

# Health and Safety Policy

## Health and Safety

### 1. Health and Safety Statement of Intent

In accordance with the HASAWA 1974 and the Management of HSW Regulations 1999 Key Reservations aim to provide and maintain healthy working conditions and systems of work for all employees. Provide all relevant information, instruction and training required in order to fulfil this purpose.

Key Reservations also accepts responsibility, so far as is reasonably practicable, for those who may be affected by our business.

Whilst the overall responsibility rests at the highest management level, all individuals at every level are responsible for ensuring they comply with this Policy and the rules and regulations of HASAWA 1974 and HSW Regulations 1999. Furthermore we expect that our employees and contractors will cooperate with us and take a mature attitude to maintaining the highest standards of Health and Safety.

Personnel responsible for implementation of this policy are as detailed in our Health and Safety Strategy.

This policy will be subject to periodic review as the nature and size of the business changes or as deemed necessary by management.

KEY RESERVATIONS (Hotels) LTD

**Head Office: -**

Suite G  
93 Princes Street  
Ardrossan  
North Ayrshire  
KA22 8AE

Signed .....

Managing Director

Initial Date: 17<sup>th</sup> September, 1997

Last Review Date: 05 March 2023

### 2. Health & Safety Strategy

#### **LINES OF REPORTING & RESPONSIBILITIES**

Whilst the overall responsibility for health and safety rests at the highest management level, all individuals at every level will have to accept degrees of responsibility for carrying out the policy.

#### **Employer Responsibilities:**

Overall and final responsibility for health and safety in Key Reservations lies with the Managing Director:

- To report to the board on company health and safety at least once per year, with reports as required in the event of serious accidents, the issue of enforcement orders etc.
- To alert the board whenever new/amended Health and Safety and associated legislation is proposed if this affects Key Reservations.
- To support the aims and objectives of the Safety policy across the company

Please note the above are examples only therefore other responsibilities are inclusive but are not detailed within this policy.

In the Managing Director's absence, responsibility will lie with:

#### **Reservations Manager**

Day to day responsibility for ensuring specific areas of the Health & Safety and Fire Policies are put into practice is delegated to the Reservations Manager

It must be stressed to all Managers that the existence of safety professionals already described in no way reduces or alters their line responsibility for the health and safety of their subordinates and their similar responsibility towards visitors and contractors whilst they are in their designated areas of responsibility.

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### Employee Responsibilities

Key Reservations has a duty of care to its employees and similarly, the employee has a duty not to place themselves or others at risk in the workplace. Co-operation on the part of employees is vital to the success of the health and safety policy.

Staff members must report all health and safety concerns directly to their line manager, who in turn will contact the appropriate person.

- Employees have an additional duty to ensure their own behaviour does not cause a health and safety hazard to themselves or others.
- Employees must take reasonable care of their own safety.
- Employees must not interfere or misuse anything provided to safeguard your health and safety.
- It is imperative that all accidents that occur both on the premises and off the premises on work relations are promptly reported and recorded in the Accident/Incident log.
- You must co-operate with your employer in ensuring compliance with this policy.

### 3. Arrangements

People who work in small offices do not figure prominently in national accident statistics and are therefore deemed to work in low risk premises. However, accidents do happen in offices and the health and safety measures and precautions are intended to minimise this low risk further.

#### Staff Inductions

Key Reservations will communicate the importance of this policy to all staff at Induction explaining its content and the necessity for full compliance.

#### Health and Safety – Work Activities

- Risk assessments shall be undertaken by

##### **Designated Personnel**

- The findings of the risk assessment shall be reported to:

##### **Department Manager / All applicable personnel**

- Action required to remove/control risks will be approved by:

##### **Department Manager / Managing Director (Where applicable)**

- Responsibility for ensuring action is implemented and that action has removed or reduced the risk:

##### **Department Manager / Risk Assessor**

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### Accidents, First Aid and Work Related Ill Health

Key Reservations has appointed persons to be trained in the application of First Aid. The location of First Aid trained personnel shall be advised to new employees at induction. The company First Aiders are responsible for administering first-aid at work and maintaining a suitably stocked first-aid box.

