

HEALTH AND SAFETY POLICY

Introduction

Aims

- To ensure compliance with the Health and Safety at Work etc. Act 1974.
- To provide the company with a general Policy Statement regarding Health and Safety that demonstrates our commitment to high standards of health and safety.
- To specify who is responsible for which areas of health and safety.
- To specify what the arrangements are for ensuring high standards of health and safety are achieved.

Contents

- Part 1: General Safety Policy Statement.
- Part 2: Responsibilities for health and safety.
- Part 3: Arrangements for health and safety.

Health and Safety Policy Statement

Our policy, as required by the Health and Safety at Work etc. Act 1974, is to provide adequate control of the health and safety risks arising from our work activities and to ensure compliance with all of our legal obligations and to prevent accidents and cases of work-related ill health.

To enable us to do this we shall provide adequate resources to ensure the highest possible standards of health and safety are achieved within the organisation.

We recognise that our employees play an integral part in the provision of a safe workplace and undertake to provide such information, training and supervision as they need for this purpose. In addition, we shall consult with our employees on matters affecting their health and safety.

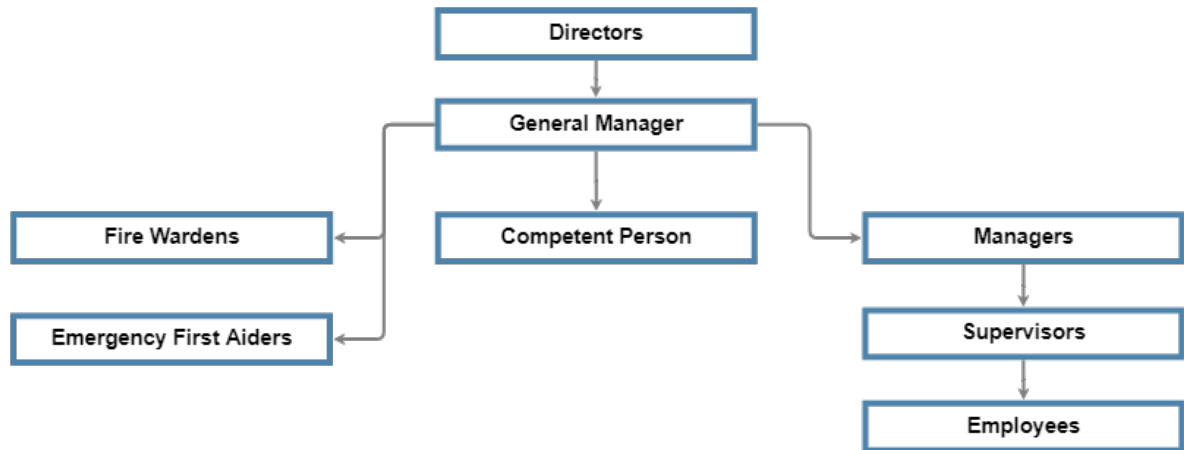
We shall provide and maintain safe plant and equipment as well as ensuring safe handling and use of substances in order to prevent accidents and cases of work-related ill health.

The responsibilities for health and safety are important and the particular arrangements that we have made are set out in this policy and also within the rest of the Health and Safety Management System.

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated, will be reviewed and re-signed every year.

Signed	
Name	Paul Mahy
Position	Group Operations Director
Date	10-07-2025
Review date	10-07-2026

Organisational chart



Responsibilities

Directors

- Overall health & safety.
- Formulating the company Health and Safety Policy.
- Ensuring the Health and Safety Policy is kept up to date.
- Ensuring the Health and Safety Policy is reviewed on an annual basis, re-signed and re-issued.
- Ensuring adequate resources (human, financial and equipment) are made available.
- Ensuring that the planning for health and safety and the monitoring and reviewing of procedures by managers of the organisation is being carried out.
- Ensuring a culture of health and safety is adopted throughout the business.

