



ALCOHOL POLICY

Within Temptation

Dated 27.07.2023

Introduction

Within Temptation are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Employees who develop alcohol related problems cause harm to themselves, to others and impair their performance.

The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees as well as any visitors or contractors on the premises.

Aims of the Policy

This policy aims to:

- Promote awareness of alcohol related problems and addiction;
- Encourage a sensible approach to drinking alcohol;
- Ensure that the Company complies with its legal obligations;
- Indicate restrictions on drinking alcohol at work;
- Protect Employees from the dangers of alcohol abuse; and
- Support Employees with an alcohol related problem.

Health and Safety

In a social environment the consumption of alcohol in moderation is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

In the workplace alcohol abuse can take two different forms:

- Occasional inappropriate drinking; and
- Consistently inappropriate drinking.

Problems arising from the first category are more likely to be cases of misconduct whilst the second will be more likely to involve long term health and performance issues. In either case the health of the individual employee will be affected and quite possibly the health and safety of those around them.

While it will be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol abuse may be less obvious. Symptoms of alcohol abuse may include:

- Frequent absences on Mondays and Fridays;
- Unusually high rates of absenteeism;
- Unkempt appearance/Lack of hygiene;
- Spasmodic work patterns and lower productivity; or
- Poor relations with others.

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Restrictions on Drinking Alcohol at Work

Unless it is formally approved by Lisa Harry employees may not consume alcohol during normal working hours nor should they be incapable of work through the consumption of alcohol.

Alcohol must not be consumed in any situation where as a consequence the safety of the individual, colleagues or visitors is put at risk.

Alcohol must not be consumed in excess [or in sufficient quantities to impinge on the exercise of any individual's duties] when on Company business outside normal working hours, for example when involved in functions or in providing hospitality.

Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to Lisa Harry - Manager

Employees who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to Lisa Harry - Manager.

Employees will be held to be contributorily negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Employee's consumption of alcohol.

Disciplinary Action

Employees who are unfit or otherwise incapable for work through the consumption of alcohol will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

Procedure

In the event that an employee is diagnosed with an alcohol related problem the Company will treat it as a health matter. However this does not excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.

All alcohol related issues will be dealt with in a constructive and sympathetic manner. The individual responsible for all such issues is Lisa Harry - Manager who will also provide any interested employees in confidence with details of where to seek more information or help.

All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.

After receiving any appropriate medical reports the Company will provide support to any affected employees and where necessary provide suitable treatment. Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.

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The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate

Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee [and where this is not possible to a suitable alternative.

In the event that an employee following successful treatment for an alcohol related problem suffers a relapse the Company is under no obligation to make provision for any further treatment and the employee in question may face summary dismissal.

If it is considered that the working environment or culture is the cause or a contributor to an alcohol related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems.

This policy has been approved & authorised by:

Name:	Lisa Harry
Position:	Manager
Date:	27.07.2023
Signature:	



DRUG POLICY

Within Temptation

Dated 27.07.2023

Introduction

Within Temptation are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. The use of non-prescribed drugs is not only dangerous but also illegal under criminal law.

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.

It is an offence to supply, produce, offer to supply or produce controlled drugs.

The Misuse of Drugs Act 1971 makes it an offence for the occupier of premises to permit knowingly the production or supply of any controlled drugs or allow the smoking of cannabis or opium on those premises.

It is also an offence to aid or abet any of these offences.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substances and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

Aims of the Policy

This policy aims to:

Comply with the Company's legal obligations to provide a safe and healthy working environment for all staff.

Comply with all of the requirements imposed by law.

Raise awareness of the dangers and penalties associated with the use of controlled drugs.

Guarantee the right of all staff to work in an environment unaffected by controlled drugs.

Provide support to staff whose lives are or who have been affected by the misuse of controlled drugs.

Health and Safety

Controlled substances often possess side effects that could not only adversely affect employees' health but that of their colleagues at work as well as their performance.

Employees should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and should be alert to possible signs of drug abuse. Such indicators commonly include:

Sudden changes in behaviour;

Confusion;

Irritability;

Fluctuations in mood and energy;

Impairment of performance; and

Increase in short term sickness absence.



Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to Lisa Harry - Manager but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

Prohibition

No non – prescription drugs are allowed to be consumed in or brought onto company premises, land or vehicles at any time by any person irrespective of their status in, or business with, the Company.

The prohibition of non – prescription drugs extends to all activities carried out by staff whilst they are at work. These activities include but are not restricted to driving on company business, when on call or standby duties or when on trips for company business, training or social events.

