

HEALTH AND SAFETY POLICY

Objective of the Policy

1. The Fox and Hounds Beccles Limited (the Employer) prioritises health and safety issues and is dedicated to safeguarding the health and safety of its staff and anyone impacted by our operations, and visitors to our premises. This Policy is intended to help the Employer achieve this by defining responsibilities for health and safety matters.
2. This is a policy statement only and does not form part of your employment contract. This Policy is subject to change and periodic updates. The Employer will review this Policy regularly to ensure that it achieves its aims effectively.

Workplace Health and Safety Responsible

3. Everyone works together for a safe and healthy workplace. This Policy and its rules apply to all staff of the Employer, regardless of role or work arrangement. Specific responsibilities are outlined in the "Staff Responsibilities" section.

Employer Responsibilities

4. The Employer has the following responsibilities:
 - a. Implementing reasonable safeguards to protect the health and safety of the staff, stakeholders, visitors and people affected by the business activities.
 - b. Proactively identifying health and safety risks and developing solutions to manage or overcome them.
 - c. Ensuring a safe and healthy work environment with secure access and exit arrangements, even in emergencies.
 - d. Maintaining safe work areas, and systems, along with appropriate personal protective equipment (PPE).
 - e. Implementing safe procedures for the use, handling, storage and transport of articles and substances.
 - f. Providing to all staff an appropriate training and supervision to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in

respect if you are unsure about how to safely carry out your work.

g. Providing appropriate training to health and safety representatives to carry out their functions effectively.

h. Providing proper health and safety induction and safety training to your role.

Including:

- Manual handling.

- Electrical safety.

- The use of PPE.

i. Promoting open dialogue on health and safety with employees.

j. If an epidemic or pandemic alert is issued, providing guidance to staff on business continuity and infection prevention in case of an epidemic or pandemic.

k. Monitoring health and safety performance, implementing necessary changes, and communicating updates to staff.

5. Overall responsibility for health and safety lies with The Fox and Hounds Beccles Committee. They have appointed The Secretary as the Health and Safety Officer with day-to-day responsibility for health and safety matters.

6. Any concerns about health and safety matters should be reported to the Health and Safety Officer.

Staff Responsibilities

General Staff Responsibilities

7. Staff should:

a. Take care of their health and safety and others affected by their acts or omissions.

b. Comply with health and safety duties, instructions and rules, including instructions on the safe use of equipment by cooperating with the Health and Safety Officer and the Employer.

c. Be mindful of health and safety risks and take personal responsibility for the health and safety implications of their own acts and omissions.

d. Keep the workplace clean.

e. Report all health and safety concerns to the Health and Safety Officer promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.

f. Co-operate with the Employer in investigating accidents and incidents to prevent future harm.

Equipment-Related Staff Responsibilities

8. Staff should:

a. Use equipment according to provided instructions, including training, manuals, and management guidance.

b. Report any equipment faults, damage, or safety concerns to the Health and Safety Officer.

c. Ensure that health and safety equipment is protected from interference.

d. Not attempt to repair the equipment unless you are properly trained and authorised.

Staff Responsibilities Relating to Accidents and First Aid

9. Staff should:

a. Promptly report any work-related injuries, no matter how minor, to the Health and Safety Officer and cooperate with any investigation.

b. Familiarise themselves with the details of first aid facilities and trained first aiders, which are found on the notice board located In the Kitchen & Bar.

c. In case of an accident, call 01502 716173 and ask for the duty first aider, giving name, location and brief details of the problem.

d. The Health and Safety Officer investigates injuries and illnesses, maintains accident records, and submits reports under the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 2013 (RIDDOR), where required.

Staff Responsibilities Relating to National Health Alerts

10. In the event of an epidemic or pandemic, all staff must comply and co-operate with all instructions, the employer's guidelines for business operations, infection prevention and steps to be taken by staff to minimise the risk of infection. Questions should be directed to the Health and Safety Officer.

Staff Responsibilities Relating to Emergency Evacuation and Fire

11. Staff should:

- a. Familiarise themselves with the instructions about what to do if there is a fire which can be found on the notice board located In the Conservatory.
- b. Ensure they are familiarised with fire extinguisher locations, emergency exits, and alternate escape routes.
- c. Comply with fire warden instructions in case of fire, suspected fire, or fire alarm.
- d. Participate and co-operate in fire drills, treating them as a serious practice of emergency procedures. Fire drills will be conducted a minimum of once yearly.
- e. Ensure that fire exits, notices, and signs are clear and not obstructed at all times.
- f. Notify the Health and Safety Officer immediately of any conditions affecting your ability to evacuate. If you have mobility issues or other conditions that could hinder evacuation, a personal escape plan will be created.

