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# **Safety Conversations**

Logistics Team  
Daily Briefing Pack  
For 5-day Events

# ALWAYS FOLLOW THE SAFETY BEHAVIOURS AND BRIEF YOUR TEAMS ON THE KEY SAFETY BEHAVIOURS AS BELOW:



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Your health and safety and the safety of our customers, clients and partners is important to us. That is why we turn to See Care Share and our Key Safety Behaviours. These apply to you, we will all stand up for safety together as one team.

This behaviour is about positive two-way dialogue about safety. In the workplace this would be expressing safety concerns to your supervisor or manager.

## COMMUNICATION



**SPEAK OUT**

## RISK ASSESSMENT



**BE MINDFUL**

This behaviour focuses on the hazards in the workplace and how we control them. This is as simple as taking the time to plan how to do the job safely.

Finally this behaviour is about being proactive to help keep safety front of mind. We can do this within the workplace by sharing our safety knowledge with others.

## INVOLVEMENT



**GET INVOLVED**

**PLEASE USE THE SAFETY CONVERSATIONS ON THE FOLLOWING PAGES TO BRIEF YOUR TEAM DURING THE EVENT AND ENSURE ALL TEAM MEMBERS SIGN THE BRIEFING RECORD**



# SAFETY



# CONVERSATION

**Deliver on  
Day 1**

## Topic: Manual Handling

### WHAT YOU'RE GOING TO LEARN

In this Safety Conversation you will learn how to lift safely and avoid injuries.

### HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will be able to:

- Assess whether it is safe to carry out a manual handling task.
- Carry out a manual handling task in the correct safe manner.

### WHAT YOU NEED TO KNOW

#### Working Environment

- Maintain high standards of housekeeping.
- Ensure that there is enough room to undertake the task.
- Check that the floor is well maintained and clear of spillages or obstructions.

#### Assess the Load First

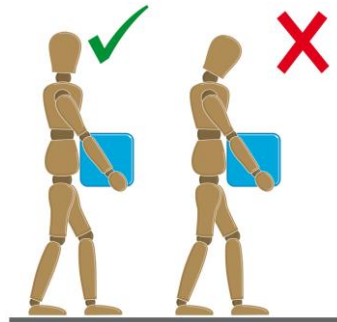
- Use mechanical aids, such as pallet trucks or forklifts to avoid manually lifting loads yourself.
- If you have to lift manually, follow the basic guidelines, firstly by thinking about the load that you have to lift.
- Wear gloves as per the task specific manual handling risk assessment to avoid cuts, scratches and/or puncture wounds. Safety boots or shoes will protect your feet if anything falls.
- Get somebody to help you if the load is large or awkward to lift.

#### Lifting the Load Safely

- Check there is nothing in your way to hinder your lift and movement.
- Take up a good lifting position, feet slightly apart and pointing in the direction you are going and travel with a firm grip of the load.
- Raise your head as you start to lift - lift using your legs not your back, remembering to keep the back in its natural curve.
- Do not twist your body - this is a major cause of back injuries. Instead, move your feet to protect your back from strains.
- Bend at your knees when you put down the load and make sure you are not overstretching.

### PUTTING WHAT YOU'VE LEARNT INTO PRACTICE

- Avoid the pain – don't let your back take the strain.
- Bend at your knees - and your back won't seize.
- Ask for assistance if an item is too heavy or large to carry alone.



### BE MINDFUL

- Be aware of weights when stocking boxes or crates.
- Plan your route when carrying over long distances.

### SPEAK OUT

- Ask for help if you need it.
- Highlight any requirements for equipment or PPE.
- Inform your supervisor or manager if your carrying aids are defective.

### GET INVOLVED

- Encourage your colleagues to only carry items that they are capable of carrying.

### YOUR VALIDATION

- What considerations are to be made regarding the working environment?
- If you have to lift and carry, what techniques should you adopt?

### MORE INFORMATION

- HSE Website
- Manual Handling Risk Assessments
- Manual Handling Guidance Posters

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# SAFETY



# CONVERSATION

**Deliver on  
Day 2**

**Topic: Personal Protective Equipment**

## WHAT YOU'RE GOING TO LEARN

In this Safety Conversation you will learn about personal protective equipment and how it can protect you from a wide range of hazards. Good protection is essential for your health and safety.

## HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand why wearing the correct personal protective equipment (PPE) at work is good for your health and safety
- Be able to identify which tasks require certain personal protective equipment
- Know how to request new PPE or report defective PPE

## WHAT YOU NEED TO KNOW

*Why is it important to wear personal protective equipment (PPE)?*

- Risk assessment of the task has identified this equipment to be required in order to reduce any hazards
- Without wearing the PPE the likelihood of an incident is increased
- It is your responsibility to ensure you are wearing the correct PPE for the task and to ensure your colleagues are too.

*What PPE should be used?*

**Slip resistant shoes:** Should be worn by any staff working within kitchens and any other place where the floor safety risk assessment identifies a requirement for these to be worn.