Disciplinary Action

A breach of these rules will be defined as gross misconduct and it is likely that the employee in question will face summary dismissal.

Principles

- If an employee is diagnosed as having a drug related problem the Company will treat it as a health matter. This does not however excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.
- All drug related issues will be dealt with in a constructive and sympathetic manner, and the person responsible for all such issues in the Company is FORMTEXT <<individual/title>>, who will also provide any interested employees with the details of where to seek further information and help.
- All requests for help will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.
- The Company will provide support to any affected employees [and where necessary provide suitable treatment to be paid for by the Company.] Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.
- The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate.
- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee [and where this is not possible to a suitable alternative].
- In the event that an employee following successful treatment for a drug related problem suffers a relapse the Company [will not make] [is under no obligation to make] provision for any further treatment and the employee in question [will] [may] face summary dismissal.
- If it is considered that the working environment or culture is the cause or a contributor to a drug related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems.



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This policy has been approved & authorised by:

Name:	Lisa Harry
Position:	Manager
Date:	27.07.23
Signature:	<i>EA Harry</i>

**Within Temptation
Fire Safety Policy
27.07.2023**

1. Introduction

Within Temptation ("the Company") is committed to providing a safe working environment for its staff and visitors. For this reason the Company has formulated this policy to facilitate compliance with its legal obligations under The Regulatory Reform (Fire Safety) Order 2005 ("Fire Safety Order").

2. Policy objectives

- 2.1 To provide a safe and healthy working environment for all staff and visitors.
- 2.2 To minimise the risks to Company premises and any others that may be affected by fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order 2005.
- 2.5 To address obligations under the Fire Safety Order that require the Company to:
 - 2.5.1 Develop a policy to minimise the risks associated with fire.
 - 2.5.2 Reduce the risk of an outbreak and subsequent spread of fire.
 - 2.5.3 Provide means of escape.
 - 2.5.4 Demonstrate preventative action.
 - 2.5.5 Maintain documentation and records in respect of fire safety management.

3. The Responsible Persons

The Company has appointed Lisa Harry as the 'responsible person'. The responsible person's duties are to ensure the safety of staff and visitors by:

- 3.1 Carrying out (or ensuring that a competent person carries out) a Fire Safety Risk Assessment. The Fire Safety Risk Assessment will take into consideration everyone who may come onto the premises, whether they are employees or visitors and consideration will be given to people who may have a disability or anyone with special needs.
- 3.2 Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
- 3.3 Preparing a written Emergency Action/Evacuation Plan for the building to be displayed at various locations about the premises.
- 3.4 Preparing Personal Evacuation Plans for disabled persons (if relevant).

4. Fire Marshals

The Company will appoint competent persons to act as Fire Marshals. The Fire Marshals' duties will include:

- 4.1 Carrying out regular checks on all fire safety equipment, including emergency lights and alarms.
- 4.2 Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.
- 4.3 Assisting in evacuations/fire drills.
- 4.4 Making contact with the emergency services.
- 4.5 Ensuring that the names and duties of all competent persons are displayed on the safety notice board.

5. Communication

The Company will ensure that all persons employed either as direct employees or contractors are provided with all relevant information related to fire safety. The Management of the Company will consult with the employees (where relevant) on all relevant matters of fire safety policy and arrangements and will ensure staff are kept informed of any changes that are made to fire safety procedures.

6. Training

- 6.1 Upon commencement of employment all employees (where relevant) will be given training on fire safety and will receive refresher training as appropriate.
- 6.2 All employees will be instructed to report any defective or missing equipment to their line manager.
- 6.3 All employees will receive instruction on their role in the case of an emergency.
- 6.4 Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

7. Equipment/Testing

- 7.1 The fire evacuation procedures will be practised every six months.
- 7.2 Fire fighting equipment will be provided. In general, this means fire extinguishers, but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the fire safety risk assessment.
- 7.3 All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturers' instructions.
- 7.4 An appropriate fire detection and alarm system will be installed. The type and extent of the alarm system provided will be based on the findings of the fire safety risk assessment. Alarm systems will be tested regularly and records kept. Staff and visitors will be informed when these tests are scheduled.
- 7.5 Emergency lighting will be provided for escape routes, where applicable. The

location and type will be determined by the findings of the fire safety risk assessment. Luminaires will be maintained on a service contract.

- 7.6 Operation of fire doors and emergency exits, including any automatic closers, will be tested and recorded in the fire log six monthly, or more often if dictated by the fire risk assessment.

