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## 1. Introduction

- 1.1 <<Insert Hotel/B&E responsibilities under the responsibility to the <<Name/role>> (the "Business") recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 including
- 1.1.1 provide and maintain a safe and healthy place of work
- 1.1.2 provide adequate training and supervision for all staff as well as appropriate facilities for guests
- 1.1.3 provide and maintain safe equipment and safe systems of work
- 1.1.4 ensure safe working conditions in all places of work
- 1.1.5 work to prevent work-related ill health
- 1.1.6 ensure the safe use of all facilities at the premises <<whether bar or coffee lounge>> and ensure that guests using the bar or coffee lounge are safe.

## 2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the < Proprietor>>.
- 2.2 <<Name/role>> has overall responsibility for managing health and safety throughout the business.
- 2.3 The management will ensure the highest standards of health and safety, aiming to achieve the highest possible standards of health and safety.
- 2.4 The management will ensure compliance with the requirements of the Management of Health and Safety at Work Regulations 1999, the Workplace Regulations 1999, the Health and Safety Order 2005 and its associated Regulations, and all other relevant legislation that apply to the running of the Business.
- 2.5 The Management will ensure that all potentially hazardous activities are carried out regularly and any adverse occurrences are reported.
- 2.6 Through regular checks and audits, the management will ensure that the common areas are safe and that all fire escape routes are clear and unobstructed. All staff will be required to co-operate with the management in the event of an emergency and to report any condition which may appear dangerous.
- 2.7 The Management will ensure that all staff undergo regular training updates appropriate to their duties and that they are always using current best practice.
- 2.8 In compliance with the Health and Safety (Consultation of Employees) Regulations 1996 and the Health and Safety Regulations 1977, the Management will ensure that representatives and Safety Committees are appointed and that all times consult with their employees on matters of health and safety.

- 2.9 The Management of the Business provides reasonably practicable, ensure that the resources to meet these objectives
- 2.10 Copies of this policy are made available to all employees and other interested parties.
3. **Proprietor's Duties:**
- 3.1 The Proprietor will ensure that they have knowledge and understanding of the Health and Safety Act 1974 and its associated Regulations and Approved Codes of Practice.
- 3.2 It will be the responsibility of the Proprietor and any Directors to keep all employees advised in respect of health and safety matters.
- 3.3 In order to protect the health and safety of employees and others, the Proprietor will:
- 3.3.1 Take reasonable steps to protect themselves with the hazards and risks associated with the running of the Business and with the precautions which need to be taken to control those risks.
- 3.3.2 Establish procedures for dealing with emergencies.
- 3.3.3 Appoint a suitably competent person to assist them in carrying out their duties.
- 3.3.4 Ensure that all employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure that adequate facilities are available for this purpose. Before entrusting work to any employee, take into account their capabilities and ensure that suitable Risk Assessments are carried out for any hazardous activity.
- 3.3.5 Initiate the training of the Health and Safety Policy and ensure that all employees and others working on the premises are aware of it.
- 3.3.6 Ensure that the health and safety responsibilities are clearly defined and carried out.
- 3.3.7 Ensure that the health and safety of the Business is monitored and take action to remedy any deficiencies.
- 3.3.8 Ensure that adequate facilities are made for welfare facilities and that adequate first aid facilities are available for both staff and guests.
- 3.3.9 Ensure that adequate facilities are provided to employees, and that the Health and Safety Policy is followed.
4. **Designated Health & Safety Responsibilities:**
- 4.1 To ensure that all employees are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Committee of all notifiable accidents. Investigate any accidents and near misses, record occurrences and recommend means of preventing re-occurrences.
- 4.4 To arrange appropriate training for employees.

- 4.5 To create and maintain a positive attitude towards Health and Safety matters throughout the organisation.
- 4.6 To ensure that Risk Assessment is carried out where appropriate, COSHH, Noise, Manual Handling, etc. as needed.
- 4.7 To ensure follow up of actions identified in Risk Assessment.
- 4.8 To promote an interest in Health and Safety matters throughout the organisation.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new equipment.

<b>Name:</b>	<<Insert Full Name>>
<b>Position:</b>	
<b>Date:</b>	<<Date>>
<b>Signature:</b>	