Northern Lighthouse Board

Catering Work Experience on NLB Ships

2 Week Work Placements

In Salutem Omnium
For the Safety of All

About Us

The Northern Lighthouse Board (NLB) is the General Lighthouse Authority for Scotland and the Isle of Man. Founded by an Act of Parliament in 1786, we were originally tasked with the construction of just four lighthouses: Kinnaird Head, North Ronaldsay, Scalpay and Mull of Kintyre.

We quickly gained a reputation for engineering excellence as lighthouses were built along Scotland's coastline. This was largely down to the engineer Robert Stevenson and his descendants. For over 150 years they designed and built most of Scotland's Lighthouses.

Today, we are responsible for the management and provision of around 400 Marine Aids to Navigation in Scotland and the Isle of Man.

There are more than 200 lighthouses under our control, and as well as maintaining and operating these, we manage a range of radio aids to navigation and around 170 buoys.

We also oversee the aids to navigation provided by others including ports, harbours, fish farms, and the offshore industries.

Our work makes a significant contribution to the prevention of accidents and incidents around the coastline, safeguarding lives, property and protecting the precious marine environment.

By keeping sea lanes open and trade moving, our service directly benefits the economies of Scotland and the Isle of Man.

Our Ships

We operate two ships

NLV PHAROS
NLV POLE STAR

Each ship has two crews who rotate every four weeks. Both vessels deploy and maintain buoys and are on standby to respond to wrecks and to any new dangers to navigation.

PHAROS, the larger of the two vessels, is also equipped to carry a helicopter. We use the helicopter to deliver materials to lighthouses during refurbishment and upgrading projects as well as transporting technicians to otherwise inaccessible places to carry out essential maintenance.

The vessels also carry out work for government departments and commercial customers - delivering a range of services from the provision of buoys and hydrographic surveying through to supporting the deployment of the NATO Submarine Rescue System.

The ships are based at our main operating base in Oban on the West coast of Scotland.

Today, we are responsible for the management and provision of around 400 Marine Aids to Navigation in Scotland and the Isle of Man.

About the Placement

The placements are open to catering students aged 18 and over.

The placement is an opportunity to experience working and living on a Northern Lighthouse Board vessel and learn every aspect of the duties carried out by the ship's catering team.

Each member of the catering team will plan their time so you have a fully rounded experience of individual and team roles.

We will commit resources, including staff and time, to training, supervising and mentoring you.

We will increase awareness of current academic developments in the particular discipline. Our aim will be to raise the profile of the hospitality department at sea.

You will be given a thorough induction, including health and safety.

All food and accommodation will be provided during your work placement time with us.

The placement will improve your future career opportunities.

You will have the most unusually located work experience, along with the opportunity to visit some of the most remote and scenic places in Scotland.

Images from top to bottom: a typical cabin, commissioners lounge, crew lounge, galley.

All photos are from PHAROS.

The Crew

The crew on both PHAROS and POLE STAR often work in extreme conditions servicing aids to navigation around Scotland and the Isle of Man. It's hard, physical work and when it comes to meal times we need to ensure the crew have a wholesome, healthy balanced diet to keep them going.

The catering team play a vital role in making sure there is a balanced menu choice. Each ship operates with a Chief Cook and a Cook/Steward who are experienced professionals. They are confident and committed to their work and take pride in delivering an attentive and charming service.

They combine confidence, efficiency and coolness under pressure. You will find them quick, resourceful and personable while mastering the intricacies of the ship's voyage.

The Food

As self-confessed foodies, the catering team have a reputation for creativity and culinary excellence. They are passionate about developing appetising menus with a focus on healthy eating.

They try to use the season's freshest and most flavoursome ingredients and work closely with suppliers all over Scotland and elsewhere.

The catering team aim to deliver a standard of service in a friendly manner, ensuring the crew and guests enjoy their time on board the ship.

What's expected of you

We want you to get the most out of the placement and above all to enjoy it. To make your time onboard the best experience it can be, there are a few things we'll need you to do.