8. Procedures

The Company has introduced the following procedures in order to maintain high standards of fire safety:

- 7.7 Emergency escape routes will be established and kept free from obstruction at all times;
- 7.8 Fire exit doors will be kept in good working order and unlocked at all times the premises are occupied;
- 7.9 The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting doors;
- 7.10 Signs and notices will be displayed in prominent locations, giving appropriate instructions, to employees and others, of what to do in the event of a fire;
- 7.11 Signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate the emergency exit routes.
- 7.12 Evacuation drills will be held twice a year.

8. Records

The Company will record its staff training, including fire drills, and the findings of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. The Company will keep the following records:

- 8.1 Records of weekly tests of fire alarms, fire exits.
- 8.2 Records of weekly flow tests of sprinkler systems (where fitted).
- 8.3 Records of wet and dry tests of dry rising mains (where fitted).
- 8.4 Record of annual inspection and test of all fire fighting equipment.
- 8.5 Records of periodic tests of emergency lighting (where fitted).
- 8.6 Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- 8.7 Records of the inspection, risk assessment and maintenance of workplace and electrical equipment, of storage of hazardous substances and of any other hazards identified with fire safety (where appropriate).

This Policy will be reviewed annually and updated as necessary. The management team endorses this policy and is fully committed to its implementation.

Name:	Lisa Harry
Position:	Manager
Signature:	
Date:	27.07.23
Date for Review:	25.07.23

Issue No:	3
Amendments from previous:	NA
Other comments:	

**THIS IS THE HEALTH AND SAFETY POLICY STATEMENT OF
WITHIN TEMPTATION
JULY 2023**

It is the policy of Within Temptation ("the Business") to foster a positive health and safety culture because we believe that high standards of health and safety are both a moral and commercial pre-requisite.

The management of the Business are committed to:

- providing proper control of the health and safety risks that may arise especially those that could affect the public/guest areas
- working to prevent accidents and/or work related ill health
- providing suitable equipment in front and back of house for both staff and guests where needed, and ensure it is maintained properly
- providing safe and healthy working conditions for all staff, and
- providing all Personal Protective Equipment (PPE) as needed for kitchen or cleaning staff
- ensuring that all employees are competent to do their tasks,
- providing continuous training to ensure all staff members are aware of current standards
- ensuring the safety of our residents/guests at all times
- reviewing and revising this policy annually

Our stated aims and objectives for the year 2023 are:

To ensure all H&S documentation is up to date
To continue to work to ensure safety at our workplace

Implementation, maintenance and review

The Proprietor Christopher Harry accepts overall responsibility for all Health and Safety within the Business and is responsible for all policy implementation.

Signed by:

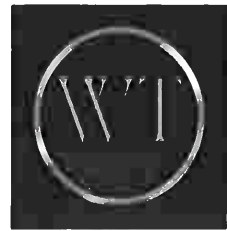
Name: Christopher Harry

Position: Business Owner

Signature:

Date: JULY 2023

Review date: JULY 2024



SMOKE FREE POLICY

Within Temptation

Dated 27.07.2023

Introduction

Within Temptation are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Smoking does not only cause serious damage to the health of smokers, but research has also shown that second hand smoke causes cancers, heart and respiratory diseases in non-smokers as well.

- Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- Section 2(2) of the Health Act 2006 prohibits smoking in all public premises including workplaces and vehicles.
- Aims of the Policy

This policy aims to:

- Provide a safe and healthy working environment for all staff, sub-contractors, clients, customers and visitors;
- Comply with all of the requirements imposed by law;
- Raise awareness of the dangers associated with tobacco smoke;
- Guarantee the right of non smokers to breathe air free of smoke; and
- Support staff who wish to give up smoking.
- Restrictions on Smoking
- Smoking is not permitted within the Company's premises, except in certain designated outside areas. Employees may smoke only on the first floor landing covered outside area. The Company provides bins for smokers to dispose of cigarette butts and other smoking waste at all outside locations where smoking is allowed.
- All visitors, customers, contractors and deliverers are required to abide by the no smoking policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- Smoking is not permitted in any company vehicles or in any vehicles being used or hired for Company business.
- No smoking signs must be displayed by the Company in all of its premises and vehicles.
- Smoking on Company premises or in Company vehicles constitutes an offence under the Health Act. If a member of staff does not comply with the Company's No Smoking Policy, disciplinary action will be taken in accordance with the Company's disciplinary policy. Additionally, employees are reminded that it is a criminal offence for



employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Electronic cigarettes

- The Company acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes (sometimes also referred to as personal vaporizers (PV) or electronic nicotine delivery systems (ENDS)) are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.
- Although it is not a legal offence to smoke e-cigarettes in a public place, the Company prohibits the use of e-cigarettes in the workplace. This is because, even though they do not produce smoke, e-cigarettes release a vapour that could provide an annoyance or health risk to other employees. In addition, some e-cigarette models look like real cigarettes, which makes the Company's smoking ban difficult to police.
- The Company allows employees to use e-cigarettes in certain designated areas outside. These areas are *As Above* provided that they get the prior agreement from Lisa Harry - Manager

