

Plas Glansevin

Method Statement and Risk Assessment for	Plas Glansevin Mansion and Coach House
Location	Plas Glansevin, Llangadog SA199HY
Prepared By	Mandy Isaacs
Date	12th August 2006
Risk Assessment reviewed	1st January 2009

1 Introduction

1.1 Purpose

The purpose of this document is to describe the methods and work practices used for the safe cleaning and maintenance of the buildings and grounds of Plas Glansevin Mansion and Coach House

2 Work Details

Cleaning and maintenance of the Mansion and Coach House and the pool and sauna

Number of staff on site 8 - 10

Hours of Work 9a.m. (10 a.m.) – 4 p.m.

All members of staff will have access to:

- A mobile telephone
- All necessary tools and equipment.
- This method statement.

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2 Tools and Equipment

Hand tools, to include hoovers, (cleaners) power tools (maintenance).

3 Safety

A. Identified Major Hazards

The Hazards that could be experienced during works will include, but are not limited to the following.

- Lifting Equipment / Manual Handling
- Falls, and slips / or trips
- Electric shock

B. Health and Safety Risk Assessment

Risk assessment in accordance with "Management of Health and Safety at Work Regulations 1999. Regulation 3"



The work to be carried out is considered overall to be of a low risk.

This risk assessment is only intended to address issues directly under Liquid's control.

1. Hazard	
	Lifting / Manual Handling injuries.
Risk	
	<ul style="list-style-type: none">• Injuries arising from crushing including broken bones• Injuries arising from muscle / ligament strain
Likelihood	
	<ul style="list-style-type: none">• Low
Impact	
	<ul style="list-style-type: none">• Potential long term health problems• Short term disability / injury
People at Risk	
	<ul style="list-style-type: none">• Staff involved with handling equipment
Control	
	<ul style="list-style-type: none">• Adequate number of staff involved in lifting• All staff trained in correct methods of lifting / moving objects• Routes chosen to minimise risk

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2. Hazard	
	Trip /Slip Hazard
Risk	
	<ul style="list-style-type: none"> • Objects left on floor • Unmanaged cables lying on floor • Floor wet after being washed
Likelihood	
	<ul style="list-style-type: none"> • Low
Impact	
	<ul style="list-style-type: none"> • Possibility of personal injury
People at Risk	
	<ul style="list-style-type: none"> • All those within building
Control	
	<ul style="list-style-type: none"> • No objects or cables to be left on floor • 'Wet Floor' signs put out

3. Hazard	
	Electric Shock
Risk	
	Contact with live connections
Likelihood	
	<ul style="list-style-type: none"> • Low
Impact	
	<ul style="list-style-type: none"> • Danger to people in locality • Danger to life and health • Fire
People at Risk	
	<ul style="list-style-type: none"> • All those within building
Control	
	<ul style="list-style-type: none"> • All mains voltage equipment to have recent PAT certificate • All equipment supplied to be in sound electrical condition with no exposed connections • Staff aware of electrocution risks and procedures in case of electrocution

4. Hazard	
	Swimming pool
Risk	
	<ul style="list-style-type: none"> • Drowning • Slip/trip hazard
Likelihood	
	<ul style="list-style-type: none"> • Low
Impact	
	<ul style="list-style-type: none"> • Danger to life and health
People at Risk	
	<ul style="list-style-type: none"> • All those using the pool
Control	
	<ul style="list-style-type: none"> • Rescue pole provided • Safety notices and depth markings provided • Means of raising the alarm provided • Pool steps not kept adjacent to the pool • Guests made aware of house rules for pool safety

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5. Hazard
Sauna
Risk
<ul style="list-style-type: none">• Personal injury resulting from unforeseen medical condition/complaint• Burns from sauna stove• Heat exhaustion/stroke
Likelihood
<ul style="list-style-type: none">• Low
Impact
<ul style="list-style-type: none">• Danger to life and health
People at Risk
<ul style="list-style-type: none">• All those using the sauna
Control
<ul style="list-style-type: none">• All participants to have read the safety notice inside the sauna house before taking a sauna• All participants to keep a safe distance from the stove when at operating temperature• Avoid prolonged exposure to sauna. Eat and drink at appropriate intervals. Shower and rest for a short interval after using the sauna

C. Special Procedures

1. Ensuring that the manager is aware of all Glansevin personnel on site at the beginning and end of the work.
2. All access will be co-ordinated with relevant Glansevin representative.
3. Ensuring that any accidents or dangerous occurrences are reported to the relevant authority and the Glansevin manager immediately.
4. Ensuring that the authorised method statement is adhered to.
5. Ensuring that good working practices are adhered to.
6. Ensuring that no electrical equipment is left unattended.
7. Ensuring that equipment is confined to the working area.
8. Ensuring that the working area is left clean and tidy on completion of the work.
9. Safety is considered paramount in work practices and procedures. All staff have responsibility to ensure that work is carried out in a safe manner.

