

The Lodge Guest House

Health & Safety Policy

To stay at a bed and breakfast should be an all encompassing experience. We feel that not only are we here to provide you with a pleasurable and comfortable stay when you visit The Lodge, but also a safe one. We take our job, and your comfort and welfare, very seriously.

To that end we:

- Have undertaken a full comprehensive Fire Safety Risk Assessment.
- Test the Fire Alarm weekly, regularly check the emergency lighting and have the Fire Extinguishers checked annually (to conform with BSPAS79)
- Tony & Anna-Marie have both attended a food hygiene and preparation course. Our kitchen is kept clean, stock is rotated and we always wash our hands before preparing food.
- Are awaiting our HSE inspection, and hope to pass with flying colours.
- Have recently upgraded all the guest rooms with work that is not only to a very high standard, but also conforms to Building Regs.
- All rooms are fitted with fire doors and door closers. There is also smoke and heat detection in every guest room and throughout the building.
- Regularly check the appliances both in the guest rooms and throughout the building.
- Use mattress and pillow protectors as standard.
- Are a non-smoking establishment.
- Have full Public Liability Insurance that is appropriate for a B&B.
- Have a comprehensive cleaning and maintenance programme.

Risk Assessment

Carried out by Anna-Marie Dutton
on 2nd October 2018.

Outside

Front Entrance:

A threshold step into the vestibule area – possible tripping hazard.

Rear Car Park:

Due to situation on a hill the car park has an uneven/ sloping surface – possible tripping/stumbling hazard.

Steps to Back Door:

Concrete, steep and potentially slippery in wet weather. Not for public use. Staff to use handrail supplied.

A small locked utility area for long term guests use is available just off the car park. Guests should request a key and be conversant with how to use the washing machine and tumble dryer prior to use.

Inside

Hallway:

A rug is positioned inside the main entrance to protect the carpet - this represents a possible tripping hazard.

Stairs:

As property is laid out over four floors, there are a number of flights of stairs, as well as single and multiple stairs. All are covered with fitted carpet. They represent a tripping/falling hazard for both guests and staff. Hand rails are provided. It is recommended that elderly/disabled guests or those guests with young children, use the ground and lower ground floor rooms when available. Staff should take extra care, especially if carrying cleaning materials or linen, that they can negotiate the stairs safely.

Landing Areas and Corridors:

Two small refrigerators and a microwave are located on the first floor for use by our long term guests. These are cleaned by staff, but guests are asked to maintain the cleanliness to avoid cross contamination. Food should be labelled with contents, date and room number. Items will be discarded when the use by date has expired. Reception will provide labels if required. Guests are to exhibit their own duty of care towards their food items. No responsibility is accepted by The Lodge or it's staff with regards to the storage or use of guests own food items.

When rooms are being serviced clean laundry, laundry bags and cleaning materials may be in the corridors. This could represent a tripping hazard.

Bedrooms:

Most bedrooms have rugs, which could represent a tripping hazard. All have wall mounted televisions, on which it is possible to hit your head. All have kettles, and care should be taken not to overfill a kettle or knock it over when full of hot water. All rooms have electrical sockets to plug in hairdryers, etc. and should be treated with respect. Radiators have individual controls to adjust the temperature – they may be hot. Cots are available to ensure young children are suitably contained.

Public Areas:

The corridor into the dining room and the dining room area have vinyl flooring for cleanliness. The floor covering could become slippery if fluids are accidentally spilt on it and when it is washed each day.

There is a small step from the corridor into the dining room which represents a tripping hazard. Signage is on display.

When the dining room is occupied, it could be possible to trip on a guests chair. Crockery such as plates and tea cups could be hot when filled with food/fluid. The coffee perculator jug contains hot liquid and should be treated with care.

A high chair is available for small children when taking breakfast. Larger children can have a cushion on a seat, but care must be taken as this can slip off the chair.

Kitchen:

For use only by the staff. Slipping hazard if floor becomes wet – keep floor wiped dry or alert others (if floor is wet from being washed).

The cooker/toaster/kettle could all be hot – take care. When handling hot food always use the utensils/clothes provided. Food plates are kept warm in the warming oven – ensure this is not too hot. Use the extractor fan to eradicate fumes. Never leave a cupboard/drawer open as it represents a hazard.

Utility Room/Laundry Store:

Cleaning chemicals are provided for staff use only. Staff are trained on the use of these chemicals, and any new/temporary members of staff need training and monitoring with regards to correct use.

Correct disposal of soiled laundry and laundering procedures are part of staff training.

Fire Alarm: This is always active. It is only to be rendered inoperative when clearing a fault. This is carried out only by those members of staff who have received training.

Safety Measures:

Food/Hygiene Safety:

Detailed information with regard to food storage, date marking and cooking, together with health and hygiene and cleaning techniques are on display and part of staff training.

General Safety:

Care should be taken when using the step ladder to change light bulbs. General maintenance tasks are usually dealt with by Philip Lenehan and should be reported to reception.

In the event of an incident/accident:

After initially dealing with the event in the appropriate manner, it should be reported to the competent person on duty. This would usually be either Tony Cunneen or Anna-Marie Dutton. It is then their responsibility to record the incident and put in place procedures to avoid a recurrence.

First Aid:

The first aid kit is provided in the kitchen storage area for staff use. The competent person on duty should administer and first aid required. Guests should be directed to the local pharmacy/doctors/walk-in centre/hospital, and assisted, if necessary, by the competent person on duty.

Emergency procedures:

Fire Safety Information is provided for guests in each bedroom, and emergency lighting and signage is provided to assist with evacuation, together with a fire alarm. If the fire service or emergency medical assistance is needed, the competent person on duty will make the necessary telephone call. Other staff should assist guests to vacate the building and guide them to the car park at the rear.

Smoking Policy:

The building is a non smoking area. Guests are permitted to smoke in the car park area alone. Suitable containers are provided for disposal of cigarettes.

Health Policy:

If a member of staff feels unwell they should report to the competent person on duty.