to ensure the safety of colleagues and clients.
- report to management any instances of illness that could compromise food hygiene and / or other people's wellbeing. This includes;
 - o Covid
 - o Diarrhoea, sickness (vomiting) and other stomach disorder
 - o Any discharge from the eyes, ears or nose or a sore throat
 - o Any septic skin condition such as sores, boils, septic cuts etc
 - o Any other infection.

You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration. However, if an employee suffers from vomiting and diarrhoea then they must not return to the office or workplace for a minimum of 48 hours after the last case of sickness.

The organisation has in place a covid operating policy for the workplace which is supported with the required products and notices on site to ensure a safe working environment. We are updating the policy in line with government guidelines in terms of when to and not attend work.

Manual handling

Chef Sub-contractors

The event planning process require that clients relay any important information on access and parking at venues. This way the information can be relayed to the chef and provision made for unloading and reloading

of chef the equipment. In the Chef Handbook, the chef is also advised to ensure that boxes are not overloaded and can be comfortably carried. They should wear comfortable and sturdy shoes for the set up before changing into their kitchen safety shoes.

On arrival at the event venue, the chef should complete an assessment of the access to the kitchen and request help from the client should the access present challenges such as distance from the parking area. The clients are advised by the events team that this may be required if access is an issue.

Food, general hygiene, and safety

Chef sub-contractors

Food hygiene is paramount in this area of business to protect the client, chef sub-contractors and the organisation. Chef sub-contractors are not permitted to operate on events or shifts for our client without a valid Food Hygiene level 2 qualification. This means that they must have completed the training within 3 years. The Event Management System (EMS) has functionality to request certificates and renewal dates. When these renewal dates come close to expiry, a notification is sent to the chef to request they renew, or they will not be permitted to operate on Dineindulge events or shifts. Information and resources are provided to chefs on how and where to get the required training.

A comprehensive Food Safety Risk Assessment has been completed by the organisation and forms the basis of requirements and regulation communicated to the chefs in the Chef Handbook. The assessment is shared with the chef sub-contractors in the Chef Handbook and gives guidance on all potential risks on events and shifts.

The risk assessment has generated the following requirements for chefs, and this is implemented and communicated:

- Preparation of food must take place in a registered kitchen with food safety management system in place.
- Travelling to the event, the chef should ensure that they have the correct information (available on the event management system) so that they are not delaying their journeys and risking food contamination.
- Suitable cold food storage boxes or refrigerated vehicle to maintain legal cold food storage levels.
- The kitchen space should be cleaned and cleared for safe food preparation and space in fridge allocated to the event food.
- Food should be contained in clean and labelled containers with date of use by.
- Food should be prepared in line with safe food preparation practises and temperature records taken from delivery from supplier to service to the client.
- Temperature probe and wipes should be taken to all events.
- Cleaning products to be taken to events
- Long clean chef apron should be worn during food preparation. Dineindulge provide a branded apron to all event chefs.
- Clean and intact storage containers to ensure safe storage (preventing cross contamination).

Chef safety is the responsibility of not only the individual chef contractors, but the organisation and the client. The organisation and management teams have identified the potential hazards and implemented necessary measures to mitigate the risk to health, safety and chef wellbeing. These are part of the organisation's operational procedures and communicated in the chef handbooks. The organisation has identified the risks and created actions for both the event chef sub-contractors (operating in private households) and the commercial chef sub-contractors (working with commercial venues).

