



THE GOODENOUGH

HOTEL LONDON

Health & Safety Policy

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1. Policy Statement

Goodenough Hotel, owned by Goodenough College, is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of:

- Hotel guests
- Employees
- Contractors
- Volunteers
- College members
- Visitors

We recognise our duties under the Health and Safety at Work etc. Act 1974, associated regulations, and all relevant statutory instruments. We are committed to complying with

guidance issued by the Health and Safety Executive (HSE) and other enforcing authorities.

Health and safety is regarded as a fundamental component of our charitable, educational and commercial objectives.

2. Responsibilities

2.1 Employer Responsibilities

Goodenough Hotel (through Goodenough College as employer) will, so far as is reasonably practicable:

- Provide and maintain a safe working environment, safe plant, equipment and systems of work.
- Ensure safe access to and egress from all premises.
- Maintain buildings, plant and equipment in a safe condition.
- Provide adequate welfare facilities.
- Carry out suitable and sufficient risk assessments.
- Provide appropriate information, instruction, training and supervision.
- Consult with staff on health and safety matters.
- Monitor and review safety performance.
- The College will provide sufficient resources to meet its statutory obligations.

2.2 Senior Leadership Responsibilities

Overall accountability rests with Goodenough College's senior leadership.

The following individuals hold delegated operational responsibility for health and safety within the Hotel:

- Sarfraz Irfan – Director of Estates
- Honorata Xhika – Head of Soft FM
- Helen Jackson – Hotel General Manager

They are responsible for:

- Ensuring implementation of this policy
- Ensuring risk assessments are completed and reviewed
- Ensuring contractors are properly managed
- Reporting notifiable incidents
- Promoting a positive safety culture

2.3 Employee Responsibilities

Under Section 7 of the Health and Safety at Work Act 1974, all employees must:

- Take reasonable care of their own health and safety.
- Take reasonable care for the safety of others who may be affected by their acts or omissions.
- Cooperate with management to enable compliance with statutory duties.
- Not misuse or interfere with safety equipment or procedures.
- Report hazards, accidents, near misses, and unsafe conditions immediately.

Failure to comply may result in disciplinary action.

3. Risk Assessment and Hazard Management

In accordance with the Management of Health and Safety at Work Regulations 1999, the Hotel will carry out suitable and sufficient risk assessments to:

- Identify hazards;
- Evaluate risks to employees, guests and others;
- Implement proportionate control measures;
- Record significant findings;
- Review assessments regularly and after significant change.

Specific risk management arrangements include:

- Fire risk assessments (in line with the Regulatory Reform (Fire Safety) Order 2005)
- Legionella risk assessments
- Manual handling assessments
- COSHH assessments (Control of Substances Hazardous to Health Regulations 2002)
- Display Screen Equipment (DSE) assessments
- Contractor risk assessments and method statements

Where risks cannot be eliminated, they will be reduced to the lowest reasonably practicable level.

4. Contractor and Visitor Safety

The Hotel will:

- Ensure contractors are competent and appropriately insured.
- Require risk assessments and method statements where appropriate.
- Monitor contractor performance.
- Ensure visitors and guests are not exposed to avoidable risks.

5. Accident and Incident Reporting

All accidents, incidents and near misses must be reported immediately to a line manager or senior duty officer.

An Accident/Incident Log is maintained at Reception (or electronically where applicable). All injuries, however minor, must be recorded.

5.1 RIDDOR Reporting

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Director of Estates (or delegated officer) will report notifiable incidents to the relevant enforcing authority without delay.

Reportable events include:

- Deaths related to work activities
- Specified injuries to workers
- Injuries to non-workers requiring hospital treatment
- Over-seven-day incapacitation of workers
- Dangerous occurrences
- Certain occupational diseases
- Incidents of violence at work (where reportable)

Reports will be made within statutory timeframes.

6. Infectious Diseases and Public Health

The Hotel will:

- Follow guidance issued by UK Health Security Agency (UKHSA), HSE and local authorities.
- Undertake risk assessments for infectious disease control.
- Implement proportionate infection prevention measures.
- Comply with statutory reporting obligations where applicable.

7. Fire Safety

The Hotel complies with the Regulatory Reform (Fire Safety) Order 2005 and associated guidance.

We will:

- Maintain a current fire risk assessment.
- Provide fire detection and alarm systems.
- Conduct regular fire drills.
- Train staff in fire procedures.
- Maintain clear evacuation routes.
- Appoint competent fire marshals.

8. Training and Competence

The Hotel will provide:

- Health & safety induction training for all new staff.
- Refresher training as appropriate.
- Role-specific safety training (e.g., fire safety, first aid, manual handling).
- Adequate supervision for new and young workers.

Training records will be maintained.

9. Monitoring and Review

Health and safety performance will be monitored through:

- Routine inspections
- Risk assessment reviews
- Accident and incident trend analysis
- Internal audits where appropriate

This policy will be reviewed annually or sooner if:

- Legislation changes
- Significant organisational changes occur
- A serious incident highlights the need for review

10. Commitment to Continuous Improvement

Goodenough Hotel is committed to continuous improvement in health and safety performance and to fostering a proactive safety culture that encourages reporting, learning and shared responsibility.