General Manager

- Health & safety on a day to day basis.
- Ensuring the policy is put into practice.
- Reporting health and safety concerns of themselves or their Team to the Directors.
- Ensuring health & safety standards are maintained and/or improved.
- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and Team, particularly where there are organisational and procedural changes.
- Ensure Team are fully trained to undertake their duties.
- Ensuring accidents are properly recorded and investigated.
- Notifying the local authority of any reportable accidents (under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations – RIDDOR).
- Ensuring adequate provision is made for first aid.
- Ensuring health and safety risk assessments are carried out (including for 'young people' and expectant mothers).
- Communicating the findings of the risk assessments to the employees.
- Ensuring fire risk assessments have been carried out and action points progressed.
- Ensuring adequate fire precautions are in place and are maintained ensuring the fire alarm is tested weekly.

- Ensuring the fire alarm is serviced at least annually.
- Ensuring the emergency lighting is tested monthly.
- Ensuring the emergency lighting is serviced at least annually.
- Ensuring emergency exit routes are checked every day.
- Ensure a practice fire drill is completed at least twice per annum.
- Ensuring health & safety training is carried out as well as appropriate records being kept.
- Ensuring statutory inspections are carried out (e.g. lifts, hoists, pressurised vessels).
- Ensuring COSHH risk assessments are carried out and Team are trained in the safe use of the hazardous substances.
- Supervision of 'young people', if necessary, is carried out by appropriate managers.
- Arranging for planned maintenance of significant items of work equipment.
- Ensuring contractors make themselves known on arrival at the restaurant and that their location/work timings are known about during their time on the premises.
- Ensuring all work at height is planned, organised and carried out by 'competent persons'.
- Following the hierarchy of control for managing risks from work at height - taking steps to avoid, prevent or reduce risks.
- Ensuring the correct work equipment and PPE is available tasks that involve work at height (e.g. access equipment will be appropriate for the task - ladders will be 'industrial' type – at least EN 131 or Class I).
- Ensuring a copy of the signed Health and Safety Policy statement is displayed for Teams attention.
- Ensuring a copy of the completed 'Health & Safety Law – What You Need to Know' poster is displayed for the attention of the staff.
- Ensure Team are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that Team are not overworking.
- Monitor holidays to ensure that Team are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated.
- Being vigilant and offer additional support to a member of Team who is experiencing stress outside work e.g. bereavement or separation.

Managers/Supervisors

- Ensuring and encouraging the highest possible standards of health & safety within the areas of their responsibility.
- Communicating health and safety information.

Employee

- Co-operating with supervisors and managers to achieve a healthy and safe workplace.
- Taking reasonable care of their own health & safety and others.
- Participating in health and safety training as requested.
- Using access equipment for work at height as provided.
- Raise issues of concern with their Safety Representative or line manager.
- Accept opportunities for counselling when recommended.
- Reporting any health & safety concerns to the 'Competent Person' or their Manager.

Competent Person

- Communicating and developing health & safety.
- Advising the business on relevant health and safety matters.
- Implementing the Health and Safety Policy on a day to day basis.
- Carrying out health & safety audits.
- Carrying out accident investigations.
- Notifying accidents under RIDDOR if necessary.
- Ensuring that the first aid boxes are full.

Fire Wardens

- Ensuring the safe evacuation of the building.
- Putting the fire out if it is possible without risk to themselves.
- Carrying out regular inspections of the premises with regard to fire precautions.

First Aiders at Work & Emergency First Aiders at Work

- Ensuring the first aid materials are checked regularly and are replenished as necessary.
- Ensuring first aid signs and notices are kept up to date.
- Responding to first aid emergencies within the limits of your training.

- Arranging, without delay, medical assistance unless it can be handled without professional attention.
- Attend refresher first aid training as instructed.

Arrangements

Management of health and safety

Appointment of 'competent person'

We must appoint one or more 'competent persons' to assist in undertaking the measures needed to comply with the requirements of health and safety law.

