

# PLAS GLANSEVIN

PLAS GLANSEVIN, LLANGADOG SA199HY

## HEALTH & SAFETY ADVICE

Please read the following advice and ensure that other members of your party are also aware of it. Whilst we make every effort to ensure your safety during your stay, please remember that you remain responsible for the safety of yourself and others in your party, especially children.

Once you have read the information contained in this document, please sign the statement on the final page. When you arrive, the person welcoming you will ask for it. An additional copy will be available when you arrive.

### CONTACT

Should you have any problems during your stay please contact the

**DUTY PERSON on 01550 777121**

who will be delighted to help. Although everything should be in good working order, you can report any issues which you think we should be aware of, e.g. breakages, things not working properly.

### EMERGENCIES:

In an emergency please use the following numbers:

**999: Fire / Ambulance / Police**

(also for Mountain Rescue) If you contact the emergency services direct, please inform **Harvey Peters** when convenient to do so.

**DOCTOR: Llandovery Surgery 01550 720648**

**HOSPITAL: West Wales General Hospital, Carmarthen 01267 235151**

### FIRE ACTION

Upon arrival, please familiarise yourself with emergency procedures for dealing with fire. Notices are present in all rooms. Please make sure that your whole party is aware of the escape routes, especially children. You may wish to do a walk through with children.

**SMOKE DETECTORS** are provided for your safety and must **not** be disabled. There are fire system units plugged into certain electrical sockets. **THESE MUST NOT BE REMOVED OR SWITCHED OFF.**

### IF YOU DISCOVER A FIRE

- Raise the alarm at a 'break glass' point
- If safe to do so, tackle a small fire with the extinguisher/fire blanket provided. Do not put yourself at risk.
- Evacuate the property
- Do not stop to collect belongings
- Dial 999 to alert the Fire & Rescue Service. Once called, if you manage to put out the fire, do not stand them down – they will be happy to check that the property is safe to re-enter
- Designated assembly areas are provided outside the buildings
- Ensure that all party members have been accounted for. If anyone is missing, provide Fire & Rescue Service any information regarding their likely location within the building
- Do not return to the building until authorised to do so.

**PLEASE REMEMBER:** You are in a rural environment. In order to minimise the risk of outbreak of fire there are a number of important measures to remember:

- There is **no smoking** allowed within any of the buildings
- Dispose of matches and cigarettes outside carefully
- There are barbecue facilities available for use. Barbecues should be supervised at all times.
- Do not light fires in the woods
- No **Fireworks** or **Chinese Lanterns** are permitted
- Burning candles (candles are only allowed in the dining room) should never be left unattended

## YOUR ACCOMMODATION

**SAFETY CHECKS** – All accommodation receives regular safety inspections by competent staff and appropriately qualified engineers to ensure that installations and electrical appliances are in safe working order. Should you have any concerns regarding the safety of any item of equipment, please remove from use and advise us.

**GENERAL HAZARDS** – This accommodation is an old building and poses some hazards which cannot be wholly controlled. These include uneven floors, steps in unlikely locations, steep stairs, outward opening doors, floor-level windows, low beams and doorways. Please take care when moving around the building.

**KITCHEN SAFETY** – Just as you would do in your own home, please exercise care to prevent kitchen mishaps. Instructions to operate ovens and microwaves are available within each kitchen. Please take particular care to follow instructions for igniting gas ovens and grills. Oven doors can be hot.

**BASIC CLEANING CHEMICALS** – Are provided for your use. Please take care when using them and familiarise yourself with their use by reading the instructions on the container.

Please keep young children out of the kitchen.

Please take care when filling the electric kettle. Ensure that it is disconnected from the electrical supply before filling it. Please ensure that no kettles are placed on stoves.

**WASTE** – Sanitary items and nappies should not be flushed down the toilets. Please use the bins provided.

**OPEN FIRES** – the open fire (lounge) is suitable only for coal, the dining room woodburner is for logs only. These are provided in appropriate containers. No other fuel may be burned on/in them. Do not leave a burning fire unattended fireguards are provided.

**CHILDREN'S SAFETY** – although on holiday, it is vital to know where your children are and to supervise them appropriately. Please make your children familiar with the site, being particularly aware of the pool area.

**SECURITY** – we are unable to guarantee the security of the accommodation. Your personal belongings are your own responsibility during your stay. If you lose the key(s) please call **Harvey Peters**.

**DANGEROUS ITEMS** – you may not bring or use any fireworks (including sparklers and Chinese Lanterns), shotgun, knife, firearm, air weapon, illegal substances or similar item to the accommodation or grounds, under any circumstances.

**IN AND AROUND THE POOL** (Mansion only) – clearly there is no lifeguard service! Please advise another party member if you are going to swim on your own. Children under 16 must be supervised. Please take care around the pool and in the changing area. Do not run around the pool area. Do not jump or dive into the pool.

**POOL HYGIENE** – All bathers must shower first and swimwear must be worn by all. Please encourage children to use the toilet before swimming and ensure that babies wear a swim nappy.

All cuts and open wounds or contagious condition must be covered with a waterproof dressing.

**SAUNA** (Mansion only) – there are instructions for safe use located just outside the sauna.

# HEALTH & SAFETY POLICY

This policy document applies to all employees and visitors to Plas Glansein Mansion and/or the Bedroom Annexe.

This policy applies to all staff regardless of position or seniority.

In this document, all references to “The Company” refer to Plas Glansein and/or the Bedroom Annexe.

