

**THE GARDENERS REST  
SHEFFIELD**

**HEALTH AND SAFETY POLICY**

**2019**

14 November 2019

# THE GARDENERS REST HEALTH AND SAFETY POLICY

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## 1 POLICY STATEMENT

The Gardeners Rest is a community run pub in Neepsend, Sheffield. Owned by over 400 investors, the Gardeners prides itself on the high quality of its beer and its regular arts and community events.

The Gardeners Rest Community Society Limited (GRCS) which owns and operates the pub is registered under the Community Benefit Society Act 2014 for the benefit of the community, to advance and apply profit for the GRCS purpose and not for private gain.

The Health and Safety of staff, volunteers, customers and all others who visit the pub is of paramount importance to the GRCS. The GRCS is committed, so far as reasonably practicable, to operating in accordance with the Health and Safety at Work Act 1974 and all relevant regulations made under the Act.

In order to achieve this, the GRCS:-

- provides adequate control of the Health and Safety risks arising from its activities
- consults with our staff and participants on matters affecting their Health and Safety
- provides and ensures maintenance of safe facilities and equipment
- provides everyone working at the pub with adequate safety information
- minimises the risk of accidents
- maintains safe conditions for the operation of the pub
- reviews and revises this policy as necessary at regular intervals

The pub is managed by a board of directors which is elected at the GRCS AGM each year and can be supplemented by co-opted directors as appropriate. The Chair of the GRCS Board has prime responsibility for Health and Safety in the GRCS's activities.

It is the duty of designated GRCS staff to see that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work.

It is the duty of all Gardeners Rest staff, volunteers, customers and all others who visit the pub to act responsibly, and to do everything they can to prevent injury to themselves and colleagues.

Signed

Mark Beckles Willson  
Chair GRCS BOARD

Date 14 November 2019

Review Date 17 April 2018

## 2 INTRODUCTION

### 2.1 The GRCS's responsibilities

The GRCS acknowledges that it has the following responsibilities:-

- To assess its activities, decide what could harm those involved and take precautions to prevent this from occurring.
- To explain to those involved how risks are controlled.
- To consult and work with appropriate people involved in its activities to protect everyone involved from harm.
- To provide its salaried staff with any necessary Health and Safety training, free of charge.
- To provide its salaried staff with any necessary equipment and protective clothing and ensure that this equipment and clothing is maintained appropriately, free of charge.
- To report injuries, diseases and dangerous incidents to the HSE.
- To have insurance that covers its salaried staff in case they are hurt at work or become ill through work.
- To work with other organisations involved in GRCS activities to ensure that everyone's Health and Safety is protected.

### 2.2 Your responsibilities

Everyone involved in GRCS activities is expected to:-

- Take reasonable care of your own and other people's Health and Safety.
- Co-operate with the GRCS and its representatives on Health and Safety.
- Follow the guidance in this policy and any other training you have received.
- Tell an appropriate representative of the GRCS if you think something is putting anyone's Health and Safety at risk.

### 2.3 If there is a problem

If you are worried about Health and Safety, talk to an appropriate representative of the GRCS. In the first instance this might be the Pub Manager or the member of GRCS staff with overall responsibility for the type of activity you are involved in.

Further information is also available on the Health and Safety Executive (HSE) website – [www.hse.gov.uk](http://www.hse.gov.uk).

## 3 ORGANISATION

Day to day responsibility for ensuring this policy is put into practice is delegated to the Pub Manager.

To ensure Health and Safety standards are maintained/improved, the following people have responsibility in the following areas:-

Appointment/approval of Pub Manager	GRCS Board
Appointment/approval of other staff	Pub manager
Staff training	Pub manager
Risk assessments	Pub Manager and appropriate GRCS Board members
Maintenance of records	Pub Manager and GRCS Board

#### **4 STAFF**

The work of the GRCS is carried out by a range of staff, some salaried, others paid on an ad hoc basis and some operating as volunteers. The GRCS endeavours to ensure that all staff are qualified, experienced and briefed to enable them to carry out activities for the GRCS with appropriate understanding of the Health and Safety requirements.

All staff and participants are expected to:

- co-operate with other staff on Health and Safety matters
- avoid interfering with anything provided to safeguard their Health and Safety
- take reasonable care of their own Health and Safety
- report all Health and Safety concerns to an appropriate person

#### **5 CONSULTATION WITH STAFF AND PARTICIPANTS**

The Pub Manager consults with staff before the introduction of significant changes to policies and procedures affecting Health and Safety. Any comments received following this consultation are reviewed by the Pub Manager and the proposed changes revised as appropriate.