A 'competent person' is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist us properly. The level of competence required will depend on the complexity of the situation and the particular help we need.

When getting help, we give preference to those in our own organisation who have the appropriate level of competence before appointing externally.

The company has to 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.

Monitoring and review

We achieve this by reviewing:

- Analysing accidents and illnesses including investigation reports.
- Completing safety inspection and audits.

Workplace inspections

The following health and safety inspections are undertaken:

- Independent inspections by our safety consultants, Food Alert.
- Internal health and safety audits (using HS Form 2.1 or ALERT65 - Checklist module).

Reports are marked off with the details of the action taken, either on the reports themselves or on ALERT65. They can also be stored in the records folder.

Approval of contractors

'High risk' contractors are approved before use (e.g. window cleaners, gas contractors, electricians).

The Contractor Management module or HS Form 2.2 is completed with the details.

Information is requested (using the letter pro-formas HS Form 2.3 and HS Form 2.4 provided) from these contractors, assessed and kept on file.

We can also log the information using ALERT65 in the Contractor Management module.

Contractors Control on-site

Contractors arriving for work at our site do not need to sign in and out, but we do advise them when they arrive regarding the fire evacuation procedure (and also if there is a planned test of the fire alarm); also if there is any asbestos on the premises.

We tell them who their contact is and establish what time they are intending to finish work.

Permits-to-work are issued where appropriate e.g. high-voltage electrical work or working on the roof. These can be readily obtained from a number of suppliers.

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

Site	Name	Position	Qualifications/experience

Accidents and first aid

Accident records

Definition of 'accident':

'Any unplanned event that results, or could have resulted, in personal injury or ill-health; damage to, or loss of, property, plant or materials'.

This includes events involving physical violence to a person at work.

Recording accidents

Each time there is an accident the accident book must be completed (or the details logged on ALERT65).

The ALERT65 Accident Management system is approved by the Department of Work and Pensions as a replacement for an accident book.

Investigating accidents

The investigation should be completed by the Duty Manager using ALERT65. The aim is to identify any remedial action which can be taken to prevent a recurrence of the accident.

All accidents should be investigated irrespective of the need to notify the enforcing authority.

RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) certain accidents must be notified to the enforcing authority by the person specified in the Health and Safety Policy.

Victim	Type of accident/injury	Report under RIDDOR within
Staff member	Off work for more than 7 days	15 days
Staff member	Specified major injury/24 hours in hospital	Immediately
Customer / Visitor	Goes immediately to hospital	Immediately
Any on the premises	Death (from an accident)	Immediately
Any on the premises	Dangerous occurrence	Immediately
Staff	Reportable disease	Immediately

1 Over-seven-day incapacitated absence from work due to an accident

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, is incapacitated for over-seven-days you must report it to the enforcing authority within fifteen days of the accident.

An over seven day absence is one which is not a major injury, but results in the injured person being away from work or unable to do their normal work for more than seven days. This includes any days they would not normally be expected to work such as weekends, rest days or holidays, not counting the day of the injury itself.

2 Specified reportable major injuries

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

3 Dangerous occurrences

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately. Details of reportable diseases and dangerous occurrences are available at:

The two dangerous occurrences most likely to occur in hospitality premises are:

- electrical short resulting in a fire
- release of a substance that causes harm.

4 Occupational diseases

A full list is available at <http://www.hse.gov.uk/riddor/occupational-diseases.htm> The three work related diseases which may be reportable in a hospitality premises are:

- Repetitive Strain Injury from repetitive work
- Asthma from working with flour
- Dermatitis from working with chemicals, and certain foods

Ways to report under RIDDOR

Online <http://www.hse.gov.uk/riddor/report.htm>

Telephone (fatal and major incidents and injuries only). Call the Incident Contact Centre 0845 300 99 23 (Monday to Friday 8:30am to 6:00pm)

In the event of an accident being reported via RIDDOR, it is likely the enforcing authority Environmental Health Officer will visit your premises in order to investigate what happened.

