

AIMS OF SECTION

- ▶ To provide a framework for compliance with the legal requirement to manage Health and Safety at work.
- ▶ To list those persons considered "competent" by the company to assist with matters relating to health and safety.
- ▶ To carry out risk assessments of the premises and of the various employee's occupations within the organisation.
- ▶ To document the arrangements for planning, organisation, control, monitoring and reviewing health and safety.
- ▶ To provide a workplace inspection checklist.
- ▶ To provide a records audit checklist.
- ▶ To provide a system of control for external contractors.

INSTRUCTIONS

▶ **Appointment of 'competent person'**

The hotel shall appoint one or more 'competent persons' to assist in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The hotel shall ensure that the number of persons appointed, the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the undertaking, the risks to which the employees are exposed and the distribution of those risks throughout the undertaking.

A person shall be regarded as competent where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures.

Name(s) of appointed 'competent person(s)':

► **Occupational Risk Assessments**

Identify occupational hazards (something with the potential to cause harm) for each group of workers (**FORM 1**). For each occupational hazard the assessment (**FORM 2**) should be completed. **NB Templates have been provided.**

- i. Fill in the title of the risk assessment, department and staff involved. *Risk assessment template pro-formas have been provided.*
- ii. Insert a short description of the task in the box opposite “description of operation”.
- iii. **List the hazards** associated with the task under the column headed “Hazards Involved”
- iv. **Decide who might be harmed** (don’t forget young workers, new and expectant mothers, cleaners, visitors, contractors, inexperienced staff and members of the public).
- v. The current controls should be listed under “Existing Controls”.
- vi. **An assessment of the risk** should be undertaken.

	SEVERITY OF INJURIES	NUMBERS AFFECTED	LIKELIHOOD
LOW	Minor	One	Unlikely
MEDIUM	Significant	Few	Possible
HIGH	Major	Many	Likely

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Decide on the severity of the hazard, the numbers of people affected and the likelihood of the hazard causing harm. What you have to decide for each significant hazard is whether the remaining risk is high, medium or low.

Decide whether existing precautions are adequate or if more should be done. In taking action, ask yourself can I eliminate the hazard altogether? If not, how can I control the risks so that harm is unlikely?

In controlling risks apply the principles below, if possible in the following order:

- try a less risky option
- prevent access to the hazard (eg. by guarding)
- organise work to reduce exposure to the hazard
- issue personal protective equipment (PPE)
- provide welfare facilities (eg. washing facilities for removal of contamination and first aid).

Record your findings.

Risk assessments must be suitable and sufficient. You need to be able to show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people involved
- the precautions are reasonable and the remaining risk is low.

Review your assessment and revise it if necessary. For example, if things change. Also, review to make sure precautions are still working effectively.

For each major occupation within the organisation an assessment should be carried out using the form entitled **OCCUPATIONAL RISK ASSESSMENT FORM 2**.

Staff must be trained in the hazards and control measures for the tasks they are required to undertake and records must be kept.

OCCUPATIONAL RISK ASSESSMENT FORM 2

RISK ASSESSMENT OF:					
DEPARTMENT/LOCATION:			STAFF INVOLVED:		
DESCRIPTION OF OPERATION					
PREVIOUS ACCIDENTS					
HAZARDS INVOLVED	PEOPLE AFFECTED	EXISTING CONTROLS			
♦	<ul style="list-style-type: none"> ♦ Staff undertaking task ♦ Co-users of workplace ♦ Members of public ♦ Guests <i>Special considerations:</i> <ul style="list-style-type: none"> ♦ Inexperienced staff ♦ Lone workers 	♦ Training of staff regarding hazards and controls			
SEVERITY: Minor/Significant/Major	NUMBERS AFFECTED: One/Few/Many	LIKELIHOOD: Unlikely/Possible/Likely	RISK FACTOR: Low/Medium/High		
STATUTORY PROVISIONS:				Complied with <input type="checkbox"/>	Not Complied <input type="checkbox"/>
ADDITIONAL CONTROLS REQUIRED		DATE COMPLETED	ADDITIONAL CONTROLS REQUIRED		DATE COMPLETED
COMPLETED BY: POSITION:		DATE OF ASSESSMENT:	DATE TO BE COMPLETED:	REVIEW DATE:	

► Health and Safety Arrangements

Details are documented with the company Health and Safety Policy (Section 7).

► Monitoring and review

Achieved by checking:

- Analysis of accidents and illnesses including investigation reports
- Achievement or non-achievement of objectives
- Completed inspection and audit reports
- Compliance with local legislation and guidance
- Effectiveness of training and instruction
- Performance of emergency response
- Effectiveness of hazard controls for prevention of harm

► Workplace inspections

Hotel inspections should be carried out *twice* per annum

Those premises given a 'B' grading will receive one unannounced inspection from Food Alert and one should be carried out internally using **THE MILLENNIUM AND COPTHORNE INTERNAL INSPECTION TEMPLATE FORM 3** (to be issued).

Premises with a lower grade will receive two unannounced audits by Food Alert within the year.

Internal inspections provide an opportunity for the hotel management to demonstrate commitment to the Health and Safety Management System and obtain feedback from the employees on an individual basis.

Check the previous workplace inspection report to ensure corrective actions and follow-ups have been completed. Where hazardous conditions or practices are detected, take immediate action.

► Control of contractors

Approval - UK

A list of approved contractors is provided and only these contractors can be utilised.

The Approval of Contractors is the responsibility of Procurement and Technical Services.

Should a new contractor be required, a formal request should be made to Procurement and Technical Services. In emergencies, alternative contractors can be used, provided that the hotel is satisfied with their standards of health and safety. This must be demonstrated.

Approval – European and Middle East Region (excluding UK)

A list of approved contractors should be provided and only these contractors should be utilised.

The Approval of Contractors is the responsibility of the hotels. Corporate Guidance is available (Health and Safety Guidance Note 16) on the standards required by contractors for approval. This must be met.

A list of approved contractors should be documented (**FORM 4**)

Control On-site

All contractors arriving for work at the hotel must sign in and out using the approved system.

The presence of any asbestos in the building must be brought to the attention of the contractor.

Corporate Health and Safety Guidance (Health and Safety Guidance Note 16) is provided regarding the procedure to follow regarding the use of Permits-to-Work.

MANAGEMENT OF HEALTH AND SAFETY

FORM 4: LIST OF APPROVED CONTRACTORS

NAME OF CONTRACTOR	WORK UNDERTAKEN	DATE APPROVED