First Aid treatment is intended for minor injuries at work and giving immediate attention to more serious casualties until medical help is available. First Aiders will not dispense any medication.

- First-Aid box may be located: -
  - Within The Reservations Office
  
- All accidents and cases of work-related ill health are to be recorded in the Accident Book held on each site. The site First Aiders are responsible for the completion of the accident form and the filing upon completion.
  
- The accident book is kept by:
  - Reservations Manager
  
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). As an employer, Key Reservations have a legal obligation to report major injuries, diseases or dangerous occurrences as described in RIDDOR. All occurrences falling within the purview of RIDDOR must be reported to the QAHS Manager in Head Office who in turn will report the incident to the Health and Safety Executive.

### Emergency Procedures – Fire and Evacuation

This important area is covered fully in the Fire Policy but all areas of concern should be reported to the QAHS Manager or Facilities Supervisor.

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### Slips, Trips & Falls at Work

Slips, trips and falls account for most of the accidents in offices, many of which occur when staff are handling loads. This can happen due to poor floor condition, lighting, or housekeeping. These accidents can be avoided by bearing the following in mind:

- All employees have a duty to clean up spillages, tidy trailing cables and otherwise ensure walkways are kept clear of obstructions etc. to minimise the risk of slips, trips and falls.
- All employees have a duty to maintain a clean and tidy workplace at all times.
- All employees have a duty to report damaged or torn floor coverings as soon as possible to ensure a quick replacement or repair.
- All employees have a duty to ensure appropriate footwear is worn within the workplace i.e. flip-flops are not considered appropriate footwear for the workplace i.e. for travelling on stairs.
- All employees have a duty to ensure passageways, corridors and fire exits are clear of obstruction.
- Notices must be erected to heighten awareness where there are wet floors, trailing cables or ladders in use etc.

Regular cleaning and maintenance on a daily basis after normal working hours will help reduce the likelihood of accidents.

### Electrical Equipment at Work

- All fixed installations & transportable electrical equipment must be used properly and only for their intended purpose.
- Trailing cables should be positioned in a safe and secure manner which does not pose a hazard to staff or other persons.
- Any personal electrical items brought on site by staff members i.e. mobile phone chargers, hair straighteners etc. must be subject to PAT prior to use.
- Electrical Equipment used by Key Reservations shall be maintained so as to prevent, as far as reasonably practicable, any risk to staff or other persons.
- Where there is reason to suspect that electrical equipment is faulty, all employees have a duty to immediately report this to the QAHS Manager or Facilities Supervisor.

### Control of Substances Hazardous to Health (COSHH)

COSHH assessments are undertaken by designated persons to ensure the safe storage, handling and use of any chemical products used by Key Reservations. All employees have a duty to report any potentially hazardous chemical items to the QAHS Manager or QAHS Officer to be assessed. The assessment will then define instructions on safe storage, handling and use. The assessments will then be made available to affected staff members and stored for future reference.

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### Accident / Near Miss

Any accident or near miss incident must be reported to the QAHS Manager in Head Office at the earliest opportunity. This will prompt an investigation which shall, if applicable, result in actions to prevent recurrence.

- Accident: An event that results in injury or death
- Near Miss: An event not causing harm, but has the potential to cause injury or ill-health

### Monitoring

Key Reservations shall monitor this policy through continuous assessment in order to minimise the risk to the health and safety of all employees or other relevant persons.

Key Reservations continuous assessment strategy will primarily be carried out through:

- Risk Assessments
- On-spot Risk Assessments
- Weekly Walkabout (Safety Tour)

Key Reservations encourage all employees to address any Health and Safety concerns to their line manager, the QAHS Manager or through departmental communications meetings.

**Note: All employees have a duty to familiarise themselves with both the Health and Safety and Fire Policies in the interest of minimising workplace risk to Health and Safety.**