## POLICY STATEMENT

It is The Company’s intention to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit The Company’s premises. This Health & Safety Policy is based on the laws and guidelines laid out by the Health and Safety Executive (Health and Safety at Work Act 1974) and the current accepted best practice for the provision of accommodation.

## IMPLEMENTATION

This policy is effective from 1st January 2015 and shall not apply to any actions that occurred prior to this date. These guidelines will be subject to change and updating. Any alterations will be communicated to you by Harvey Peters.

## OBJECTIVES

1. The Company will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.
2. All members of staff are expected to co-operate in the carrying out of this policy and the Company will encourage full participation of all employees in matters concerning health and safety within the Company.
3. The Company will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.
4. The Company is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

## RESPONSIBILITY FOR HEALTH AND SAFETY MATTERS

The overall responsibility for the implementation of this policy in health and safety matters rests with Harvey Peters, the Health and Safety Officer, who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

The Health and Safety Officer will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

The Health and Safety Officer will appoint a Fire Officer and ensure all staff are aware of who they are. The Health and Safety Officer will appoint a First Aider and ensure they receive the necessary training to comply with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice (ACOP L74).

## THE ADDITIONAL RESPONSIBILITIES

Additional responsibilities of the Health and Safety Officer shall include:

1. Ensuring that all new members of staff are aware of this policy and any rules.
2. The systematic assessment of all risks to staff, visitors and others using the Company’s premises.
3. Implementing recommendations of risk assessments identified within Plas Glansein/ Annexe.

4. Ensuring that relevant health and safety information is clearly displayed within the workplace.
5. Providing or arranging training and re-training where necessary for all staff on health and safety matters, including her/himself.
6. Ensuring that all staff are fully trained to discharge their duties.
7. Investigating all accidents.
8. Carrying out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.
9. Maintaining records of accidents in the Accident Book.
10. Advising on safety policies.
11. Ensuring that the Company's premises comply with the requirements of health and safety legislation.
12. Take adequate steps for fire prevention.
13. Providing suitable training and information regarding the storage and use of hazardous substances in accordance with COSHH regulations ("Control of Substances Hazardous to Health").

## **FIRE SAFETY**

It is the responsibility of the Health & Safety Officer to ensure that Fire Precautions are carried out in the Centre. Her/his responsibilities are:

1. To identify fire hazards.
2. To reduce the risk of those hazards causing harm to as low as reasonably practicable.
3. To decide what physical fire precautions and management arrangements/operating procedures are necessary to ensure the safety of people in the Company's premises if a fire should start.
4. To give clear and relevant information and appropriate instructions to staff and other people working in your premises, such as contractors, about how to prevent fires and what they should do if there is a fire.
5. To give all other relevant persons information about the fire safety arrangements as soon as possible, e.g. guests when they arrive, by drawing attention to the fire action notices in bedrooms.

## **COSHH**

In the overall assessment of risk we accept responsibility to protect everyone from exposure to undue risk from hazardous substances. With this in mind, we adhere to COSHH regulations ("Control of Substances Hazardous to Health") with regard to the storage, use and training required to use hazardous substances.

1. All inflammable liquids and gases are stored in a suitable, secure location; the key is only available to staff.
2. All other hazardous substances, e.g. some cleaning materials, etc., are also stored securely and are only accessible to staff. Basic (less harmful) cleaning materials are left in the kitchens available for client use.
3. Hazard data sheets for substances are kept on file and updated as any new materials are bought in. ("Hazardous Substances File" in \*\*.)
4. Training courses in Health & Safety and Hazardous Substances are arranged for staff. This on-site training allows specific risk assessment to be carried out in direct relation to our day to day work.
5. A regular assessment is made of the need for certain substances and whether less hazardous substitutes are available. Responsibility for this lies with the Health & Safety Officer.

# HEALTH & SAFETY PROCESS

## RISK ASSESSMENT

Following the recent review of potential hazards on the premises a series of risk assessments were undertaken and current operating procedures reviewed.

Risk assessment will be an on-going process where new hazards are identified following changes to current practice, e.g. new equipment, new staff, accident investigation, etc.

Appropriate changes to operating procedures will be made and communicated to all staff and visitors to the premises.

## EMPLOYEES

Whilst the duty to ensure compliance with Health and Safety matters remains with The Health and Safety Officer, staff are expected to take care of the health and safety of their fellow employees and visitors under their immediate supervision. All members of staff are expected to observe all hazards and all accidents involving injury which should immediately be reported to Harvey Peters.

**HEALTH & SAFETY POLICY DOCUMENT.** All staff will be given a copy of the Company's "Health & Safety Policy" and "The Responsibility and Role of Employees".

**TRAINING.** On appointment, new staff will be trained appropriately for their job responsibilities, including health and safety. Additional training will be provided following any changes to operating procedures which affect their role.

**REVIEW.** A regular review will be held to ensure that staff fully understand the current operating procedures.

The Company recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on employees, which might cause them to suffer stress, which has a detrimental effect on their health. This does not include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.

The Company will carry out regular risk assessments to identify, control or eliminate the risk of stress in the workplace.

## REVIEW

There will be an annual review of the Health & Safety Policy including:

1. Hazard Identification.
2. Risk Assessments.
3. Operating Procedures.
4. Fire Prevention.
5. COSHH.
6. Accidents.
7. Record Keeping.

Any changes will be documented and communicated to all staff.

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*I have read through and agree to abide by the Health & Safety Advice above whilst occupying the premises at Plas Glansein:*

Signature \_\_\_\_\_ Date \_\_\_\_\_