The Pub Manager gives other staff and participants regular opportunities to communicate any Health and Safety issues, concerns or special needs. Staff and participants should make the Pub Manager aware of any such issues.

The Pub Manager should record any significant issues and report them to the GRCS Board.

#### **6 INFORMATION, INSTRUCTION AND SUPERVISION**

##### **6.1 Issue of this policy**

This policy is issued to all staff and Board members on an annual basis.

#### **7 MONITORING AND REVIEW**

The Pub Manager is responsible for monitoring the operation of this policy and for reporting to the GRCS Board at regular intervals.

The GRCS Board is responsible for investigating incidents and making recommendations to prevent a recurrence. Health and Safety procedures are reviewed in the light of these recommendations and this policy will be updated as appropriate.

The GRCS Chair and the Pub Manager carry out an annual review of this policy, with appropriate advisors as required and makes recommendations for revisions to the GRCS Board on this basis.

#### **8 SAFETY PROCEDURES**

##### **8.1 Risk assessments**

Most of the activities which take place at the Gardeners Rest are normal activities for a pub and their Health and Safety impact is managed by ensuring that they are carried out by appropriately experienced and trained people. Some of the pub's work falls outside these

limits and, in these cases, specific risk assessments are carried out using the pro-forma in section A2.2.

## **8.2 COSHH Assessment**

The GRCS has carried out a COSHH (Control of Substances Hazardous to Health) assessment and this is reviewed on an annual basis as part of the review of this policy. It is also updated whenever new chemicals are brought into use at the pub. See section A4 for further information.

## **8.3 Event management**

All staff are responsible for the Health and Safety of the activities at the pub and should consider stopping any activity if there is a threat of danger to any participants. If in doubt, consult with the Pub Manager or a member of the GRCS Board.

## **8.4 Accidents and First Aid**

All accidents, however minor, must be recorded using the form in appendix A2.1. The Team Leader should keep the completed form and send a copy to the GRCS OHRM as soon as possible, ideally by e-mail.

A First Aid kit and details of the closest Accident and Emergency department and Minor Injuries Unit are kept behind the bar.

### **8.4.1 Major incidents**

Generally a major incident involves an injury meeting the following criteria:

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

In the event of a major incident, staff should:-

- Stay calm and assess the situation
- Deal with any immediate danger
- Ensure that the safety of everyone not involved is secured
- If required, call an ambulance
- Ensure that one member of staff remains with the injured person whilst remaining in close vicinity to other staff, who will be responsible for moving everyone not involved away to ensure safety
- Notify the Police if necessary
- Complete an accident report (see A2.1) and return it to the Pub Manager as soon as possible after the incident

#### 8.4.2 Reporting of accidents

The Pub Manager assesses every accident report received, decides whether it is reportable, in conjunction with the GRCS Board where appropriate, and makes the required report to the HSE.

Other members of staff should not report accidents to the HSE.

See appendix A1.5 for further guidance on the reporting of injuries to the HSE.

## A1 GENERAL SAFETY GUIDELINES

### A1.1 Housekeeping

Good housekeeping can improve Health and Safety in any environment. The initial responsibility for housekeeping lies with all staff to ensure that the workplace is kept tidy.

- Circulation routes should be kept clear to avoid trip hazards
- Paper and other waste should be disposed of to avoid fire hazards
- Avoid items on top of filing cabinets unless supported by book ends or boxes made for the purpose.
- Power, telephone and computer cables should be out of the way to avoid trip hazards
- Fire exits must be kept clear
- Fire fighting equipment must be easily accessible

### A1.2 Electrical safety

#### A1.2.1 General safety

Members of staff should monitor the following on all the electrical equipment which they use:-

- Is the plug damaged? Is the casing cracked or are the pins loose and bent?
- Is the outer sheath of the flexible cord properly secured by a cord grip?
- Is there damage to the flexible cord eg chair wheel damage (not always evident that wires inside are damaged)
- Are all connections along the flexible cord and cables properly made i.e. no taped joints
- Is there evidence of overheating eg scorch marks or equipment getting unusually warm in use?
- Has the equipment been misused or subjected to unsuitable conditions eg is it wet?

Any equipment suspected of being faulty should be quarantined immediately and reported to the Pub Manager who will arrange for the equipment to be tested and repaired where necessary.

#### A1.2.2 Regular inspection of portable electric equipment

Portable electrical equipment is maintained in accordance with HSE guidelines, HSG107 (third edition) published 2013.