**Reinforced toe-capped shoes:** Where heavy lifting and/or movement of heavy equipment, stock and trolleys is part of your job role.

**Rubber gloves, goggles and face masks:** These are mostly required when handling concentrated chemicals.

**Rigger gloves (Safety Gloves):** When handling and moving kegs, pallets, roll cages, tables and staging.

*Who should you speak to you if you require PPE or if your PPE is defective?*

In the first instance speak to your supervisor or line manager if you feel you require and PPE or if the PPE you have is defective. It is your responsibility to highlight any issues with your PPE.

## PUTTING WHAT YOU'VE LEARNT INTO PRACTICE

- Always wearing the right gear, in the right conditions for your job means safer working and makes good sense.
- Check your kit; make sure you have the right PPE for the job. If you don't report it to your manager.



## BE MINDFUL

- Consider whether a new a new task you are asked to do requires PPE

## SPEAK OUT

- Inform your supervisor or manager if you require PPE or if the PPE you have is defective
- If the PPE is not providing you with adequate protection let your supervisor or manager know as soon as possible

## GET INVOLVED

- Encourage your colleagues to wear the correct PPE for the job

## YOUR VALIDATION

- Whose responsibility is it that you wear your PPE?
- When should slip resistant shoes be worn?
- Who should you inform if your PPE is defective?

## MORE INFORMATION

- PPE Guidance Poster
- Task Risk Assessments and COSHH Product Assessments
- HSE Website

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# SAFETY



# CONVERSATION

**Deliver on  
Day 3**

## Topic: Fire Safety

### WHAT YOU'RE GOING TO LEARN

In this Safety Conversation you will learn about the dangers of fire in the workplace and some of the precautions you must take to prevent fires.

### HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand of the consequences of fire.
- Know your responsibilities for reporting fire.
- Be aware of the things you must do to prevent fire at work.

### WHAT YOU NEED TO KNOW

Heat, toxic fumes and smoke produced by fire cause death, serious injury and damage to property and equipment. Most deaths are the result of smoke inhalation.

1. Every person on site has a responsibility to **ENSURE** they:
  - Minimise the risk of fire breaking out
  - Know what to do in the event of fire
  - Immediately raise the alarm if a fire breaks out
2. Know your **ESCAPE** routes and assembly points.
3. Report to your supervisor or manager before starting work, so that they are able take an accurate head count of staff in the case of an emergency.
4. Identify the **LOCATION** of fire extinguishers.
5. **ENSURE** access to fire extinguishers is not restricted.
6. Using the wrong extinguisher on a fire can cause problems and make the situation worse. Only use extinguishers if you have been trained to do so.
7. If smoking is permitted on site, **ONLY** smoke in the designated smoking areas.
8. Adopt **GOOD HOUSEKEEPING** practices to minimise the build-up of waste.
9. When using chaffing fuel, make sure it is in a chaffing fuel holder and positioned on a level and stable surface. Use appropriate lighters to light fuel.
10. **KEEP** fire doors and shutters clear and unobstructed. **DO NOT** prop them open.
11. Any electrical equipment should be **SWITCHED OFF** from the mains when not in use.
12. **DO NOT** store any clothing or combustible items over or near heat sources.
13. **REPORT** defective equipment or damaged electrical cables. Defective or damaged equipment can cause fires.



### BE MINDFUL

- Know the location of your fire-fighting equipment and emergency call points
- Don't allow rubbish to build-up
- Switch off electrical equipment when it is not in use

### SPEAK OUT

- Inform your supervisor or manager if equipment is defective
- If you are not aware of escape routes or emergency procedures tell your supervisor or manager

### GET INVOLVED

- If you notice something blocking a fire escape route, remove it
- If you see that a fire door has been propped, close it

### YOUR VALIDATION

- What is the biggest cause of fire-related deaths?
- Why must you report to your supervisor or manager before starting work?
- How does good housekeeping help to minimise the risk of fire?
- Why should fire doors not be propped open?

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# SAFETY



# CONVERSATION

**Deliver on  
Day 4**

**Topic: Fatigue in the Workplace**

## WHAT YOU'RE GOING TO LEARN

In this safety conversation we will discuss how fatigue in the workplace can affect you and your safety whilst carrying out routine tasks. We will also provide some useful information on how to reduce fatigue so that it doesn't adversely affect you and those around you.

## HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand what fatigue is and its causes
- Know what effect fatigue can have on you and your team
- Understand what you can do to reduce fatigue before it becomes an issue

## WHAT YOU NEED TO KNOW

Fatigue is generally considered to be a decline in mental and/or physical performance that results from prolonged exertion, sleep loss and/or disruption of the internal clock. In this safety conversation, we are going to be focusing on mental fatigue and what affect it can have on you at work.

