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S A M P L E

ARRANGEMENT

1. Training and Supervision

It will be the policy of <<Hotel/B&B that health and safety information relevant to the activities of employees whether full time, part time or temporary – i.e. all

Ongoing training will be provided to

- Competent to carry out their duties and use specialist tools or equipment especially in the
- Aware of their health and safety duties towards other staff members and guests.

Decisions relating to ongoing training will be reviewed on a regular basis. The person with day to day responsibility for health and safety will be responsible for identifying and implementing training needs. Records of the training will be kept in an individual file.

Where relevant, checks will be made to ensure that temporary staff are competent to carry out their duties.

All employees will attend regular training to ensure that they are familiar with all aspects of the safe use of equipment. Whether directly employed or temporary will be permitted to use equipment if they are not trained.

2. Risk Assessments

(Reg. 3 Management of Health and Safety Regulations, 1999)

The management will ensure that all activities are subject to a sufficient Risk Assessment. Upon the completion of the assessment, measures will be introduced, maintained and reviewed.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations, 1992:)

The management will ensure that all activities meet the Health, Safety and Welfare needs of all those who are involved. This includes any contractors carrying out maintenance or service work. All work to take place where guests have access, measures will be taken to ensure they are not placed at any risk.

4. Control of Substances Hazardous to Health

(COSHH 2002)

Where needed, Risk Assessments of substances used will be kept at the main office. The management will instigate the principles of good practice as detailed in Schedule 2A Regulation 7(7). No one will handle any substance without the specific consent of their Manager.

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5. **Asbestos**

(Control of Asbestos at Work Regulations 2006)

The designated health and safety person will carry out a survey of the premises and an Asbestos Register will be maintained. If Asbestos is found, their location and condition will be recorded. A survey will be carried out since the year 2000. No major remedial works or developmental works will be carried out that may disturb Asbestos Containing Materials (ACM's) without a specific method statement having been done by a specialist contractor.

A survey is carried out on the premises to detail what substances are found (Asbestos). A register (Asbestos Register) will be maintained. If Asbestos is found, their location and condition will be recorded. A survey will be carried out since the year 2000. No major remedial works or developmental works will be carried out that may disturb Asbestos Containing Materials (ACM's) without a specific method statement having been done by a specialist contractor.

6. **Manual Handling**

(Manual Handling Operations Regulations 1992)

The designated health and safety person will ensure that all manual handling operations within the Business, taking into account the risk assessment of individual staff members. Wherever practicable the use of mechanical lifting or moving aids in order to reduce the risk of injury. If loads are moved they will ensure that adequate risk assessment is carried out to identify the hazards associated with moving that load and that lifting aids are provided.

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7. **First Aid**

(Health and Safety (First Aid) Regulations 1981)

The Manager shall ensure that all employees have access to adequate First Aid provision at all times. The level of provision will be determined by risk assessment. Sufficiently equipped First Aid kits will be provided in all areas around the premises and will be checked weekly by the designated health and safety person and topped up as necessary.

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8. **Accident Reporting**

(Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013)

All accidents and incidents will be recorded and reported to the Health and Safety Executive (HSE) as required by law. All accidents and incidents will be kept secure to comply with Data Protection Act 1998. All dangerous occurrences will be reported to the HSE as required by law. All accidents and incidents will be reported to the designated health and safety person and recorded in the accident book and personal details of all those involved in reportable accidents or dangerous occurrences will be recorded as possible by the designated health and safety person.

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9. **Electricity**

(Electricity at Work Regulations, 1989)

All electrical equipment will undergo a visual inspection by the designated health and safety person. All electrical equipment in guest rooms will be visually checked for damage to casings, leads or plugs. Any faulty equipment will be removed from use immediately. All equipment used in the kitchen will be PAT tested immediately. All equipment used in the kitchen will be PAT tested immediately. All equipment used in the kitchen will be PAT tested immediately. All equipment used in the kitchen will be PAT tested immediately.

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10. **Laundry**

(Control of Substances Hazardous to Health Regulations 2002 (as amended) Personal Protective Equipment at Work Regulations 1992 (as amended), Manual Handling Operations Regulations 1992 (as amended) and Provision of Work Equipment Regulations 1998 (PUWER),)

The linen store and laundry are to be kept locked to prevent unauthorised access. The linen store and laundry are to be kept in a convenient place in order to reduce manual handling for both cleaners and staff. The delivery doors/areas are to be away from areas to which guests have access. The doors are to be wide enough for staff to manoeuvre trolleys. All used/damaged linens are to be stored in plastic bags and away from clean linens to avoid any contamination. The linen store will be maintained as per the manufacturers' recommendations.

No employees are to operate the laundry equipment unless they have been shown how by their supervisor. All equipment is to be maintained as per the manufacturers' recommendations.

The laundry is to be kept locked to prevent unauthorised access.

Washing machines/dryers available for use by staff. The equipment will be maintained as per the manufacturers' recommendations. The equipment is to be checked for any damage daily by a nominated person and a record kept.

11. **Water Safety**

(COSHH 2002 – r 7 & 9, Management of Health and Safety at Work Regulations, 1999)

Legionella. The Manager will ensure a risk assessment is carried out to ascertain the risk of Legionella in every room with a shower. Upon completion of the assessment, control measures will be implemented if needed. These may include ensuring water is changed regularly, allowing water stagnation in pipes and tanks to be avoided, and maintaining the entire water supply system at a temperature between 20° – 45° C, and using appropriate water treatment techniques.

12. **General Work Equipment**

(The Provision and Use of Work Equipment Regulations 1998)

It will be the Manager's responsibility to ensure that all equipment is in good condition and safe for use.

- Provides suitable equipment for the job (Reg. 4)
- Ensures that equipment will be maintained in good working order and in good condition (Reg. 5)
- Ensures that all equipment is used in accordance with the manufacturer's instructions as required by Regulation 6
- That the operators are competent to use the equipment (Regs. 8 & 9)

(Lifting Operations and Lifting Equipment Regulations 1998)

It will be the Manager's responsibility to ensure that all lifting of goods/materials or people is carried out safely. All equipment checked by a competent person and records kept for every six months and records kept for every six months. Any faulty equipment will be removed from service.

Equipment intended for the lifting of goods/materials or people (e.g. hoists, trolleys, etc.) will be thoroughly checked and records kept for every six months. Any faulty equipment found to be faulty will be removed from service.

13. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Manager to ensure that all fire alarm systems and that all fire extinguishers are available at all locations to be advised by the fire alarm system. All fire extinguishers are to be checked annually by a specialist company.

Weekly tests are carried out on all fire alarm systems and carried out regularly. Fire extinguishers are available at all locations and fire extinguishers are to be checked annually by a specialist company.

It will be the responsibility of all staff to ensure that all routes to fire exits are kept clear and that no items are permitted to be stored in corridors or rooms.

Fire doors are kept closed and that no other items will not be stored in corridors or rooms as an escape route.

14. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Manager will ensure suitable arrangements are made for all persons who use display screen equipment. The Manager will ensure that the person uses a VDU and the work done is not excessive and the working environment.

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15. **Personal Protective Equipment (PPE)**

(The Personal Protective Equipment Regulations 1992)

The Manager will ensure that all staff are provided with a sufficient supply of disposable non latex gloves/aprons etc. and other PPE.

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These arrangements and procedures will be reviewed regularly or when there is a change in circumstances, in work practices or the introduction of new equipment.

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Name: <<Insert Full Name>>
Position:

Date: <<Date>>
Signature: