

# Health and safety policy



<b>This is the statement of general policy and arrangements for:</b>		<b>Cohort Educational Trips</b>
Daniel Strickland (Business owner)		<b>has overall and final responsibility for health and safety</b>
Daniel Strickland (Employer)		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
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:	30 <sup>th</sup> April 2024
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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 (x3) is located:	1) Above cleaning cupboard next to cafe (publically accesible 24/7), 2) kitchen cupboard (publically accessible between 7am – 10pm) and 3) Night Warden studio
Accident book is located:	Reception Office – in filing cabinet

# General Health & Safety Risk assessment



Name: Cohort, St Ives / Cohort educational trips

Date of risk assessment: 30<sup>th</sup> April 2024

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	Harm or injury to staff, visitors and guests by: <ul style="list-style-type: none"> <li>- Tripping over objects or uneven surfaces</li> <li>- Slipping on floor spillages.</li> </ul>	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) H&S signage displayed in cleaning cupboard All cleaning staff are informed of H&S at induction Non-slip mats provided for tiled hallways Signage displayed in courtyard regarding uneven section Yellow painted surface to warn of uneven surface in courtyard See specific Slips & Trips RA	Resurface uneven area in courtyard when works to link way stilts are completed	Danny	2024/2025	
Legionnaires Disease	Physical harm to staff, visitors and guests: <ul style="list-style-type: none"> <li>- By coming into contact with contaminated water vapour</li> </ul>	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	Physical harm to staff, guests and visitors by: <ul style="list-style-type: none"> <li>- Burning of skin by coming into contact with vertical hot radiator pipes</li> </ul>	Clear warning signs attached to pipes at eye level Pipe lagging attached to prevent contact	No further action			
Low ceiling in downstairs hallway	Harm or injury to staff, visitors and guests: <ul style="list-style-type: none"> <li>- By hitting heads on low ceiling</li> </ul>	Signage next to hazard Protective covering added to sharp corner Well lit hallway	No further action			
Steps around downstairs hallway/unisex toilets	Serious harm or injury to staff, visitors and guests: <ul style="list-style-type: none"> <li>- Tripping or falling over steps (esp those with reduced sight)</li> </ul>	Clear signage at eye level Well lit hallway	No further action			

Step leading into kitchen	Serious harm or injury to staff, visitors and guests: <ul style="list-style-type: none"> <li>- Tripping or falling over steps (esp those with reduced sight)</li> </ul>	Clear signage at eye level on both sides of door Well lit hallway	No further action			
Algae growing on courtyard patio	Physical harm or injury to staff, visitors or guests: <ul style="list-style-type: none"> <li>- slip whilst walking through a wet courtyard</li> </ul>	Clear signage on doors leading to courtyard Bi-annual pressure wash patio Regular treatment of patio with algae remover (pump spray) Ad hoc algae treatment / pressure wash	No further action			
Cleaning substances and liquids	Physical harm or injury to staff: <ul style="list-style-type: none"> <li>- through regular contact with hazardous substances</li> <li>- accidental or intentional contact with a hazardous substance</li> </ul>	We only use bioD 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	Physical harm or injury to staff, visitors or guests: <ul style="list-style-type: none"> <li>- Through contact or inhalation of gas</li> </ul>	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 gas appliances installed in building	No further action			
Electrical faults	Physical harm or injury to staff, visitors or guests: <ul style="list-style-type: none"> <li>- By receiving electric shocks from faulty equipment or wiring</li> <li>- Fire hazard through faulty wiring/faulty equipment</li> </ul>	Wiring checked every five years by a qualified electrician (last test 2020) Annual PAT conducted (annually April) Make staff aware to report damaged equipment, plugs, cable and fittings and take out of service. Reception staff informed of where fuse boxes are, 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 We replace any electrical appliance showing signs of electrical wear, is damaged or has visible wiring	No further action			

<p>Asbestos-containing materials (ACMs) found in building</p>	<p>Serious long-term harm to staff, guests and external contractors:</p> <ul style="list-style-type: none"> <li>- at risk of coming into contact with asbestos fibres</li> </ul> <p>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>Serious harm or injury to staff, guests and visitors:</p> <ul style="list-style-type: none"> <li>- due to an outbreak of fire</li> <li>- come into contact with fire</li> <li>- smoke inhalation</li> </ul> <p>Damage to building and contents</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.  Quarterly checks of fire doors. All recorded.  Appropriate signage throughout the building.  Fire exit escapes kept clear at all times.  Advance Fire Protection maintain fire alarm system  All furniture and contents meet euro standards 0 &amp; 1 where possible.  Additional flame-retardant varnish applied to door frames for additional protection  Every visiting school group is given fire evacuation procedures during welcome talk (verbally)  Trip Leaders are provided detailed fire safety procedures in Welcome Packs (hard copies)</p>	<p>No further action</p>			