### What causes fatigue?

This is simple: lack of sleep and poor-quality of sleep. Often, it's the reasons behind the lack of or poor-quality sleep that are more difficult to understand and resolve. If you are experiencing changes in personal circumstances or work environment this may result in a lack of or poor-quality sleep. If this continues for some time and you are not getting enough sleep, you will build up "sleep debt" which can only be rectified by a few nights of good sleep. Some of the main causes of fatigue are:

- Working when you would normally be asleep
- Sleeping when you would normally be awake
- Getting less sleep than normal or getting poor sleep
- Having no time to rest and recover from work
- Alcohol (for example, alcohol consumed in the afternoon may be twice as potent in terms of producing sleepiness as the same amount taken in the evening)
- Prescribed or over-the-counter medication may cause sleepiness
- Suffering medical sleep problems

### What are the consequences of fatigue in the workplace?

Fatigue has been shown to be a performance factor in the workplace which can increase the likelihood of incidents occurring. If you are experiencing fatigue, there is a good chance it could result in:

- Slower reactions
- Reduced ability to process information
- Impaired ability to make effective judgements
- Memory lapses and lack of attention
- Underestimation of risk
- Reduced coordination and reduced communication

### What can you do to reduce fatigue?

The most important thing is to ensure you are getting enough good quality sleep. If you notice some of the signs of fatigue, act quickly and get some rest. The longer you take to act the more "sleep debt" you will incur and the longer it will take you to recover. Healthy sleeping habits are vital in ensure you do not suffer fatigue. The [NHS Website](#) has some detailed advice on sleep but we have provided some quick sleep tips in this document.



## FATIGUE WARNING SIGNS

- Feeling like you have lost time
- Feeling dazed
- Day dreaming
- Loss of concentration
- Poor coordination
- Easily distracted
- Blurred, dimmed vision
- Making errors during routine tasks
- Changes in mood

## QUICK SLEEP TIPS

- Keep a consistent sleep schedule
- Set a bedtime that is early enough for you to get at least 7 hours of sleep
- Don't go to bed unless you are sleepy
- Establish a relaxing bedtime routine
- Make your bedroom quiet and relaxing
- Turn off electronic devices at least 30 minutes before bedtime
- Avoid consuming caffeine in the late afternoon or evening
- Avoid consuming alcohol before bed

## BE MINDFUL

- If you notice the signs of fatigue be sure to act quickly and get some good quality sleep
- Follow the quick sleep tips to ensure a healthy sleep routine

## SPEAK OUT

- If you believe that fatigue is affecting, you or your safety at work let your supervisor or manager know

## GET INVOLVED

- Encourage your team members to look out for their own wellbeing
- If you see someone making mistakes say something to them, politely



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# SAFETY CONVERSATION

## SC4 - Obstructions

### CUT IT OUT

SLIPS, TRIPS AND FALLS

#### WHAT YOU'RE GOING TO LEARN

In this safety conversation you will learn how to reduce the risk of slips trips and falls associated with obstructions. Everyone can make a contribution to reducing slips and trips – see it, sort it...or shall we say **Cut It Out**.

**Deliver on  
Day 5**

#### WHAT YOU NEED TO KNOW

- **Walkways** - It is not just good enough to have a walkway unless it is kept clear with no trailing wires and no obstructions. If you see items on the floor where someone could trip over them, remove them, or arrange for them to be removed, or for the situation to be made safe. Don't leave it for others to do it - **see it, sort it, and make sure you report it**.
- **Stock and Equipment** - Trips and falls over stock and equipment can be avoided simply by ensuring everything is stored in a designated place and out of the walkways. Good housekeeping practices are crucial in preventing slips, trips and falls. So be mindful of your colleagues and try to **keep your work and storage areas tidy and free from obstructions**.
- **Other obstructions** - Deliveries, rubbish, empty boxes - you name it! Many incidents involve tripping over delivered stock left to be put away, or rubbish bags waiting to be taken out. When it gets busy it's difficult to keep up with everything, but remember, it only takes a few minutes to take the rubbish out, and much longer to heal a broken leg. It could help to **make clear the responsibilities for putting away delivery or waste removal, so it's not left for "others" to do**.

#### FOLLOW RULES

- Ensure all walkways are free from obstructions
- Keep your stock and equipment in the designated place, so they don't become obstructions



#### BE MINDFUL

- See it, sort it, report it – don't wait for others to do it
- Keep your work and storage area tidy – be mindful of your colleagues



#### SPEAK OUT

- Make sure you report near misses before they become incidents
- If you see any unsafe practices or hazards, let your team or manager know



#### GET INVOLVED

- Use team talks to share your ideas on how to make your workplace safe
- Communicate any near misses to your colleagues



#### PUTTING WHAT YOU'VE LEARNT INTO PRACTICE

Walk around your workplace and see if you can spot any obstructions on your way. If you do find obstructions:

- Can you remove them right away?
- What can be done to avoid obstructing these walkways / corridors again?
- Have you put your delivery away today?