Event Chef Sub-Contractors and their clients

- All chefs are requested to take a first aid kit with them on events as there is no guarantee of what facilities will be on site in a domestic setting.
- Set of knives which have been sharpened and stored in an appropriate secure bag or sheath. There should be a selection of knives for the different tasks.
- All chefs are requested to provide information on any health conditions, allergies or phobias so that the staffing team can manage the event allocations carefully with consideration to the chef.
- Dynamic risk assessment is completed on arrival to the event by the chef contractor to identify and resolve any risks with the client. Safety issues to be raised, documented and photographed.
- Out of hours team on call during event hours to ensure there is a line of communication should the chef feel in any way that there is cause for concern. The chef's safety to always be primary.
- Additional assistants allocated on events by the staffing team should the venue present certain hazards/challenges that would not be safely overcome with one chef contractor alone.
- Clients requested to notify the events team if they have pets and that they must keep them out of the way of the chef and kitchen.
- Chefs are not permitted to consume alcohol or recreational drugs while operating for Dineindulge. If they are on prescribed medication, then they must indicate this on their application when notifying the organisation of any medical conditions. Any medicines must be kept locked in their vehicle or on their person throughout the duration of the event and must not come in contact with the food preparation area or left unattended.
- Clients advised to keep the kitchen clear at all times and have a separate area for preparation to service to avoid risk to adults and children.
- Chefs complete the dynamic risk assessment on arrival and communicate any potential hazards to the client to ensure that they can make adjustments for their own safety. For example, to accommodate small children and pets.

Commercial Chef Sub-contractors

The terms and conditions with the hirer (commercial venue utilising the platform for ad hoc chef support) dictate that they must do the following to ensure the health and safety of the chef sub-contractor.

- The Hirer must detail in all shift posts on the platform, the type of work the chef in that position would be required to do. They must indicate the experience, training, qualifications and any authorisation which the Hirer considers are necessary, or which are required by law, or by any professional body, for the Chef to possess in order to work in the position.
- The location at which, and the hours during which, the Chef would be required to work, and any risk to health or safety known to the Hirer and what steps the Hirer has taken to prevent or control such risks.
- Wherever possible the internal commercial team will endeavour to seek accommodation for the chef sub-contractor should they be travelling a distance to the venue. They will remove chefs from shifts, on consultation with a company Director, should there be a concern for chef welfare.
- The contract agreement with the Hirer states that they will not engage in any discriminatory, abusive or harassing behaviour in respect of any chef.
- By signing the terms and conditions the hirer agrees to take all necessary steps to ensure the safety of any Chef on an Assignment, including carrying out any health & safety inductions and training relevant to the chef while on assignment

- They must allow chefs adequate time for breaks while on assignment and this, as well as working hours and days worked, is monitored by the Dineindulge commercial team.
- They must take all necessary steps to prevent discrimination, bullying and harassment of all Chefs on an Assignment and act in a fair, kind and respectful way to all Chefs.

Management of Food Allergens

The documentation and communication of food allergens and dietary requirements is paramount in an organisation focussed on food. The policies surrounding this require more regular review as regulation changes. There is a process of continual improvement focussed on this area.

- The menus are designed to incorporate alterations for all allergens and dietaries and there is a specialist team dedicated to this.
- Before a menu, or change in menu, is released the menu guidance and chef dietary guidance documents are updated with new ingredients and any potential hazards within them.
- All allergens are requested from the client at least two weeks prior to the event and these.
- Chefs who have allergens are instructed to inform the recruitment and staffing teams so that considerations can be made for events for chef safety.
- If there is a severe allergen identified in the group, then these ingredients are completely removed from the menu to remove risks.
- All dietaries and allergens must be run through with the lead guest on every event and specific guests identified with the chef and client (prompted in the 2 day pre-event email to clients and in the dynamic risk assessment for the chef).
- Chefs are required to do a full clean down of the preparation area before operating to ensure that there is little chance of cross contamination in an unfamiliar kitchen.
- Should the allergy be so severe, and the organisation or chef do not feel that they can safely mitigate the risks, then the event may be cancelled and not go ahead. This would be a discussion and assessment made by the senior management team and a director.
- There are specific employees that are assigned to event confirmations and this process includes reading the event information, verifying that any allergens indicated have been removed from the menu. They will also double check any information that the client has passed on has been added to the menu specifically for the chef to see.
- When allergies are stated by the client to be severe, these are identified with 'XA' detailed on the event information. These are extracted each week at the team meeting and relayed verbally to the whole team. Subsequent calls are then made to the specific chefs on those jobs to ensure that they have read and understood the requirements and risk mitigation.
- A recent improvement has been the integration of a specific box on the EMS (to be sent to and accessed by both clients and chefs) which is focussed on dietary information only, so it has complete focus and not lost in other event details. There are a number of emails communications that are sent to both chef and client to review all the event details and ensure all are accurate.
- All employees working on event operations, food development and management must complete an annual food allergens course. This is tracked and renewals sent by the responsible person.

