

# **The Manor Hotel Alsager Health and Safety Policy Statement**

## **General Statement**

The Manor Hotel recognise the importance of health and safety at work and all relevant legislation, including The Health and Safety at Work Act 1974. We will, therefore, as far as is reasonably practical, carry out in full the intentions of this policy.

The Manor Hotel understand that one of our foremost duties and responsibilities is to our employees by providing and maintaining a healthy, safe and hygienic place of work. We also recognise our duties and responsibilities to guests, contractors and people other than employees who are affected by the hotel's activities.

The threat of Covid-19 is taken with due care and consideration to keep our employees, visitors and guests as safe as far as is reasonably practical. The hotel has produced specific risk assessments, procedures and policies that are updated regularly. The latest government guidance is followed at all times.

The Manor Hotel considers that management and employees should share this responsibility. All management and employees have individual responsibilities to ensure that company safety rules and practices are observed and that employees are obliged to cooperate with management in maintaining high standards of health and safety.

## **The Manor Hotel Health and Safety Organisation**

Mr Andrew Middleton (Managing Director) has ultimate responsibility for the implementation of the health and safety policy. Management are also responsible for the overall safety of employees at the company.

Supervisors at each level will ensure that safe working practices are being carried out in their own departments. The company have employed the services of Tim MacWilliam as a consultant to give advice and assist with safety documentation. Mr MacWilliam will meet periodically with management or their representatives to review the safety procedures.

Employees will be consulted on all relevant health and safety issues. By adopting this health and safety policy, the undersigned takes full responsibility for its content and implementing the correct procedures within and all other relevant documentation.

The following personnel are responsible for the administration and implementation of the policy. Andrew Middleton, Jack Middleton, Jessica Middleton and the head of department will also assist with the implementation of the policy.

Mr Andrew Middleton is responsible for ensuring all employees are advised of the Health and Safety Policy and any amendments made. Adequate records will be maintained of all accidents and health hazards.

## **Further duties of those implementing the policy are as follows –**

- Ensure employees, contractors and visitors are aware of safety procedures
- Establish that all equipment and substances are suitable for the task and kept in good working condition.
- Provide adequate training and information
- Take immediate and appropriate steps to investigate and rectify any risks to health that may arise from work activity.
- Ensure all accidents and near misses are investigated and acted upon
- Maintain safe access and egress to the complex at all times
- Carry out and record risk assessments on all equipment and environments that may represent a hazard. Specific areas are covered within the company health and safety manual. This policy will be reviewed annually.

### **Personal Liability of Employees**

It is the duty of every individual employee to take every reasonable care for the health and safety of him or herself and other persons who may be affected by his or her acts or omissions at work. It is also the duty of all employees to co-operate in achieving compliance with the Health and Safety at Work Act 1974 and further relevant legislation.

### **Employee Responsibility**

All employees must -

- Take reasonable care and responsibility for their own health and safety
- Consider the safety of persons who may be affected by their acts and omissions
- Work in accordance with training that is given
- Report any accidents, hazardous defects and near misses
- Refrain from intentionally misusing or recklessly interfering with work equipment or practices
- Never undertake a task not specifically trained for
- Continually assist in keeping a clean, tidy and hazard free work area

### **Financial Arrangements**

The Manor Hotel will fund as necessary practices to ensure a healthy, safe and hygienic workplace, including required training and information. Employees will not be asked to fund Personal Protective Equipment (PPE).

## **HEALTH AND SAFETY ARRANGEMENTS**

### **Accident Prevention**

It is the special responsibility of members of the management team to spot potential hazards and take remedial action. It is their responsibility to ensure that all staff are briefed and trained in necessary safety measures and precautions. Any hazard that is reported must be acted upon.

### **Risk Assessment**

Under The Management of Health and Safety at Work Regulations 1999, any work place employing five or more people must carry out and record a risk assessment. This will be carried out by management and, where appropriate, health and safety consultants, the safety representative or other suitably qualified persons. Where a risk is found, this will be recorded and acted upon to make it safe. A risk assessment will be carried out at regular intervals. Where a hazard cannot be made completely safe, or the job process involves some risk, a safe system of work will be identified and issued to appropriate employees.

The swimming pool and spa area are identified as an area of risk. There are procedures and policies in place to minimise the risk as far as reasonably practical. In addition, specific measures are in place for the spa and leisure facilities.

