

Health and safety policy



This is the statement of general policy and arrangements for:		Cohort, St Ives
Daniel Strickland (Employer)		has overall and final responsibility for health and safety
Daniel Strickland (Employer)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Daniel Strickland	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Daniel Strickland	Staff are given necessary health and safety induction and where necessary provided with appropriate training including Fire Safety and Health & Safety awareness. Where necessary will ensure that suitable arrangements are in place to cover employees engaged in work remote from the building
Engage and consult with employees on day-to-day health and safety conditions	Daniel Strickland	Staff routinely consulted on health and safety matters as they arise
Implement emergency procedures – evacuation in case of fire or other significant incident. See Fire Risk Assessment	Daniel Strickland	Escape routes well signed and kept clear at all times. Weekly and monthly fire alarm and fire safety testing. Evacuation plans are tested from time to time and updated as necessary. Six monthly alarm system testing.
Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage/use of substances	Daniel Strickland	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

Signed: * DANEL STRICKLAND	BUSINESS OWNER	Date:	28 th April 2023
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Cleaning cupboard inside door
First-aid box is located:	Above cleaning cupboard next to cafe. Publically accesible.
Accident book is located:	Reception Office – in filing cabinet

General Health & Safety Risk assessment



Name: Cohort, St Ives

Date of risk assessment: 28th April 2023

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips, trips and spills	Staff, visitors and guests may be injured if they trip over objects or slip-on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables (by staff or contractors) Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Use housekeeping signage whilst cleaning (esp wet floors) Health & Safety signage displayed in cleaning cupboard All cleaning staff are informed of H&S at induction Non-slip mats provided for tiled hallways	No further action			
Legionnaires Disease	Staff, visitors and guests if they come into contact with contaminated water vapour	Adhering to Legionnaires Policy and RA (see detailed policy and risk assessment) Regular tap flushing during periods of no occupancy Ensure hot water tanks are kept above correct temperature (quarterly checks recorded) Annual service of hot water tanks	No further action			
Hot radiator pipes kitchen hallway – vertical Drying room - vertical	Staff, guests and visitors by touching vertical hot radiator pipes	Clear warning signs attached to pipes at eye level Pipe lagging attached to prevent contact	No further action			
Low ceiling in downstairs hallway	Staff, visitors and guests hitting their heads	Signage next to hazard Protective covering added to sharp corner Well lit hallway	No further action			
Steps around downstairs hallway/unisex toilets	Staff, visitors and guests (esp those with reduced sight)	Clear signage at eye level Well lit hallway	No further action			
Step leading into kitchen	Staff, visitors and guests (esp those with reduced sight)	Clear signage at eye level Well lit hallway	No further action			

Algae growing on courtyard patio	Staff, visitors and guests who walk through a wet courtyard may slip	Clear signage on doors leading to courtyard Annual pressure wash patio + as when needed Regular treatment of patio with algae remover (pump spray) Ad hoc bleach treatment / pressure wash	No further action			
Cleaning substances and liquids	Staff – through regular contact with hazardous substances	We only use Bio ecological (plant based) cleaning products which are safer to handle than regular cleaning products Staff made aware of COSHH golden rules (see RA) Specific hazardous items (ie. drain unblocker) are in a separate, clearly marked, plastic box with lid and only used by senior staff PPE provided Protective gloves provided to be used when handling hazardous cleaning products	No further action			
Gas Carbon monoxide	Staff, visitors and guests	Boiler checked and serviced annually by a Gas Safe registered engineer Poster displayed in office with emergency details in the event of suspected gas or carbon monoxide leak Carbon monoxide detectors located next to boilers Monthly safety checks of CM detectors	No further action			
Electrical faults	Staff, visitors and guest receive electric shocks from faulty equipment or wiring Fire hazard through faulty wiring/faulty equipment	Wiring checked every five years by a qualified electrician Annual PAT conducted Make staff aware to report damaged equipment, plugs, cable and fittings and take out of service. Reception staff informed of where fuse box is to turn off electricity in the event of an emergency. Fuse box/consumer unit kept accessible at all times. 95% of building has been rewired since 2015 New consumer unit and RCDs fitted Jan '17 Being aware of guests own electrical appliances whilst cleaning guest rooms	Improve access to front building loft fuse board on left hand side.	Employer	June '23	