They will probably wish to:

- View the scene of the accident.
- Discuss what happened with the manager, the person who was in charge at the time of the accident, the victim (if possible) and any witnesses.
- Study any relevant documentation, including risk assessments, training records, company health and safety policy.

If you believe there is the likelihood of a civil claim from the victim, we advise that you notify your insurance company.

First aid provision

First aid provision must be 'adequate and appropriate in the circumstances'.

This means we must provide sufficient first aid equipment (first aid kit), facilities and personnel at all times.

Definitions (HSE)

Appointed person

- Someone to take charge of first-aid arrangements: includes looking after first-aid equipment and facilities and calling the emergency services when required.
- They can also provide emergency cover where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

First Aider at Work

- Someone who has undertaken training and has a qualification that HSE approves. This means that they must hold a valid certificate of competence in either: - First Aid at Work (FAW) - Emergency First Aid at Work (EFAW)

Deciding on first aid provision (HSE)

Fewer than 5 persons; at least one appointed person, but ideally one Emergency First Aider at Work.

5-50 persons; Ideally, two First Aiders at Work due to type of injuries that might occur in most hospitality premises. If open weekends/long hours additional First Aiders should be provided.

More than 50 persons; at least one First Aider at Work for every 50 employed (or part thereof).

First aid boxes

A first aid kit is kept readily available and all staff know where it is.

It is kept fully stocked at all times. (Emergency) First Aiders at Work on shift are responsible for checking the contents of first aid boxes so they are maintained fully stocked at all times.

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment.

As a guide, first aid kits should contain at least the following items:

- a leaflet giving general guidance on first aid e.g. HSE leaflet 'Basic advice on first aid at work'
- 20 individually wrapped blue, sterile, adhesive plasters (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 2 large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings
- 1 pair of disposable gloves

Note: The details of our first aid boxes are noted in our Health and Safety Policy.

Course	Description	Length
Emergency First Aid at Work (EFAW)	Basic life-saving first aid and workplace health and safety regulations	1 day
First Aid at Work (FAW)	Covers the practical skills needed to provide the confidence and knowledge to deal with first aid emergencies.	3 days
Annual refresher training	Provides an opportunity to practise and update skills at any time during the three year period as a qualified first aider. The HSE strongly recommends that a refresher session is attended once every year during this three year period.	3 hours

List of first aiders

Health and safety training

What we need to do

On HS Form 4.1: Training Summary Matrix, we record the training as follows:

- We list the names of all employees in the left-hand column headed Name, along with Start date and Position.
- We record add dates, not ticks.
- If the training is not required for a particular person, enter N/A.
- The summary is updated at least monthly and the review date entered.
- When staff leave the company, we enter their leaving date, and retain certificates.
- Copies of any certificates are filed in the appropriate staff files.

Records can also be held and managed using the Training Management module on ALERT65.

Training courses available from Food Alert can be booked and managed through ALERT65.

Food Alert offers a wide range of classroom and eLearning courses.

Health and safety information for employees

Position	General training	Duration	Within
All staff	Health and safety induction	Notes	Before commencing work
All staff	All employees are trained in the hazards and controls of the tasks that they are required to undertake	Varies	As soon as is reasonably practicable Supervised until training completed
Managers	Level 2/3 Award in Health and Safety in the Workplace (or equivalent)	One/three days	Within three/six months

Fire precautions

Fire risk assessment

1 Identify fire hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen

2 Identify people at risk

- People in and around the premises
- People who are especially at risk

3 Evaluate, remove or reduce, and protect from risk

- Evaluate the risk of a fire starting
- Evaluate the risk to people from a fire
- Remove or reduce fire hazards
- Remove or reduce the risks to people from a fire
- Protect people by providing fire precautions

4 Record, plan, inform, instruct and train

- Record any major findings and action taken
- Discuss and work with other responsible people
- Prepare an emergency plan
- Inform and instruct relevant people
- Provide training

5 Review

- Review the fire risk assessment:

- new work processes introduced with additional fuels or ignition sources
- changes to furniture layout or internal partitions which could affect the ability for occupants to see a fire and escape in time
- increasing the number of people may mean that a fire exit is now too small to cope with their escape within a safe period
- occupying another floor of the building may mean that an electrical fire warning system is now necessary
- periodically
- if there is a fire

We are required to carry out a Fire Risk Assessment by law. This must be completed by someone who has received adequate training and is likely to be an external specialist.