### **Training**

Management are responsible for identifying the training needs in each department and for ensuring that the necessary health and safety training provided is understood by all employees. Those employees working in a potentially high-risk area will be given specialist training and any further information as required. Further attention should be given to the maintenance of equipment and storage of chemicals. A separate COSHH assessment will be carried out and regularly updated. Staff must not attempt repairs or services to the equipment unless properly trained to do so.

The Manor Hotel understand the importance of health and safety for all staff and will carry out training as necessary. All staff will receive adequate training in line with their duties and relevant legislation. The Manager of each unit has overall responsibility for the implementation of this programme. All training will be recorded and kept on file.

### **Communication**

The Manor Hotel will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is given to staff. Statutory notices will be displayed throughout the workplace. Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety may be discussed.

### **Electrical Equipment and Services**

Portable electrical appliances will be regularly visually inspected to ensure they are safe to use. Any faults, visual or otherwise, must be immediately reported to management, who will keep a log of any potential faults. The permanent mains electricity will be checked every five years or 20% a year.

### **Use of Dangerous Machinery**

Each section head must ensure that untrained employees are not allowed to operate machinery prescribed as dangerous and that no person under 18 should be allowed to operate or clean such machinery without adequate training or supervision. Prescribed dangerous machinery at this company includes the meat slicer. No personal tools or equipment may be used for working purposes without express written permission from a senior member of staff.

### **Accident Investigation**

Any member of staff who has an accident must, by law (HASAW 1974) must, ensure that the incident is recorded in the Accident Book as soon as possible after taking place. The accident book will be reviewed by management weekly. The accident book is kept in the office and available at all times. Any hazard causing or contributing to the accident will be dealt with, and a record will be made of the action taken. Where appropriate, employees will be trained in the correct method of lifting and handling heavy goods as part of their ongoing training programme. More serious incidents will be recorded by management as required by the RIDDOR Regulations 2013.

The Manor Hotel will also be required to report a near miss or an occurrence that was a potential danger without causing injury; this will continually improve our safety culture.

### **First Aid Arrangements**

First aid materials are provided and held in reception and the kitchen. The company has appointed a number of qualified first aiders, at least one such person will be on duty at all times. A list of first aiders is held in the office. Furthermore, the most senior member of staff on duty will act as the Appointed Person, taking charge of accidents and emergencies as appropriate. For example, calling an ambulance and recording the incident as stated earlier in this policy.

### **Health Surveillance**

The Manor House Hotel will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining the health, safety and welfare of a specific Stress policy, and members of staff can make representation to management should they wish. Management will also monitor the welfare of employees taking action to help when necessary.

### **Fire and Accident Prevention, Emergencies and Training**

All staff will take part in fire training by a suitably qualified person or by a member of management. Training drills will take place as required throughout the year. Risk Assessment and drills to cover emergencies.

The fire alarms will be tested and recorded weekly; emergency fire lights will be checked monthly. Further details can be found in the company fire safety policy and Risk Assessment, which has been carried out in line with the Regulatory Reform (Fire Safety) Order 2005

### **Company Rules**

The Manor Hotel considers the health and safety of all employees to be of paramount importance. Failure by any member of staff to observe correct and adequate health and safety practices will result in disciplinary action according to the disciplinary procedures. These are set out in the staff handbook.

### **Scope of the Policy**

This statement applies to any person working within the complex whether or not they are contractually employed by The Manor Hotel. It protects both people at work within the company and guests, members of the public and others affected by the company's activities.

### **General Systems of Work**

Management and staff will work together on processes and procedures to ensure that health and safety remain in the culture of The Manor Hotel.

A maintenance log will be kept to ensure that regular testing and checking of fire extinguishers and fire systems are checked by a suitably qualified contractor; Boiler and gas installations will be checked annually (by gas registered engineer). Maintenance of other equipment, including air conditioning and general equipment, will also be detailed in the log. The log itself will be reviewed during health and safety management meetings. Suitable Carbon Monoxide detection will also be arranged.

### **Review of Policy**

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in light of any legislative or organisational changes.

There will be regular meetings attended by fire and safety officers along with members of management to review the effectiveness of this policy. Any weaknesses and recommendations will be referred to Andrew Middleton, Managing Director.

Signed

10<sup>th</sup> January 2025