5. Emergency Telephone numbers

Mandy Isaacs

07766184071

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6 Material and Substances

No hazardous materials are to be used

No flammable materials are to be used

7 Environmental Issues

In the considered opinion of Glansevin Mansion, the work to be carried out will have no detrimental effect on the environment.

No excessive noise will be produced during the work.

Risk Assessment Review 1st January 2008

Electrical Safety Survey

This has been carried out in both the Mansion and the Coach House by Mark Connolly, an accredited electrician.

Portable Appliance Testing

PAT testing of equipment has been carried out.

Open Hearth Chimneys

We have a record book for showing annual chimney sweep which is done in house by maintenance man.

Competent Person

Mandy Isaacs has been appointed as health and safety person.

Health and Safety Policy

We have drawn up a health and safety policy Mandy Isaacs has this and has brought it to the attention of all employees

Fire extinguishers

Tested annually.

Fire alarms

Tested regularly and logged.

Swimming pool

Water quality tested daily.

Plas Glansevin Health and Safety Policy

This policy document applies to all employees and visitors to

Plas Glansevin Mansion and or the Coach House

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

In his document, all references to "The Company" refer to Plas Glansevin and or the Coach House.

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. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the Company as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

Implementation

This policy is effective from 1st August 2006 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 **Mandy Isaacs**.

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.
- 5.** The Company recognises the right of non-smokers to breathe smoke-free air and is conscious of its responsibilities to provide a clean healthy and safe working environment.

Responsibility for Health and Safety Matters

The overall responsibility for the implementation of this policy in health and safety matters rests with **Mandy Isaacs**, 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 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 Glansevin.
- 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 himself.
- 6.** Ensuring that all staff are fully trained to discharge their duties.
- 7.** Investigating all accidents.
- 8.** Advising on safety policies.

- 9.** Ensuring that the Company's premises comply with the requirements of health and safety legislation.
- 10.** Take adequate steps for fire prevention.
- 11.** Ensuring all staff are made aware of the Safety Regulations in the event of a fire.
- 12.** Ensuring there are regular drills and that alarm systems are checked on a regular basis.
- 13.** Ensuring the First Aid box is adequately stocked at all times.
- 14.** Ensuring that all staff are made aware of who the First Aiders are.
- 15.** Maintaining records of accidents in the Accident Book.
- 16.** Carrying out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.
- 17.** Implementing and enforcing the Company's no smoking policy.

The Responsibility and Role of 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 Mandy Isaacs.

Every member of staff must acquaint themselves with the rules governing health and safety within the Company and in addition ensure the following:

- 1.** Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- 2.** Do not attempt to repair faulty electrical equipment.
- 3.** Switch off electrical equipment before leaving the building.
- 4.** Report all accidents involving injury to Mandy Isaacs.

- 5.** Keep all emergency exits, stairs and corridors free of obstructions.
- 6.** Observe all rules and procedures relating to evacuation of premises during an emergency.
- 7.** Ensure the kitchen area is kept clean and tidy.

Emergency Procedures

In the event of an emergency during normal business hours, all employees are to follow the procedures set out below:

- 1.** On the sounding of a fire alarm or other appropriate warning, leave the building immediately by way of the designated access doors.
- 2.** Do not risk your personal safety in recovering any personal items or belongings.
- 3.** Meet at the designated meeting point for your building or department.
- 4.** Stay together and seek out the most senior member of the group to give further instructions.
- 5.** Do not re-enter the building until the alarm or warning has ceased and you have been advised that it is safe to return.

Stress in the Workplace

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.

The Company will regularly review its risk assessments. This will include monitoring workloads, monitoring working hours and overtime, monitoring holidays taken to ensure staff are taking their full entitlement. Ensuring that bullying and harassment is not tolerated within the workplace, ensuring good communication between management and staff and providing additional support to employees by either referral to workplace councillors or specialist agencies.

In order for the Company to monitor stress all employees are expected to do the following:

- 1.** Raise and report issues of concern to their line manager.
- 2.** Inform their manager of any concerns relating to excessive pressures and demands within the workplace.
- 3.** Inform their manager of any stress related illness associated either with the workplace or outside the workplace, (e.g. bereavement, separation etc).
- 4.** Accept opportunities for counselling when recommended.

Questions

If you have any questions regarding this policy document and how it applies to you please consult **Mandy Isaacs**. (0977 66184071)