Handling food poisoning allegations

Here are some guidelines for dealing with an allegation of food poisoning or allergic reaction. The organisation has in place robust policies to ensure that employees and chefs operate safely and in line with legal requirements. Should the organisation receive an allegation of poisoning then there will be a paper trail.

Questions to ask/procedure:

- Customers name and contact details
- Symptoms shown and duration
- What the person has eaten, and at what time
- Did anyone they were dining with have the same symptoms? If so give details
- What other food did they eat that day?
- Have they visited the doctors? If so, did they give a sample for testing?
- Inform the customer you will undertake an investigation and you will get back to them as soon as possible.
- Inform insurers (directors)

Manager to investigate:

- Verify using the EMS that the client actually ate this with us
- Has anyone else made a complaint?
- Collect food safety records from chefs and check everything is in order (fridge temperatures,

core cooking temperatures, cooling temperatures)

- Interview with chef...Check the history of all the components of the meal in question – was it all stored at the correct temperature, was the food in date, was the food cooked to correct temperature, if cooled was it cooled within the correct time frame and then reheated to correct temperature?
- Check the supplier of all items

Chefs are also sent the organisation's food safety guide, general risk assessment, dynamic risk assessment (for completion on events) and chef rules when they are contracted to work with Dineindulge.

Data Protection (GDPR)

Chef sub-contractors

- The organisation requests personal information from the first point of contact and throughout engaged of the chef sub-contractor. This information is contained in email exchanges and the EMS, both of which are password protected. This includes email address, CV (which will contain home address and date of birth) and contact telephone numbers.
- Any CVs printed off are then shredded when no longer required. We do request that the internal team refrain from printing such documents unless absolutely necessary.
- The chef's personal details, including contact details, are not shared with the client at any point during the event preparation or duration of the event, unless the chef offers this information. Should there be a requirement to connect the chef and client prior to the event due to travel or access requirements then this must be formally requested by the staffing team to the chef before any details are passed on.
- Staffing team must check that chefs (working Sundays) are happy to have their number passed on.
- The only information passed to commercial hirers prior to shifts is their first name.
- In the case of commercial hirers, they are directed in the terms and conditions that they shall keep their platform login credentials safe and secure.

Chef contractor health & safety recruitment and operations manual

Introduction

The purpose of this manual is to outline the standard practises and procedures enforced by Dineindulge so that, as an organisation, we are demonstrating complete **due diligence** across all aspects of our service. The sole focus of this document is to enable us to identify all procedures and make sure that all staff members are committed and have a good understanding of the procedures required to ensure **the safety and welfare of our customers, their guests and our chef contractors**. This also goes hand in hand with our assurance of quality and best practise.

This manual is periodically **reviewed and updated** where our service develops and evolves. This manual is available to all employees and relates to our **Health and Safety Policy** and **Private Chef Food Safety Guide**.

Employees are required to read and comprehend this document and have it close to hand in order to reference throughout all Dineindulge activities.

This document should be used as a guide alongside the following documents that will be reviewed bi-annually:

- ***Dineindulge Private Chef Food Safety Guide (manual for chefs for specifically food safety)***
- ***Dineindulge Private Chef General Risk Assessment (manual for chefs for onsite activity)***
- ***Dineindulge Dynamic Risk Assessment & Temperature Record (to be completed by the chef on the event and return to the events team after the event)***
- ***Chef rules***

We have reviewed all processes in the following stages:

- Chef recruitment - we must ensure the following processes and procedures to ensure that the chefs are of the right calibre as well as having the right credentials for H&S and food hygiene.
- Chef sign up – we request certain documentation and ensure that chefs have the right documentation and knowledge of our systems to work with us.
- Event planning – the stage before the event which is managed predominantly by our staffing and events teams. Ensuring clear communications between client, team and chefs are paramount.
- Event delivery – guidelines are set out in our risk assessments and chef guidance notes to ensure safe handling of food, client and chef safety.
- Event & Chef review – this is a vital stage in the process to ensure that any comments/feedback from chefs or clients are addressed and any safety concerns are addressed, and new procedures are implemented.