<p>Asbestos-containing materials (ACMs) found in building</p>	<p>Staff and external contractors at risk of coming into contact with asbestos fibres Maintenance/external contractors workers most at risk.</p>	<p>Full asbestos survey conducted in 2014 (located in office cabinet) Position and condition of two ACMs marked and recorded. Labeled as low priority and recommended action is to monitor condition. Asbestos survey available for all outside contract/maintenance workers Staff, guests and maintenance contractors carrying out normal, regular everyday activities are at very low risk as location of asbestos is not reachable without the use of a tall ladder. Those carrying out normal, regular everyday activities are at very low risk as asbestos only poses a risk if fibres are released into air and inhaled</p>	<p>No further action</p>			
<p>Risk of fire</p>	<p>Staff, guests and visitors to the hostel from a fire outbreak</p>	<p>New fire alarm system fitted March 2015 Annual fire risk assessment conducted by external assessor (Fire Safety Solutions) – see RA Weekly fire alarm tests conducted. All recorded. Monthly emergency lighting and fire extinguisher checks. All recorded. Monthly carbon monoxide alarm tests. All recorded. Quarterly hob extractor filter cleans. All recorded. Six-monthly fire alarm system service. All recorded. Appropriate signage throughout the building. Fire exit escapes kept clear at all times. Firecrest Fire Protection maintain fire alarm system Pyrotech completed audit report and remedial works of all fire doors. Last service and upgrades of doors in 2020</p>	<p>No further action</p>			

<p>No externally opening window in Room 8 - 10</p>	<p>Guest and staff inhaling poor air quality due to lack of access to fresh air. Poor light due to no access to natural sunlight causing accidents</p>	<p>Installed a Domus HRXD ventilation system with heat recovery and summer bypass operation System operates 24/7/365 days a year This system operates in Room 8 – 10. Rm 8 = 12m³; Rm 9 = 17m³; Rm10 = 15m³. Total m³ of the three rooms = 44 m³ Maximum flow rate of system = 253m³/hr (max) System provides each room with up to 5.5 air changes per hour (recommended min air changes p/h = 4) System ensures a continuous supply and circulation of fresh air into all three rooms. Ensure filters are regularly checked and cleaned. System runs at regular speed year round, but at max speed during peak and busy times Room 8, 9 & 10 has bright LED down lights creating very well lit rooms.</p>	<p>No further action</p>			
<p>Lone working – sleeping shift staff duty role</p>	<p>Overnight sleeping shift staff member</p> <ul style="list-style-type: none"> • Having on occasions to respond to guest queries alone during overnight hours (11pm – 8am) • Having on occasions to respond to emergencies alone during overnight hours (11pm – 8am) 	<p>Front door is locked to the public 9pm – 9am Strict overnight duty guidance & training given to all overnight sleeping staff (see duty guidance) Overnight staff given master key card (to access safe spaces) Overnight staff given building guest list each night, plus access to phone (usually their own) Easy access to support from senior management throughout the night, via:</p> <ul style="list-style-type: none"> • Onsite Support Warden (lives onsite) • Direct contact details of business owner who can be onsite in 7 minutes <p>CCTV throughout building Video intercom system for remote communication See Lone Working / sleep shift risk assessment</p>	<p>No further action</p>			
<p>Ladders in courtyard</p>	<p>Staff, guests, visitors</p> <ul style="list-style-type: none"> • Using ladders to access out of bound areas of the building eg roof • Ladders stored upright could fall down • Guests climbing stored ladders 	<p>Two large ladders are stored upright in the courtyard. All ladders are chained securely to the wall Chains ensures ladder will not fall down Chain discourages unauthorised use of ladders Anti-climb board on ladders to discourage unauthorised use of ladders Warning signs placed</p>	<p>No further action</p>			

Insecurely locked courtyard tool cupboard	<p>Accidental or intended guest access to building & maintenance tools and equipment which could result in self injury or injury to others</p> <p>Accidental or intended guest access to paints and other hazardous substances which could result in self injury or injury to others</p> <p>Whilst the cupboard is not clearly signposted as a tool cupboard, it does have a frosted window which could indicate what this space is for.</p>	<p>Door is locked at all times</p> <p>Door is securely locked using a key</p> <p>Key is located in a key safe next to the tool cupboard door to allow easy access for staff</p> <p>Only senior management know the code for the key safe</p>	No further action			
Fragile roof: Courtyard shelter	<p>Staff, guests, contractors</p> <ul style="list-style-type: none"> • The roof of the courtyard shelter is not designed to withstand weight • Accident by unauthorised climbing onto courtyard shelter roof (stored ladders are next to shelter) • Staff climbing onto roof to clean 	<p>Anti-climb board on ladders to discourage unauthorised use as an access point onto roof</p> <p>Warning signs placed around shelter</p> <p>Staff or contractors are not allowed to climb onto roof.</p> <p>Ladders must be used to gain cleaning access to roof</p>	No further action			