A list of competent assessors is provided by the Institution of Fire Engineers:

Food Alert also offers this service through a partner – contact the Advice Line.

A copy of the Fire Risk Assessment is available for auditing and is be marked off with details of action taken.

Details of our Fire Risk Assessments and reviews are recorded on HS Form 5.1 (in the Documents Centre) or using the 'Property Inspections and Maintenance' module on ALERT65

Copies of the Fire Risk Assessments are stored in the Health and Safety Records Folder.

Fire evacuation procedure

The means of escape to be followed in the event of an emergency is documented and communicated to all persons who may be on the premises e.g. employees, guests, visitors, contractors.

1 When a fire is discovered

- Activate the fire alarm at the nearest call-point.
- The Lead Fire Marshal goes to the fire panel and notify the local Fire Brigade by calling 999, if necessary.

2 Firefighting

- Only if we are able to do so without putting ourselves or others at risk.
- Only if we have been trained in the correct use of the extinguishers/fire suppression system/blanket.

3 Power isolation

- The gas supply and ventilation is isolated using the cut-off button/valve – follow close-down procedure.

4 Evacuation

- The Lead Fire Marshal stays by the fire panel and will liaise with the Fire Brigade on their arrival.
- Co-ordinated by the Fire Marshals who ensure all employees, visitors, contractors, customers etc. have evacuated the building.
- Everyone leaves the building quickly, but not running, using the designated escape routes highlighted by green/white running person signs. Lifts are not used. Doors and windows are closed if possible.
- The designated Fire Marshal assists anyone with special needs to evacuate.
- Assemble in the designated assembly point.
- Report any problems to the Fire Marshal at the assembly point.
- The Fire Marshal takes the roll-call of everyone present and informs the fire brigade if anyone is missing.

5 Re-entering the building

- Remain outside until the Fire Officer or Lead Fire Marshal announces that it is safe to re-enter.

Weekly testing of the fire alarm

The fire alarm and automatic doors (including operation and satisfactory sealing) are tested on a weekly basis from different call points if possible.

The call points should be tested on a sequence.

The tests are documented using the Checklist module or on HS Form 5.2.

If the call points cannot be used, then the alarm panel will have a 'test' function. Ensure you are trained in its correct use.

We ensure any automatic fire doors release correctly when testing the alarm.

Monthly testing of the emergency lighting

The emergency lighting system is checked for correct operation monthly and recorded using the Checklist module or HS Form 5.3.

- Switch off the mains power supply to the lighting unit
- Use a 'fish key' which allows the testing of emergency lights without having to switch off all power

We check all the emergency lights to ensure they are working and note any defects so we can get them repaired immediately.

Servicing of fire equipment

Servicing records are maintained for:

- Fire alarm.
- Emergency lighting (including battery discharge tests).
- Fire extinguishing equipment (portable, suppression, sprinklers).

The frequency of servicing and those contractors employed to undertake it are detailed within this Health and Safety Policy (see below under 'Monitoring').

ALERT65's Property Inspections and Maintenance module can be used to record and monitor servicing activity.

Cleaning of the kitchen extraction system

The build-up of grease and oil within the extraction ducting can create a fire hazard.

Our kitchen extraction system is deep cleaned at least twice per annum by an external contractor and service sheets indicate that an internal clean of the system has been carried out.

The details are recorded using the Property Inspections and Maintenance module or on HS Form 5.4.

Record-keeping

Supporting records can be retained in the Health and safety records folder or within ALERT65.

