

Health and Safety Policy Statement

Last Updated: 21st November 2024

Harper Luxe Serviced Apartments is committed to providing a safe and healthy environment for our guests, contractors, and visitors. This Health and Safety Policy outlines our commitment to maintaining the highest standards of health and safety across all our premises, and we are dedicated to ensuring a safe and secure environment for everyone.

1. Introduction

Harper Luxe Serviced Apartments values the safety and well-being of all those who interact with our property. Whether you are a guest, contractor, or visitor, we are committed to maintaining a safe environment in compliance with relevant health and safety regulations. This policy covers all safety practices, risk management, emergency procedures, and health standards across our premises.

2. Responsibilities

- **Management:** The management team is responsible for implementing and maintaining health and safety procedures across the premises. This includes ensuring all third-party contractors are fully informed of our policies and practices.
- **Staff and Contractors:** While we do not employ permanent staff, any third-party contractors and service providers engaged by Harper Luxe are responsible for following health and safety guidelines. Contractors must also ensure their staff is appropriately trained in safety procedures relevant to their work on our premises.
- **Guests and Visitors:** All guests and visitors are expected to comply with posted safety information and protocols. Any concerns regarding health and safety should be reported to management promptly.

3. Third-Party Contractors' Health and Safety Responsibilities

Harper Luxe Serviced Apartments works with third-party contractors and subcontractors to carry out services such as cleaning, maintenance, security, and other operational activities. It is the responsibility of all third-party contractors to adhere to our health and safety procedures, which will be communicated to them prior to commencing any work.

- **Training:** Contractors must ensure that their staff is fully trained on health and safety procedures specific to our premises. This includes emergency evacuation procedures, fire safety, and the proper handling of equipment.
- **Safety Equipment:** Contractors are required to provide their employees with the necessary safety equipment, including personal protective equipment (PPE), where applicable. They must ensure all safety equipment is in good working condition.
- **Risk Assessments:** All third-party contractors must conduct their own risk assessments for any tasks they undertake and share them with the management of Harper Luxe Serviced Apartments. Any identified risks should be communicated and mitigated before the work begins.
- **Compliance:** Contractors are expected to comply with our Health and Safety Policy at all times while working on the premises. Failure to comply may result in the termination of the contract.

4. Risk Assessment

Harper Luxe Serviced Apartments will conduct regular risk assessments to identify potential hazards associated with our property and its operations. These assessments will cover all areas, including common areas, guest rooms, and external premises. Identified risks will be addressed, and safety measures will be implemented to reduce or eliminate those risks.

5. Fire Safety

- **Fire Evacuation Plan:** A comprehensive fire evacuation plan is in place, which includes clear evacuation routes and procedures. Staff and guests will be briefed on fire safety procedures, and fire drills will be conducted periodically to ensure readiness.

- **Fire Safety Equipment:** Fire extinguishers, smoke alarms, and emergency exit routes are regularly inspected to ensure they are in proper working condition. We will maintain clear signage for fire exits and emergency equipment.

6. First Aid

- **First Aid Kits:** First aid kits are available at various locations throughout the premises, including in guest apartments and communal areas.
- **Trained Personnel:** Designated personnel are trained in basic first aid procedures. In the case of more serious incidents, emergency services will be contacted immediately.

7. Hygiene and Cleanliness

- **Cleaning Protocols:** Stringent cleaning protocols are followed to ensure high standards of hygiene throughout all areas of the premises, especially in guest apartments, kitchens, and common spaces.
- **Sanitization:** Hand sanitization stations are available in common areas, and guests are encouraged to use them regularly. Our cleaning partners follow enhanced cleaning procedures, particularly in high-touch areas.

8. Building Security

- **Access Control:** Access to apartments and common areas is controlled to ensure the security and safety of all guests and contractors.
- **Security Measures:** Security measures, including surveillance cameras and 24-hour security patrols, are in place to protect against unauthorized access and ensure the safety of guests and visitors.

9. Reporting Incidents

Any accidents, incidents, or near misses, whether involving guests, contractors, or staff, must be reported immediately to the management team. An incident log will be maintained, and investigations will be conducted to identify the causes. Corrective actions will be taken as necessary to prevent recurrence.

10. Compliance with Regulations

Harper Luxe Serviced Apartments is committed to complying with all applicable health and safety laws and regulations. We will regularly review our policies and practices to ensure ongoing compliance with relevant local, national, and international standards.

11. Communication of Policies

This Health and Safety Policy will be communicated to all third-party contractors, guests, and visitors. The policy will be readily available on our website and will be displayed prominently in the premises for easy access by all relevant parties.

12. Review and Update

This Health and Safety Policy will be reviewed annually or whenever there is a significant change in operations or regulations. Any updates will be communicated to all stakeholders, including contractors, employees, and guests.

Contact Information

For any health and safety concerns or inquiries, please contact Oliver Harper Designated Health and Safety Officer/Management.

Thank you for your commitment to maintaining a safe and healthy environment at Harper Luxe Serviced Apartments.