Chef Sub-Contractor Rules

Dineindulge Limited 'Events' Chef Sub-Contractor Safety Rules

1. *You must complete the 'Dineindulge Dynamic Risk Assessment' upon arriving at the client's premises and submit to head-office as instructed.*
2. *Ensure all temperature records from food purchase to food service are being taken and recorded for future reference (see Dynamic Risk Assessment template).*
3. *You must work in accordance with the Food Standards Agency guidance. This includes the following when handling or preparing food;*
 - *Following the correct handwashing procedure.*
 - *Maintain high level of personal hygiene at all times.*

- *Keep hair tied back and wear a suitable head covering and long apron*
 - *Not wear a watch or jewellery (except for plain wedding band).*
 - *Not touch your hair and face, smoke, spit, sneeze, eat or chew gum.*
4. *Open wounds must be protected by a suitable blue dressing.*
 5. *You must inform head office of any medical condition or use of medication which could affect your safety or the safety of others.*
 6. *You must report to management any instances of illness that could compromise food hygiene and / or other people's wellbeing.*
 7. *You must follow our accident and incident reporting procedures.*
 8. *You must only use equipment that's maintained in a safe condition.*
 9. *You must not attempt to repair work equipment e.g. gas or electrical appliances.*
 10. *You must never attempt to tackle a fire, unless absolutely necessary.*
 11. *Hazardous substances must be used and stored safely.*
 12. *You must follow our drugs and alcohol policy at all times.*
 13. *You must comply with all of our safe working procedures.*
 14. *You must refer to the Dineindulge Event Management System for all event information including important dietary and allergen requirements.*

These rules are communicated on the Chef Handbook for which they are required to read, acknowledge and approve.

Dineindulge Limited 'Shift' Chef Sub-Contractor Safety Rules

1. *You must ensure that you are provided with a health and safety induction of your workplace. This must be requested if not offered, before you start operating.*
2. *You must work in accordance with the Food Standards Agency guidance. This includes the following when handling or preparing food;*
 - *Following the correct handwashing procedure.*
 - *Maintain high level of personal hygiene at all times.*
 - *Keep hair tied back and wear a suitable head covering and long apron*
 - *Not wear a watch or jewellery (except for plain wedding band).*
 - *Not touch your hair and face, smoke, spit, sneeze, eat or chew gum.*
3. *Open wounds must be protected by a suitable blue dressing.*
4. *You must inform head office of any medical condition or use of medication which could affect your safety or the safety of others.*
5. *You must report to management any instances of illness that could compromise your ability to operate safely or compromise food or co-worker safety.*
6. *You must follow our accident and incident reporting procedures.*
7. *You must only use equipment that's maintained in a safe condition.*
8. *You must not attempt to repair work equipment e.g. gas or electrical appliances.*

9. *You must never attempt to tackle a fire, unless absolutely necessary.*
10. *Hazardous substances must be used and stored safely.*
11. *You must follow our drugs and alcohol policy at all times.*
12. *You must comply with all of our safe working procedures.*
13. *You must refer to the Dineindulge Event Management System for all shift information.*
14. *You must wear clean chef whites, chef trousers and safety shoes.*

These rules are communicated on the Chef Handbook for which they are required to read, acknowledge and approve.

CONTRACTOR' S ACKNOWLEDGEMENT

By signing up via the Chef Handbook online form and registering with Dineindulge, you are confirming that you have read and understood the information in this handbook. During this contract you, on behalf of my business or company, agree to comply with the information given and all instructions whilst working on site. You also agree to liaise with the Contract Administrator at all times.

NOTES