<p>No externally opening window in Room 8 - 10</p>	<p>Guest and staff inhaling poor quality air 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 = 12m<sup>3</sup>; Rm 9 = 17m<sup>3</sup>; Rm10 = 15m<sup>3</sup>. Total m<sup>3</sup> of the three rooms = 44 m<sup>3</sup> Maximum flow rate of system = 253m<sup>3</sup>/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 &amp; 10 has bright LED down lights creating very well-lit rooms.</p>	<p>No further action</p>			
<p>Lone working – Overnight role</p>	<p>Physical or psychological abusive, harmful or threatening behaviour towards Night staff, overnight:</p> <ul style="list-style-type: none"> <li>• Having to respond to guest queries alone during overnight hours (10pm – 8am)</li> <li>• Having to respond to emergencies alone during overnight hours (10pm – 8am)</li> </ul>	<p>Due to nature of our business our front door is permanently locked When we open to the public (school holidays) the front door is locked from 9pm – 9am Strict overnight duty guidance &amp; training given to all overnight sleeping staff (see Overnight duty guidance) Overnight staff given mastercard (access safe spaces) Overnight staff provided building guest list each night, Overnight staff provided use of a phone Easy access to support throughout the night, via:</p> <ul style="list-style-type: none"> <li>• Onsite Night Warden (lives onsite)</li> <li>• Direct contact details of senior management who can be onsite in 7 mins</li> </ul> <p>CCTV throughout building prevention of crime Video intercom system for remote communication See Overnight Lone Working risk assessment</p>	<p>No further action</p>			
<p>Ladders in courtyard</p>	<p>Physical harm or injury to staff, guests or visitors:</p> <ul style="list-style-type: none"> <li>• Using ladders to access out of bound areas of the building eg roof</li> <li>• Incorrectly (unsecured) stored ladders could fall down</li> <li>• Guests climbing stored ladders</li> </ul>	<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 in prominent areas</p>	<p>No further action</p>			

Insecurely locked courtyard tool cupboard	<p>Physical harm or injury to staff, guests or visitors:</p> <ul style="list-style-type: none"> <li>Accidental or intended access to building &amp; maintenance tools and equipment which could result in injury to self or others</li> <li>Accidental or intended access to paints and other hazardous substances which could result in self injury or injury to others</li> <li>Cupboard is not clearly signposted as a tool cupboard, though it does have a frosted window which could indicate what this space is for.</li> </ul>	<p>Door is locked at all times  Door is securely locked using a key  Key is located in a key safe next to the tool cupboard door to allow easy access for staff  Only senior management know the code for the key safe</p>	No further action			
Fragile roof: Courtyard shelter	<p>Physical harm or injury to staff, guests or visitors:</p> <ul style="list-style-type: none"> <li>The roof of the courtyard shelter is not designed to withstand weight</li> <li>Accident by unauthorised climbing onto courtyard shelter roof</li> <li>Staff climbing onto roof to clean</li> </ul>	<p>Anti-climb board on ladders to discourage unauthorised use as an access point onto roof  Warning signs placed around shelter  Staff or contractors are not allowed to climb onto roof.  Ladders must be used to gain cleaning access to roof</p>	Structure will be taken down this summer	Danny	Oct '24	
<p>Bunk beds  Standing, sitting or laying on top bunk or climbing up to the top bunk bed  Protruding metalwork</p>	<p>Physical harm or injury to staff or guests:</p> <p>Guests at risk of falling off:</p> <ul style="list-style-type: none"> <li>Whilst sleeping</li> <li>Whilst climbing up to top bunk</li> </ul> <p>Staff at risk of falling off</p> <ul style="list-style-type: none"> <li>from top bunk whilst changing linen</li> </ul> <p>Staff at risk of falling through</p> <ul style="list-style-type: none"> <li>from top bunk whilst changing linen</li> </ul> <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)  All beds bolted to wall and floor  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  All bunk beds have a 4-step ladder reaching to top bunk with handle bars for guest to pull themselves up  Key clamp metalwork is checked &amp; tightened annually  Staff made aware of risks during induction  Staff not allowed to upend mattresses and stand on individual slats when changing linen</p>	Source suitable protective covering for metal work.	Danny	Oct '24	

