**THE SHIP & ANCHOR**

***FORD, WEST SUSSEX, BN18 0BJ***

***Visit Our Website: theshipandanchor.co.uk***

**HEALTH & SAFETY POLICY STATEMENT**

The Management of the Ship & Anchor are committed to providing a safe and healthy environment for all staff, customers, visitors, and residents. The health, safety, and well-being of everyone who enters our premises is of utmost importance. We comply with all relevant English health and safety legislation, including the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005, and food hygiene regulations.

**General Safety Responsibilities:**

* **Management**: Ensure that all health and safety procedures are in place, regularly reviewed, and adhered to.
* **Employees**: Follow all safety instructions, use provided safety equipment, and report any hazards or unsafe practices.
* **Customers and Visitors**: Encouraged to respect safety guidelines and follow staff instructions in the event of an emergency.

**Kitchen Safety:**

The kitchen at The SHIP & ANCHOR contains a variety of dangerous equipment and is considered a high-risk area. To ensure the safety of all staff:

1. **Authorised Personnel Only**:
Only **authorised, trained, and supervised personnel** are permitted to enter the kitchen for work purposes. Staff must not allow unauthorised persons, including customers or untrained employees, into the kitchen area at any time.
2. **High-Risk Equipment**:
The kitchen contains equipment that presents a significant risk of serious injury, including but not limited to:
	* Gas cookers
	* Deep-fat fryers
	* Meat slicers
	* Sharp knives
	* Mandolins

These items can only be used by trained and authorised staff. All kitchen staff are responsible for adhering to safety procedures when operating equipment, including using appropriate safety guards and wearing protective gear where necessary.

1. **Risk of Cuts and Burns**:
Due to the presence of sharp and hot equipment, there is a **high risk of serious cuts and burns**. Extra care must be taken when handling sharp instruments (e.g., knives and slicers) and working with hot appliances (e.g., cookers and fryers).
2. **Limit on Personnel in the Kitchen**:
To maintain safety and minimise the risk of accidents, the number of persons in the kitchen at any one time must be **kept to a minimum**. This helps reduce overcrowding, distractions, and the potential for accidents.
3. **Workplace Conduct**:
	* **No Distractions**: To maintain focus and reduce the likelihood of accidents, distractions such as mobile phones are **strictly prohibited** in the kitchen.
	* **No Pranks or Horseplay**: Pranks, horseplay, or any form of inappropriate behaviour is **strictly forbidden** in the kitchen.
	* **No Jewellery**: For hygiene and safety reasons, **no jewellery** (e.g., rings, bracelets, watches) is allowed to be worn in the kitchen area.
	* **Reduce Clutter**: Ensure that workstations are kept tidy and clean at all times to reduce hazards.
4. **Supervision and Training**:
All kitchen staff must receive **proper training** in the safe use of equipment and general kitchen safety. Management is responsible for ensuring that all kitchen workers are adequately supervised to prevent unsafe practices.

**Beer Cellar Safety:**

The beer cellar at The SHIP & ANCHOR contains specific hazards that must be managed to ensure the safety of all staff. Only authorised personnel are allowed access to this area.

1. **Authorised Personnel Only**:
The beer cellar is a restricted area and should only be accessed

by **authorised, trained personnel**. Staff must ensure that no unauthorised persons enter the cellar.

1. **Cellar Temperature**:
To maintain the quality of the beer and ensure safe storage, the cellar doors must be **kept closed at all times** to maintain the required temperature of **11-12 degrees Celsius**.
2. **Handling of Beer Kegs**:
Beer kegs are heavy, and improper lifting or handling can result in injury. Staff should use correct **manual handling techniques** when moving or lifting kegs, including:
	* Using appropriate lifting aids where available.
	* Bending at the knees and keeping the back straight when lifting.
	* Avoiding overexertion and seeking assistance if needed.
3. **Gas Cylinders**:
The cellar contains **gas cylinders** used for dispensing beer. These must be handled with care:
	* Gas cylinders should be stored upright and secured to prevent them from falling over.
	* Care must be taken when changing cylinders to avoid **sudden, uncontrolled gas escapes**, which could pose a risk of injury or create a hazardous environment.
4. **Electrical Safety**:
The cellar contains an **electric cabinet** with circuit breakers that control the electrical supply to the pub. This cabinet must only be accessed by **authorised personnel**, such as trained electricians or designated managers. Unauthorised access to the electrical system is strictly prohibited.
5. **Supervision and Training**:
All staff responsible for cellar operations must receive proper training in safe manual handling, gas safety procedures, and any other relevant safety protocols. The cellar should be kept clean and free from obstructions at all times to prevent accidents.

**Living Accommodation Safety:**

The SHIP & ANCHOR has living accommodation above the pub for the management couple and their immediate family. The following safety measures apply:

1. **Fire Escape Routes**:
In the event of a fire or emergency, residents have the following escape routes:
	* **Downstairs through the pub or kitchen**: Residents can exit through the same fire exits as staff and customers.
	* **First-floor windows**: In case of blocked exits, escape can be made through first-floor windows at both the **front and rear of the pub**. Ladders or other escape tools should be readily accessible and kept in good condition.
2. **Evacuation Drills**:
Residents must participate in regular fire drills and familiarise themselves with all escape routes. Escape tools (such as ladders) must be checked regularly to ensure they are functional and accessible in case of emergency.

**Fire Safety and Evacuation Procedure:**

In the event of a fire or any other emergency requiring evacuation, the safety of staff, customers, visitors, and residents is our primary concern.

1. **Raise the Alarm**: Upon discovering a fire, immediately raise the alarm by activating the nearest fire alarm point and notifying a manager or supervisor.
2. **Fire Exits**:
	* **Kitchen**: There are two fire exits:
		+ One leading to the rear car park.
		+ One leading through the pub and exiting at the front.
	* **Pub**: There are four fire exits:
		+ Front door.
		+ Side door.
		+ Through the cellar.
		+ Through the kitchen to the rear of the pub.
3. **Fire Extinguishers**:
	* Located in the kitchen near the fire exits and throughout the pub.
	* Only trained staff members should use extinguishers to tackle small fires, if safe to do so.
4. **Evacuation Procedure**:
	* All staff should assist in guiding customers towards the nearest fire exit.
	* Ensure all areas, including restrooms, are clear of people.
	* Do not stop to collect personal belongings.
	* Lead customers to the designated assembly point, located **at the rear of the pub on the gravel car park**. If necessary, there is an escape route to the **River Arun**.
5. **Assembly Point**:
	* All evacuated persons should proceed to the **gravel car park** at the rear of the pub.
	* The fire marshal (or designated manager) will conduct a headcount to ensure everyone is accounted for.
	* Await further instructions from emergency services.
6. **Additional Notes**:
The fire alarm system is regularly tested, and fire drills will be conducted to ensure staff and residents are familiar with evacuation procedures.

**Food Hygiene and Safety:**

In our kitchen and food service areas, we adhere to strict food hygiene standards to ensure all food is prepared, stored, and served safely. Staff receive regular training in food hygiene to comply with the Food Safety Act 1990 and Food Hygiene Regulations 2006.

By ensuring a comprehensive approach to health and safety, The SHIP & ANCHOR aims to provide a safe, enjoyable, and responsible environment for both employees, customers, and residents.

**Signed by a Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 PHILIP BRYETT

**Date:** 1st March 2024