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1. Introduction

- 1.1 <<Insert Hotel/B&E responsibilities under the Health and Safety at Work etc. Act 1974 including the responsibility to
  - 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 information 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>>

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 compliance with the highest standards of health and safety, including achieving 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 2005 and its associated Regulations, and all other regulations that apply to the running of the Business.
- 2.5 The Management will ensure that all risks of all activities that could be potentially hazardous are carried out regularly and any controls needed are in place to prevent any adverse occurrences.
- 2.6 Through regular checks and audits the management will ensure that the common areas are safe, any trip hazards, 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 any matters and to report any condition which may appear dangerous or unsafe to the management.
- 2.7 The Management will ensure that all staff undergo regular training updates appropriate to their role 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 Representatives and Safety Committees Regulations 1977, the management will at all times consult with their employees on matters of health and safety.

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- 2.9 The Management Business provides reasonably practicable, ensure that the resources to meet these objectives
- 2.10 Copies of this policy are provided to all employees and other interested parties.

3. **Proprietor's Duties:**

- 3.1 The Proprietor will ensure that they have sufficient knowledge and understanding of the Health and Safety Act 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 on 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 identify and assess the risks associated with 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 as regards health and safety and ensure that suitable Risk Assessment is carried out for any hazardous activity.
  - 3.3.5 Initiate the development of the Health and Safety Policy and ensure that it is implemented on behalf of the Business.
  - 3.3.6 Ensure that the Proprietor carries out the health and safety responsibilities of the Business.
  - 3.3.7 Ensure that the Business is monitored and take appropriate action to remedy any deficiencies.
  - 3.3.8 Ensure that adequate facilities are provided for welfare facilities and that suitable arrangements are made for both staff and guests.
  - 3.3.9 Ensure that suitable instruction is provided to employees, and that

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4. **Designated Health & Safety**

- 4.1 To ensure that all employees are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or recommend changes, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents and incidents, occurrences and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for employees.

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- 4.5 To create and maintain a safe working environment for all staff.
- 4.6 To ensure that Risk Assessments are carried out, including where appropriate, COSHH, Noise, Manual Handling, etc. as needed.
- 4.7 To ensure follow up actions are completed.
- 4.8 To promote an international attitude towards Health and Safety matters throughout the organization.

This policy will be reviewed annually or sooner if 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>	

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