Practice fire drills

A practice fire drill is held at least once (and preferably twice) a year.

A record of the fire drills is kept using HS Form 5.5.

The practice fire drill is an opportunity to:

- Identify any weaknesses in the evacuation strategy.
- Test the procedure following any recent alteration or changes to working practices.
- Familiarise new members of staff with procedures.

Fire marshals

An adequate number of persons are appointed as fire marshals and trained to implement fire safety measures. We record their details on HS Form 5.6.

Fire marshals receive appropriate training to ensure they can carry out their duties:

- Assessing fire risks.
- Spotting and reporting fire hazards.

- Taking appropriate action in the event of a fire.
- Being trained to fight a fire safely in its early stages.
- Playing a leading part in fire drills.
- Ensuring safe evacuation of staff and customers in the event of a fire.

Appropriate training is available from Food Alert.

Details of Fire Marshals on the premises are also displayed on the notice-board.

Monitoring

- Daily management 'walkabouts' include checks of fire escape routes, extinguishers etc.
- More thorough checks of the building are carried out at least monthly by Fire Marshals and recorded using the Checklist module or on HS Form 5.7.
- ALERT65 can be used to record checks undertaken.

Name of 'responsible person'	Neil Currie - Operations Manager	
Equipment	Maintenance company	Services per annum
Fire alarm		One
Emergency lighting		One/Two
Fire extinguishers		One
Fire suppression (canopy)		One

Electrical safety

Fixed wiring

- Electrical commissioning certificates for new installations are held on file within the Records Folder or uploaded to ALERT65.
- The main electrical circuit is tested at least every 5 years by a qualified electrical engineer (e.g. an NICEIC approved contractor) when a certificate will be issued. The contractor may recommend a shorter timeframe for re-inspection. A copy of the electrical circuit test certificate is kept available.
- Installation commissioning and inspection certificates are stored in the Health and Safety Records Folder.

Portable electrical appliances

- Generally, these include equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place e.g. kitchen appliances.

- Items with a permanently wired lead also come into this category, as does equipment that could be moved e.g. photocopiers and desktop computers, although these may not need to be inspected so frequently.
- Team who regularly use electrical equipment receive training in electrical hazard spotting to enable them to carry out informal 'user checks'.
- Combined inspection and testing of portable appliances (PAT) is arranged and any items that fail are logged and a record kept of the action taken.
- Any defective equipment identified is removed from service until the appropriate remedial action has been taken. Any action taken is recorded.
- Inspection and test records are uploaded to the Property Inspections and Maintenance module.

Approved electrical contractor	
Company	Mite
Contact telephone	0330 678 0710
Accreditation	Energy services company

Gas safety

Fixed gas installation

- The gas supply is installed and commissioned by a qualified gas engineering contractor who is approved on the Gas Safe Register.
- The gas installation is tested at least annually by a qualified gas engineering contractor who is approved on the Gas Safe Register.
- Records are stored in the Health and Safety Records Folder or uploaded to ALERT65.

Gas appliances

- The main items of gas equipment are serviced on an annual basis.
- Further details are documented within the 'Work Equipment' arrangements within the this Health and Safety policy.
- Records are uploaded to the Property Inspections and Maintenance module.

Approved gas contractor	
Company	N/A
Contact telephone	N/A
Gas Safe Register No.	N/A

Control of Substances Hazardous to Health (COSHH)

- Safety data sheets are available for all classified hazardous substances.
- COSHH risk assessments have been completed.
- Employees required to use hazardous substances have received appropriate recorded training and instruction on the safe use of the substances.