- You must comply with all health and safety regulations including lifeboat and fire drills.
- You will need to be professional at all times.
- You must be enthusiastic and have a flexible outlook to work.
- Be of smart in appearance at all times.
- Be able to take instructions.
- Treat all Northern Lighthouse Board property and equipment with due care and respect.

What's next?

This is a rolling programme and you can submit an application for a placement at any time. Placements are usually for two week periods and you will need to attend an informal interview. We may ask for references.

How to apply

If you're aged 18 or over and feel this experience is for you, we'd love to hear from you. Just call or email our HR Team for an application form.

Tel: 0131 473 3100

Email: jobs@nlb.org.uk

Our Organisational Values

Safety

We will do everything reasonably practicable to protect those we work with and others from harm.

Pride

We will take pride in what we do as individuals and the achievement of the organisation as a whole.

Integrity

We will do the right thing for the right reasons.

Teamwork

We will support each other to succeed and develop individuals to reach their full potential.

Fairness

We will treat everybody fairly.

Innovation

We will look beyond the obvious and embrace change and the opportunities it offers.

Respect

We will treat each other with respect and dignity and actively promote and embrace diversity.

Environment

We will do everything practicable to minimise our impact on our planet by addressing the climate emergency by driving towards making NLB Net Zero Carbon and sustainable.

Northern Lighthouse Board
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Edinburgh
EH2 3DA

www.nlb.org.uk

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Reference	NLB Tenders: PHA 99 Catering Student work experience		Assessment Date:	08 September 2023	Is this an acceptable Risk? Yes ☒ No ☐
NLB Area	Pharos		Next Review Due Date:	08 September 2025	**Note - if the residual risk is not reduced to 6 or below (and remains at 8 or above) work must not be allowed to commence and Line Management and the HS&E Department must be consulted. If the score is 3 (Significant) or above you must complete or make reference within this risk assessment's control measures to the appropriate method statement, planned maintenance work spec, operating procedure or similar. Additionally if a score of 6 or above a permit to work and isolation certificate must be completed if necessary.**
Location Details:	Tenders	Assessed By	C.Peacock	PTW required: No	
Number Of People Exposed:	1	Reviewed By	M.Wright	Isolation cert required: No	
Task being assessed: Student work experience in catering on Pharos					

Likelihood	***Severity*** (1-Trivial, 2-Tolerable, 3-6 Significant, 8-16 Intolerable)				
		1 No injury or worst case: First Aid Injury (or Asset, Property, Environmental Damage < £3,000)	2 Minor Injury/Occurrence (or Asset, Property, Environmental, Damage < £10,000)	3 Major Injury/ Reportable Occurrence (or Asset, Property, Environmental Damage < £100,000)	4 Fatality/Catastrophic Loss (or Asset, Property, Environmental Damage > £100,000)
	1 Very Unlikely	1 Trivial	2 Tolerable	3 Significant	4 Significant
	2 Unlikely	2 Tolerable	4 Significant	6 Significant	8 Intolerable
	3 Likely	3 Significant	6 Significant	9 Intolerable	12 Intolerable
	4 Very Likely	4 Significant	8 Intolerable	12 Intolerable	16 Intolerable

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Hazard Category	Hazard Description / Related Task	Persons / Groups at Risk	Potential Risk factor	Control Measures	Residual Risk Factor
Slips, Trips or Falls	Flooring may become contaminated with water or grease. Doorways contain high step.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Appropriate footwear is provided and worn at all times whilst in operational areas. Awareness of steps in doorways, vigilance to condition of flooring. Floor cleaning products re used according to instruction. Wet floor signs used. Spills cleaned up immediately.	2 Tolerable
Manual Handling	Supplies of food, beveridge, other kitchen products moved from stores to catering areas. Moving equipment, supplies within catering areas.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Instruction on safe manual handling given to student. Loads must only be handled manually after load has been assessed and task of carrying is within students capability. Use trolleys to move loads, break down load, move in smaller quantities, two person task, use correct posture for lifing loads. Store heavier goods on shelving at waist to shoulder height. See manual handlng assessment guidance HSGN 3.08.	2 Tolerable
Hot Surfaces/Liquids	Burns from hot surfaces and or liquids.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Student shown how to safely operate equipment and closely supervised when operating equipment. Supervised during preparation of hot food/liquids.	2 Tolerable