Each portable electrical appliance (including computers, kettles, fans etc) is inspected and/or tested as suggested by the Health and Safety Executive at the following intervals:-

Equipment	Example	User checks	Formal visual inspection	Combined inspection and test
Battery operated (less than 40 volt)	Torch, mobile phone, laptop computer	No	No	No
Extra low voltage AC (less than 50 volt)	Telephone equipment, low voltage desk light	No	No	No
Double insulated equipment, not hand held, moved occasionally	Table lamps, fans	No	3 years	No
Other double insulated equipment	Some floor cleaners and kitchen equipment	Yes	1 year	No
Earthed, rarely	Photocopiers, fax	No	3 years	5 years

moved,	machines, desktop computers, VDU screens,			
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Other earthed equipment	Kettles, some floor cleaners and kitchen equipment	Yes	1 year	2 years
Cables	Leads and plugs connected to the equipment above	Yes	1-3 years, as equipment it is connected to	2-5 years, as equipment it is connected to
Extension leads		Yes	1 year	2 years
Battery chargers		Yes	3 years	5 years

### A1.2.3 PAT tests

Where tests are required, as indicated above, they are carried out by competent person using appropriate equipment. The results are identified as pass or fail. Failed equipment is quarantined and referred for re-test and, where needed, repair/replacement.

A record of each test is maintained, identifying the equipment and its location along with the date of the test, the tester's name and the result.

A sticker is attached to each item indicating the date tested, initialled by the tester and the test result.

### A1.3 VDUs

To improve the working environment when using VDUs the following are to be observed:-

- use an adjustable chair with back support.
- sit and change positions regularly to reduce muscle tiredness.
- ensure keyboard and screens are adjusted to suit the individual.
- arrange desks to avoid bright light reflections.
- avoid facing windows or bright lights.
- consider using a wrist rest pad
- adjust the VDU to ensure that:-
  - characters are sharply defined
  - characters do not flicker or move
  - brightness controls are suited to room lighting conditions
  - screens are regularly cleaned
- take regular breaks when using a VDU for a prolonged period
- plan your work to enable time away from the screen.

#### A1.3.1 Eye sight tests and spectacles

Eyesight tests are available to employees who use display equipment regularly. The GRCS will meet the costs of the initial eyesight tests and retest (minimum two year intervals).

Following the test, should an employee be required to wear spectacles when working with VDUs, then the GRCS will meet the costs of the supply of a basic pair of VDU spectacles.

All eye sight tests should be pre-arranged through the GRCS Board.

#### **A1.4 Manual handling**

It is important to be aware of lifting techniques to avoid injuries. While this may at first be seen as applying to manual workers, even office workers need from time to time to remove files, PCs and other items.

Back injuries are the main reason for absenteeism in the UK workplace. Injuries can be prevented by following basic, good practice guidance.

A guide on good handling techniques for lifting is available from the HSE website, [www.hse.gov.uk](http://www.hse.gov.uk). Copies of this are available from the ED.

#### **A1.5 RIDDOR**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require the reporting of work-related accidents, diseases and dangerous occurrences and applies to all work activities although not to all incidents.

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise on preventive action to reduce injury, ill health and accidental loss.

The following must be reported:-

- deaths
- major injuries
- accidents resulting in over 3 day injury
- diseases
- dangerous occurrences
- gas incidents

##### **A1.5.1 Death or major injury**

If there is an accident connected with work and:

- an employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- a member of the public is killed or taken to hospital;

the enforcing authority must be informed without delay. This can be done by telephone or by completing the appropriate form on the HSE website.

##### **A1.5.2 Reportable major injuries**

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

#### A1.5.3 Over-seven-day injury

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, suffers an over-seven-day injury you must report it to the enforcing authority within ten days.

An over-seven-day injury is one which is not necessarily "major" but results in the injured person being away from work or unable to do their full range of their normal duties for more than seven days.



**A2 FORMS**

**A2.1 ACCIDENT RECORD FORM**

Date					
Location	The Gardeners Rest				
Address	105 Neepsend Lane, Sheffield, S3 8AT				
Name of member of staff					
Contact number					
Name of injured person				DoB	
Address of injured person					
Contact number					
Date and time of accident					
Location in venue where accident took place					
Nature of accident					
Give details of how the accident took place					
Details of the action taken including any first aid treatment and the name(s) of the first aider					
Were any of the following contacted?	Police		Ambulance		Relativet
What happened to the injured person after the accident? (eg went home, went to hospital)					
Name	Signature			Date	

This form should be completed and passed to the Pub Manager as soon as possible.