Personal protective equipment

Personal Protective Equipment (PPE) assessment

Task	Hazard	Part of body at risk	Suitable personal protective equipment
Pot washing	Irritation / Dermatitis	Hand/forearms / Body	Gauntlet rubber gloves / Rubber apron
Using hazardous Cleaning chemicals (refer to Safety Data Sheets)	Inhalation / Irritation / Contact with Skin / eyes Dermatitis	Respiratory track / Skin / Eyes	Disposable mask / Goggles / Rubber gloves
Over cleaning	Inhalation / Irritation	Respiratory track / Skin / Eyes	Disposable mask / Goggles / Rubber gloves

Personal Protective Equipment (PPE) assessment

Carrying hot utensils	Burns	Hand/fore arms	Oven cloths or gloves
Working in freezer for significant time	Hypothermia	Whole Body	Thermal headwear / Thermal Jacket / Thermal gloves
Body fluids	Boiological	Hands	Disposable gloves
Working with flour	Occupational asthma	Respiratory system	Disposable mask
Sharps	Stab wound / Biological	Hands	Thick material gloves
Name of assessor		Date of assessment	
Signature			

Work Equipment

What we need to do

- A register of all work equipment (including ladders) is compiled in the table below under the 'work equipment register' section.
- A copy of the maintenance contracts, and maintenance records are available.
- The ALERT65 Property Inspections and Maintenance module can be used to log and monitor servicing of equipment.
- Work equipment should complies with European safety standards, as indicated by the CE mark.
- On each worksheet we record the dates that any remedial works were completed.
- Staff are trained regarding the hazards of the equipment and the precautions that are to be taken. This can be recorded using the task risk assessment training sheets.
- Untrained staff are supervised while they operate the equipment. When they are considered competent to use the machine the trainer and operator initials the form to indicate that the training has been carried out

Statutory inspections

Lifting equipment and pressurised systems are specifically mentioned in law as requiring Statutory Inspections. These are often completed by the insurance company.

- Written schemes of examination are be available for each item (often from the insurance provider).
- Inspection certificates are available, where necessary.
- A record exists to indicate any work that was carried out as a result of the inspections.
- As a rule, pressure vessels and goods lifts are normally inspected at least annually; passenger lifts are usually inspected at least twice per annum.
- Records are uploaded to the Property Inspections and Maintenance module

Inspections of ladders and high-chairs

- HS Form 12.2 or the Checklist module should be used to ensure ladders, high-chairs, and baby-change units are subject to a recorded inspection programme.

Ladder checks to include:

- Signs of wear
- non-slip feet present
- no sharp edges
- insecure rivets
- rungs and stiles in good condition
- no corrosion

N.B. Ladders should not be the domestic type. They should meet at least the requirements of EN131 or Class I (which is usually indicated on a label).

Baby chairs

Baby-chair checks to include:

- condition of chair including restraining straps and clasp
- condition of screw-on attachments (if appropriate)
- clear numbering
- tidy storage
- signs of wear
- cleanliness

Baby change units

Baby change unit checks include:

- secured to the wall
- condition of restraining straps and clasp

- condition of screw-on attachments (if appropriate)
- signs of wear
- cleanliness

Asbestos

What we need to do

- Complete the summary details of the property.
- If the building was constructed before 2000, complete the survey details below.
- If ACMs were identified by the survey, complete a summary of the key elements of the management plan.
- Use HS Form 13.4 to record the inspections of any remaining ACMs (at least six-monthly).

Legionella

What we need to do

- We complete an initial assessment below.
- If this assessment confirms there is no 'reasonably foreseeable legionella risk' within our water system, then we take no further action.
- If anything significant changes, we will re-assess the risk.
- If the assessment confirms there is a 'reasonably foreseeable' legionella risk within our water system, then we arrange for a full and detailed risk assessment to be undertaken.

Display Screen Equipment

What we need to do

- We only need to carry out DSE assessments and provide further information if any of our team are defined as 'users' of DSE.
- The template below has been completed to establish if there are any DSE 'Users'.
- If there are none, then no further action is required.
- If there are, then their details should be recorded on HS Form 15.2 and their workstations must be assessed using HS Form 15.3.
- They should be provided with information. Further documentation is provided through ALERT65.

HS Form 15.1: Identification of DSE 'users'

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