<p>Spread of illness and viruses</p>	<p>Harm to staff, guests or visitors:</p> <p>Guests:</p> <ul style="list-style-type: none"> <li>in shared accommodation using shared facilities</li> </ul> <p>Staff living onsite</p> <ul style="list-style-type: none"> <li>living in shared accommodation using shared facilities</li> </ul> <p>Staff working shifts</p> <ul style="list-style-type: none"> <li>working in vicinity of carriers of illness/viruses</li> </ul>	<p>Risk of illness is at its highest during winter/ spring season when our occupancy is at its lowest.</p> <p>Building is cleaned daily using sanitising cleaning agents + additional cleaning during day and evening</p> <p>Hand sanitising stations located at various points</p> <p>We hold 80% alcohol cleaning spray in storage to use around building in event of guest illness</p> <p>During any future outbreak of illness /virus then we have a policy &amp; procedure in place to protect the business, our staff and guests (use previous Covid-19 policy and risk assessment as a template)</p> <p>Encourage good hygiene practises in bathrooms</p> <p>We provide all necessary hand wash facilities</p> <p>Staff not to come into work until fully recovered from illness</p>	<p>No further action</p>			
<p>Guests staying with us who are intoxicated or have mental health problems or substance misuse issues</p>	<p>Staff and guests abused, threatened or fear of harm due to behaviour of members of the public staying with us:</p> <ul style="list-style-type: none"> <li>who can access our accommodation when we open to the public (10 wks)</li> <li>If we are mistaken for supported accommodation</li> <li>Who are intoxicated on arrival or during their stay</li> </ul>	<p>We are a school residential Centre and for the majority of the year only accept organized groups– the front door is nearly always locked during this time</p> <p>We only open to members of the public for approx..10 weeks of the year – front door locked from 9pm-9am</p> <p>Reception staff are empowered to deny accommodation to those deemed to be a potential threat to the building, staff and/or guests</p> <p>Reception staff are empowered to deny accommodation to those deemed intoxicated or a danger to themselves or others</p> <p>We have a zero-tolerance approach towards any behaviour that is likely to cause harm or distress to staff or guests.</p> <p>Senior management will evict guests who we deem are a nuisance, a threat or have caused harm or distress to staff or other guests.</p> <p>CCTV in operation to prevent or detect bad behaviour</p> <p>Easy access to management or onsite staff for support when needed.</p> <p>We do not offer long term accommodation (&gt;2weeks)</p> <p>We do not accept new bookings after 9pm</p> <p>If contacted by social services/hospital we deny accommodation access and make clear we're not an appropriate place for their clients</p>	<p>No further action</p>			

Risk of younger students finger trapping in doors	Physical or psychological harm to trip leaders and students - Injury through trapping fingers in automatically closing doors - Injury through trapping fingers when queuing outside doors	All doors have been risk assessed Finger trap guards have been installed on doors where necessary Have fitted a fire door retainer to the kitchen door, where there is a higher risk of queuing See separate Finger Trapping RA	No further action			
First aid provision	Prolonged physical harm to staff, guests or visitors: - Inadequately prepared, and lack of first aid provision  Trip leaders and students - Lack of first aid provision - Inadequate initial response to an injury onsite	All reception staff basic first aid trained First aid boxes located in lounge – publically accessible at all times First aid box located in kitchen – accessible during kitchen opening times (7am – 10pm) First aid box located in Night Wardens flat New larger first aid boxes for up to 100 persons Additional cold compresses and instant ice packs provided in café fridge and in first aid boxes First aid boxes checked annually Trip leaders expected to have own first aid risk assessment covering needs and provision of first aid for their group. Minor injuries unit located a 4-minute walk away. Opening times displayed in building	No further action			
Staff training needs	Prolonged harm or increased risk to staff, guests or visitors due to lack of appropriate training:  - Inadequate response to all H&S matters - Creates a more dangerous work and accommodation environment - Increases legal and regulatory risks - Provide a less than satisfactory standard of expected service	Mandatory training for all contracted staff include: Fire (Warden) Safety training Health & Safety Awareness Level 2 First Aid in the Workplace training Safeguarding training The above training courses are provided in-person when possible Refresher courses provided every 3 years All training courses are recorded We have an account with Vitalskills online training provider, allowing us to easily offer further online training to our staff.	Provide further online courses to staff during winter period	Danny	Nov '24	

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 2025