12. On discovering a fire, staff should:

- a. Immediately activate the nearest fire alarm. If possible, call The Secretary and report the fire's location.
- b. Attempt to tackle the fire ONLY if they are trained and confident in doing so. Designated staff will receive fire extinguisher training.

13. On hearing the fire alarm, staff should:

- a. Stay calm and evacuate the building immediately, walking quickly without running,

and following any instructions of the fire wardens.

b. Do not stop to collect your personal belongings at the time of evacuation.

c. Stay out of any lifts.

d. Remain out of the building until a fire warden confirms it is safe.

14. The Health and Safety Officer is responsible for conducting fire risk assessments, implementing necessary changes, and maintaining fire safety equipment and emergency procedures.

Risk Assessments and Manual Handling Safety

15. Risk assessment is a process of identifying potential workplace hazards and evaluating the risks to employees. The Employer is responsible for assessing risks and implementing measures to minimise harm. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers oversee this process and ensure that corrective actions are taken. The Health and Safety Officer is the primary point of contact for risk assessments and control measures.

16. If risks cannot be effectively controlled, Personal Protective Equipment (PPE) will be provided.

17. The Employer will minimise or eliminate manual handling tasks like lifting and carrying heavy items to prevent injuries. If manual handling is unavoidable, training and guidance will be provided by the Health and Safety Officer.

Non-Compliance With Health and Safety Rules

18. Any breach of health and safety rules or failure to comply with this Policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's Disciplinary Policy, up to and including immediate dismissal.

Safeguarding Policy: instructions for use

After completing the Safeguarding Policy, follow the instructions below to ensure proper implementation and compliance.

Review the Safeguarding Policy

Ensure that your Safeguarding Policy includes all necessary information:

- **Contact details:** Include names, addresses, and contact information of designated safeguarding officers.
- **Scope and purpose:** Clearly define who the policy applies to and the reasons for its implementation.
- **Definitions:** Include definitions of key terms such as abuse, neglect, and safeguarding.
- **Procedures:** Add detailed steps for reporting and responding to safeguarding concerns.
- **Training requirements:** Outline the training that staff and volunteers must undertake.
- **Confidentiality:** Define rules for handling sensitive information related to safeguarding.
- **Review schedule:** Add a timeline for regularly reviewing and updating the policy.

Distribute the Safeguarding Policy

Once the policy is finalised, ensure it's distributed to all relevant parties:

- **Staff and volunteers:** Provide a copy to everyone within the organisation who has contact with children or vulnerable adults.
- **Stakeholders:** Share the policy with any external partners or stakeholders involved in your activities.
- **Digital platforms:** Make the policy accessible on the organisation's website and internal intranet.

Implement the Safeguarding Policy

Conduct **mandatory training sessions** for all staff and volunteers to ensure they understand the policy and know how to implement it.

Clearly **communicate the policy's importance** and the procedures for reporting concerns to all members of the organisation.

Establish **clear and accessible reporting mechanisms** for safeguarding concerns, ensuring confidentiality and prompt action.

Maintain records of the Safeguarding Policy

Keep thorough records to ensure compliance and for future reference. Store the policy securely, either in **physical form in a locked file or digitally** in a secure system.

Ensure the policy is **easily accessible to all members** of the organisation and for compliance checks.

Safeguarding Policy: instructions for use

Record any changes or updates to the policy, ensuring that all revisions are signed off by the appropriate authority.

Retain records of the policy and any related documents for a **minimum of 6 years**, or longer if required by law.

By following these steps, you can ensure that your **Safeguarding Policy is effectively utilised**, protecting the rights and well-being of all individuals under your organisation's care.



Related documents

If you're drafting a Safeguarding Policy, here are some more documents that may be of interest to you:

- Health and Safety Policy
- Privacy Policy

These documents are available for download on the LawDistrict website.

Please note that the information provided above is not intended as legal advice. We are not a law firm and cannot provide legal advice or representation. The instructions provided are for general informational purposes only. If you have any doubts or concerns about the use or validity of the Safeguarding Policy, we strongly recommend seeking the guidance of a licensed attorney who can provide legal advice tailored to your specific circumstances and jurisdiction.