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Hazard Category	Hazard Description / Related Task	Persons / Groups at Risk	Potential Risk factor	Control Measures	Residual Risk Factor
				Wearing of oven gloves, and long sleeves. Awarenes of hot surfaces in catering areas.	
Machinery	Injury from using catering equipment which may trap or cut hands, fingers and clothing.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Student shown how to safely operate equipment and closely supervised when operating equipment. No one under the age of 18 to operate galley machinery.	2 Tolerable
Temperature	Walk in fridge/freezer. Exposure to cold/ freezing temperatures/frostbite/ hypothermia.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Student must notify supervisor of going into freezer. Instruction must be given to student on location of emergency door controls, handles, alarm, should door close on student whilst inside. Minimise time in fridge freezer. Issue thermal gloves for handling very cold goods.	2 Tolerable
Chemicals	Chemical burns/ irritation to skin.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Cleaning products such washing up liquids and oven cleaners may be in industrial concentrated form and student must be given instruction on how to use product safely inc. dilution and using in or on equipment. Wear suitable chemical resistant gloves for handing such products. Wear eye protection to protect from liquid splashes.	2 Tolerable
Injury/illness	Allergies	NLB Staff ☒ Public☐	3 Significant	Student must be asked prior to work experience of any any	2 Tolerable

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Hazard Category	Hazard Description / Related Task	Persons / Groups at Risk	Potential Risk factor	Control Measures	Residual Risk Factor
		Contractors☐ Other:-		allergies they may have as it may not be possible to continue with the placement as assurance to remove all source of food or chemical allergen may not be possible.	
Injury/illness	Staff involved in food preparation and service could suffer cuts from contact with blades.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Student trained to handle knives. Knives suitably stored when not in use. First aid box provided and nominated first aider always on site.	2 Tolerable
Inexperienced	Apprentice inexperience could lead to a varity of accidents/ incidents.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	To be supervisied at all times, instructed and guided in all safe working practices in the Galley	2 Tolerable
Temperature	Those working in the kitchen during extreme temperatures may experience heat stress which could cause fatigue and increase accidents in the workplace.	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Maintenance of extraction to provide clean, cool air. Providing cold drinks when needed to hot staff. Encourage staff to take breaks where possible to cool down and rest	2 Tolerable
Electricity	Staff could suffer serious/fatal injuries as a result of electric shock	NLB Staff ☒ Public☐ Contractors☐ Other:-	3 Significant	Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.	2 Tolerable

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Hazard Category	Hazard Description / Related Task	Persons / Groups at Risk	Potential Risk factor	Control Measures	Residual Risk Factor
				Staff know where fuse box is and how to safely switch off electricity in an emergency. Plugs, sockets etc suitable for kitchen environment. Access to fuse box kept clear. Residual current devices (RCDs) installed on supplies to hand-held and portable appliances.	

Safe System of Work - Method Statement	Safe System of Work -Type :Choose an item. *If residual risk factor 3 or above select SSOW type being used in above dropdown*
Area of method statement to be considered *Mouse over blue text for instruction*	**Detail**
Scope of Works	
Key Health & Safety Issues & Interfaces	
Sequence and Methodology	
Supervision Details (inc. Training)	
Labour/ Operative Details (inc. Training)	
Materials & Logistics	
Plant & Equipment Details (inc. Lifting Equipment & Hand Tools)	
Temporary Lighting and Power (inc. Portable Appliance Testing)	

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Safe System of Work - Method Statement	Safe System of Work -Type :Choose an item. *If residual risk factor 3 or above select SSOW type being used in above dropdown*
Personal Protective Equipment (PPE)	
Temporary Support / Protection of Existing Structure, Features and New Work (inc. Retained Services)	
Environmental Issues	
Access / Egress	
Emergency Procedure (inc. Rescue, First Aid and Specific Welfare requirements)	.
Hazardous Substances (COSHH)	
Permits to Work	
Method Statement Briefing Record	