<p>Bunk beds</p> <p>Standing, sitting or laying on top bunk or climbing up to the top bunk bed</p> <p>Protruding metalwork</p>	<p>Guests at risk of falling off:</p> <ul style="list-style-type: none"> • Whilst sleeping • Whilst climbing up to top bunk <p>Staff at risk of falling off</p> <ul style="list-style-type: none"> • from top bunk whilst changing linen <p>Staff at risk of falling through</p> <ul style="list-style-type: none"> • from top bunk whilst changing linen <p>Staff / guests at risk of hitting head on protruding metal work</p>	<p>All bunk beds have secure, solid safety rails - above permitted height – and step ladders made of 32mm thick aluminium metalwork (sturdier than any factory-made bunk bed)</p> <p>All beds bolted to wall and floor</p> <p>All top bunks have an additional safety bar at head height which is also used as a curtain rail – this minimises any falls whilst standing</p> <p>All bunk beds have a 4-step ladder reaching to top bunk with handle bars for guest to pull themselves up</p> <p>Key clamp metalwork is checked & tightened annually</p> <p>Staff made aware of risks during induction</p> <p>Staff not allowed to upend mattresses and stand on individual slats when changing linen</p>	<p>Fix protective plastic covering on bed metal work. – preferably by the time the school season starts</p>	Danny	May '23	
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<p>Spread of illness and viruses</p>	<p>Guests:</p> <ul style="list-style-type: none"> in shared accommodation using shared facilities <p>Staff living onsite</p> <ul style="list-style-type: none"> living in shared accommodation using shared facilities <p>Staff working shifts</p>	<p>Risk of illness is at its highest during winter/ spring season when our occupancy is at its lowest.</p> <p>During this period we spread guests across our dorm rooms to minimise numbers of people in each room</p> <p>Building is deep cleaned daily using sanitising cleaning agents + additional cleaning during day and evening</p> <p>Hand sanitising stations located at various points</p> <p>During any future outbreak of illness /virus then we have a policy & procedure in place to protect the business, our staff and guests (use previous Covid-19 policy and risk assessment as a template)</p>	<p>No further action</p>			
<p>Offering budget accommodation, we very occasionally attract those more suited to supported accommodation - e.g. those with substance misuse or mental health issues</p>	<p>Staff and guests by members of the public with substance misuse/mental health issues:</p> <ul style="list-style-type: none"> who can access building through an open front entrance We offer holiday accommodation but on rare occasions in past have been mistaken for supported accommodation 	<p>CCTV in operation and clear signage</p> <p>Staff instructions/policy/training</p> <p>Clear contacts numbers for police</p> <p>Easy access to management for support</p> <p>Deny accommodation to those deemed to be a potential threat to the building, staff and/or guests</p> <p>Deny accommodation to those staff deem intoxicated or a danger to themselves or others</p> <p>Front entrance is locked from 9pm – 9am</p> <p>We do not accept those looking for long term accommodation</p> <p>We do not accept new bookings after 9pm</p> <p>If contacted by social services/hospital make clear that we're not an appropriate place for their clients</p> <p>Public notices displayed about zero tolerance policy on disruptive, aggressive or intoxicated behavior.</p> <p>As we move over from leisure to an educational tourism accommodation provider this becomes less of an issue as only limited availability of bed spaces</p> <p>As from June '23 we are moving over to become a school residential centre for the majority of the year, only opening to members of the public over Easter and Summer holidays – the front door will always be locked when we are a residential centre.</p>	<p>No further action</p>			

Risk of younger students finger trapping in doors	<p>Trip leaders and students</p> <ul style="list-style-type: none"> - Injury through trapping fingers in automatically closing doors - Injury through trapping fingers when queuing outside doors 	<p>All doors have been risk assessed</p> <p>Finger trap guards have been installed on doors where necessary</p> <p>Kitchen door, where there is a higher risk of queuing, has had a fire door retainer installed</p> <p>See separate Finger Trapping RA</p>	No further action			
First aid provision	<p>Staff and guests</p> <ul style="list-style-type: none"> - Lack of first aid provision <p>Trip leaders and students</p> <ul style="list-style-type: none"> - Lack of first aid provision - Inadequate initial response to an injury onsite 	<p>All reception staff basic first aid trained</p> <p>First aid boxes located in lounge – publically accessible at all times</p> <p>Firs aid box located in kitchen – accessible during kitchen opening times</p> <p>First aid box located in night wardens flat</p> <p>New larger first aid boxes for up to 100 persons</p> <p>Additional cold compresses and instant ice packs provided in café fridge and in first aid boxes</p> <p>First aid boxes checked annually</p> <p>Trip leaders to have own first aid risk assessment covering needs and provision of first aid</p> <p>Minor injuries unit located a 4 minute walk away</p>	No further action			

This risk assessment should be reviewed if we think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

Risk Assessment review date: April 2024