***{Insert Business Logo}***

***Please add or delete sections as they are relevant to your business.***

**HEALTH AND SAFETY POLICY**

At ***……Name of business …..*** we are committed to the safety of our guests and other people.

**To keep healthy and safe, we encourage everyone at our property to:**

* Take reasonable care for their own health and safety
* Take reasonable care that their acts or omissions do not adversely affect the health and safety of others
* Follow all instructions, and read notices on safety issues pertaining to the property
* Report any pain or discomfort
* Report accidents and near misses

**To keep people healthy and safe, we will:**

* Do everything possible to remove or reduce the risk of harm
* Find out what caused incidents and injuries and prevent them from happening again
* Make sure all accidents and near misses are written down in the Accident Register
* Advise everyone of hazards and risks in the area or on the property.
* Make health and safety a key consideration
* Keep improving the health and safety systems in our workplace
* Verify contractors and sub-contractors on the property understand local hazards

**To keep people healthy and safe, we will:**

* Research the hazards and risks on the property and in the immediate area
* Comply with relevant health and safety laws
* Review our property’s health and safety system and goals every year

**Processes**

The following processes are in place to ensure we receive and capture information about incidents, hazards and risks, and for responding to that information:

* risk and hazard identification is carried out on an adhoc and experiential basis
* paperwork is kept for significantrisk and hazard identification
* paperwork is kept for significant incident and first aid reports
* appropriate action is taken for all risk and hazard identification and any incident and first aid reports

**PCBU**

PCBU means Persons Conducting Business or Undertaking. The PCBU, or ‘hosts’ have a primary duty of care to ensure the health and safety of guests and others affected by the operation of the business.

The PCBU for ***….. name of business …..*** is ***………………..***

**What is “Duty of Care”?**

The primary duty of care requires, so far as is reasonably practicable to ensure:

1. the health and safety of guests and any workers who are influenced or directed by the hosts.
2. that the health and safety of other people is not put at risk from activities carried out as part of the conduct of the business or undertaking.

**Hazard Identification Register**

A Hazard Identification Register is maintained by the hosts. This is kept in our ***..... location ……***

Risk and hazard identification is carried out quarterly and on an adhoc basis and paperwork is kept for these inspections.

Appropriate action is taken for all risk and hazard identification and any incident reports as evidenced in the Hazard Identification Register.

**First Aid**

Our First Aid Kit and Register are stored for guest easy access, in our ***..... location …..***

The hosts are responsible for ensuring that guests can be treated for minor injuries as soon as possible.

Our First Aid Officer is ***…… Name of Person …….***

***…… Name of Person …….*** has completed a first aid course run by ***…………….*** and is due to revalidate their certificate on ***……………………………..***

**Food Safety**

***…… Name of Business …….*** is / is not considered a low risk business under the Food Act.

***…… Name of Person …….*** has completed a Food Safety Course by ***………..*** and is due to revalidate their certificate on ***………………………………..***

**Emergency Procedures**

**Fire** - There are smoke detectors in all areas of the house and the batteries are checked twice yearly – Easter and Queens Birthday weekends.

**Emergency Exit Plans** are in room compendiums and on the wall in each guest room as well as in the hallway (copy attached).

An emergency phone is located in the guest hallway along with a fire extinguisher.

**Earthquake / Civil Emergency** - Guidance for earthquake safety is included in the room compendiums along with advice concerning sirens for any civil emergency. This includes:

Should you experience an earthquake please take cover (under a doorway or table); cover your head and hold on until the earthquake has finished. Be careful when leaving a building after an earthquake as there may be falling debris.

If there is an emergency of any kind either contact us immediately or call 111 for Police, Fire or Ambulance. Our address is ……………………………. In the bedside drawer you will find a torch. In the event of a civil emergency you will hear sirens sounding. If you are out and about when there is a disaster please feel free to return to us here until it is safe to continue your travels.

**Emergency Contact** - All guests are provided our contact details on arrival. Our telephone automatically diverts through to our mobile if unanswered.

**General**

***…… Name of Business …….*** meets all local government laws and holds all relevant consents as required by the local government (see attached copies).

***…… Name of Business …….*** holds appropriate insurance cover by ***…… Name of Business …….*** . A copy of our insurance certificate is attached.

***…… Name of Business …….*** holds public liability insurance cover – see attached insurance certificate.