Support for Smokers

- Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- Lisa Harry is responsible for maintaining the policy and will provide staff who wish to give up smoking with details of where to seek help.
- All requests for help will be treated in the strictest confidence. Information will be processed in accordance with the Company's Data Protection Policy.
- Nothing in this policy should be taken as excusing an employee if their conduct falls within the scope of the Company disciplinary procedures.

This policy has been approved & authorised by:

Name:	Lisa Harry
Position:	Manager
Date:	27.07.23
Signature:	



THIS IS THE STAFF WELFARE POLICY STATEMENT OF

Within Temptation

Dated 27.07.2023

It is the policy of Within Temptation ("the Business") to foster a positive health and safety culture throughout, because we believe that high standards of health and safety are both a moral and commercial pre-requisite.

The management of the Business are committed to:

providing proper control of the health and safety risks that may arise especially those that could affect the public/guest areas

working to prevent accidents and/or work related ill health

providing suitable equipment in front and back of house for both staff and guests where needed, and ensure it is maintained properly

providing safe and healthy working conditions for all staff, and

providing all Personal Protective Equipment (PPE) as needed for kitchen or cleaning staff

ensuing that all employees are competent to do their tasks,

providing continuous training to ensure all staff members are aware of current standards

ensuring the safety of our residents/guests at all times

reviewing and revising this policy annually

Our stated aims and objectives for the year 2023 are:

To ensure all H&S documentation is up to date

To continue to work to ensure safety at our workplace

Implementation, maintenance and review

The Proprietor Christopher Harry accepts overall responsibility for all Health and Safety within the Business and is responsible for all policy implementation.

Signed by: Christopher Harry

Position: Business Owner

Signature:

Date: 27.07.2023

Review date: 25.07.2024

Within Temptation

Maintenance & Testing of Fire Equipment

Managed by:	Christopher Harry	Date Document Downloaded:	27.07.2023
Period	Annual	Department:	Full Building
Duty Holder Name:	Christopher Harry		

Location	Item	Nature of Check	Condition	Action if any	RA Ref No	Initials
<u>Fire Extinguishers</u>						
Pool Pump Room	CO2	Annual	Good	NA		CH
Pool Pump Room	Dry Powder	Annual	Good	NA		CH
Front Bar	Water	Annual	Good	NA		CH
Front Bar	CO2	Annual	Good	NA		CH
Behind Bar	Dry Powder	Annual	Good	NA		CH
Behind Bar	Water	Annual	Good	NA		CH
Behind Bar	CO2	Annual	Good	NA		CH
Dungeon	Water	Annual	Good	NA		CH
Upper Landing/Glory Holes	CO2	Annual	Good	NA		CH
Upper Landing/Glory Holes	Water	Annual	Good	NA		CH
"Stage" Room	CO2	Annual	Good	NA		CH
"Stage*" Room	Water	Annual	Good	NA		CH
Office	CO2	Annual	Good	NA		CH
Office	Water	Annual	Good	NA		CH

Location	Item	Nature of Check	Condition	Action if any	RA Ref No	Initials
Office	CO2	Annual	Good	NA		CH
Fire Heads						CH
Pool Corridor	Heat	Annual	Faulty Replaced >> Good	27.07.2023 28.07.2023		CH
Front Bar	Heat	Annual	Good	NA		CH
Back Bar	Heat	Annual	Good	NA		CH
Stairs	Heat	Annual	Good	NA		CH
"Stage" Room	Heat	Annual	Good	NA		CH
Disabled WC	Heat	Annual	Good	NA		CH
Dungeon	Smoke	Annual	Good	NA		CH
Play Room 1	Smoke	Annual	Good	NA		CH
Play Room 2	Smoke	Annual	Good	NA		CH
Glory Holes	Smoke	Annual	Good	NA		CH
WC 1	Smoke	Annual	Good	NA		CH
WC	Smoke	Annual	Good	NA		CH