

Risk Assessment

Assessment Name:		
Organisation Name: Beacon Country House Hotel	Review Date:	July 2020
Date Risk Assessment carried out: June 2019- Re Edited Jan 2020	Brief Workplace and Activity Description: Hotel – Food handling, Housekeeping, Reception duties, Waiting Staff	
Who carried it out: Jane James		
Signature:		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom	Risk Level: High / Medium / Low	Review date
Slips and Trips	<p>Staff Guests Contractors</p> <p>Injury may occur to personnel if they trip over objects, slip on spillages or wet floors, trip over cables, boxes or equipment</p>	<ul style="list-style-type: none"> Wet floor signs to be used whilst mopping floors to warn of activity and to be placed afterwards to warn of a wet floor No cables or wires to be dangled Hoover leads to be plugged into nearest plug so to prevent a trip hazard Non slip shoes provided for all staff All areas to be kept clear from clutter such as laundry, cleaning materials and packages, personal items All spillages and leakages to be cleared immediately and appropriate warning signs put into place to warn guests and staff Good standard of house keeping Non slip flooring used in the kitchen area All areas are well lit, emergency lighting is provided 	<p>Regular reviews</p> <p>All staff to be vigilant of any potential issues and any concerns should be raised with management</p> <p>Staff whilst in the kitchen and washing up area are expected to wear non slip shoes at all times</p> <p>All staff to keep personal items in downstairs toilet to prevent a trip hazard</p>	Jane James	Low	July 2020

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<i>Manual Handling</i>	<i>All Staff Back related problems Hernias Lacerations Repetitive strain injury Bruised or broken toes Sprains and strains</i>	<ul style="list-style-type: none"> • <i>All staff to undertake manual handling training provided by an online Avensure courses</i> • <i>Sinks are provided at good height to avoid stooping</i> • <i>Proper footwear should be worn, no flip flops allowed</i> • <i>Any member of staff with an existing back problem to make management aware</i> • <i>Heavy items should be stored at floor level</i> • <i>Commonly used food items to be kept at waist levels</i> • <i>Assistance with carrying hoovers upstairs to be requested by staff if needed</i> • <i>Employees will not be required to move or lift any loads that are beyond their individual capabilities</i> • <i>Trolley will be provided for moving of larger items- Instruction given before use</i> • <i>Employees to ask for assistance if needed</i> • <i>Lifting of cold plates only to be lifted by suitably trained individuals and whilst wearing protective footwear</i> 	<p><i>Ongoing review process by management</i></p> <p><i>Employees to raise any concerns or issues regarding manual handling</i></p> <p><i>Correct manual handling techniques to be used after completion of training</i></p> <p><i>Regular review of accident book</i></p>	<i>Nigel and Janes James</i>	<i>Low</i>	<i>July 2020</i>

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Falls	<p>Staff</p> <p>Injuries may occur from employees that may be working from heights</p> <p>Injuries could include bruising, head injuries, broken bones, strains and sprains</p>	<ul style="list-style-type: none"> Only staff that have undertaken the avensure ladder training will be required to use any step ladders Step ladders provided are designed for industrial use EN131 The ladders will be regularly inspected for wear and tear. The task should be of short duration (UNDER 30 MINS) The ladders are set at an angle which does not exceed 75 degrees. Only suitably trained personnel are to use stepladders and are familiar with any hazards associated with the use of this equipment All step ladders to be visually inspected before use 	<p>Regular visual inspection of step ladders</p> <p>Monitor staff who use step ladders</p> <p>Address any issues arising from incorrect usage</p>	Jane James	Low	July 2020
Handling of knives or sharp objects	<p>Staff involved with Food preparation, waiting tables and pot washing staff.</p> <p>Injuries could include Cuts minor to a major injury to include blood loss</p>	<ul style="list-style-type: none"> All knives not to be placed in washing up bowl Staff to read Knife Safety paperwork First aid box provided Blue plasters to be worn Employees to notify management of any Injuries Any injuries to be reported immediately All staff to be aware of correct handling and passing of knives Knives to be stored safely 	<p>Knives not to be used for any other purposes- i.e. opening parcels</p> <p>Any near misses or concerns to be raised by staff to management</p>	Jane James	Low	July 2020

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<i>Hot Surfaces Contact with Hot water/oil</i>	<i>All kitchen and Waiting staff Scalds from Hot water by use of the tap, urn, kettle, coffee pot Burns from handling of hot plates, or touching of hot surfaces</i>	<ul style="list-style-type: none"> • <i>Hot surfaces and taps to be clearly labelled</i> • <i>Only trained staff to be responsible for using and cleaning of deep fat fryer</i> • <i>Oven gloves or cloths to be used when handling hot plates</i> • <i>Chef to warn waiting staff of hot plates</i> • <i>Hot water should be handled with care</i> • <i>Waiting staff to warn pot washers if coffee pots are still hot before they are washed</i> • <i>All new staff to made aware of any potential hazards</i> • <i>All equipment to be in a good condition and in safe working area</i> • 	<i>Encourage staff to raise any concerns Encourage staff to all be aware of their surroundings and other members of staff</i>	<i>Jane James</i>	<i>Low</i>	<i>July 2020</i>
<i>Food Handling</i>	<i>All staff involved with food handling (Mainly chef) Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies.</i>	<ul style="list-style-type: none"> • <i>Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands.</i> • <i>Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, such as salad washing, vegetable peeling and fish filleting.</i> • <i>Where handling cannot be avoided, hands are rinsed promptly after finishing the task.</i> • <i>Staff reminded to thoroughly dry hands after washing.</i> 	<i>Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs. To provide suitable hand cream</i>	<i>Jane James</i>	<i>Low</i>	<i>July 2020</i>

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GAS Cooker	<p><i>Kitchen Staff</i></p> <p><i>Carbon monoxide poisoning</i></p> <p><i>Burns</i></p> <p><i>Potentially life-threatening</i></p> <p><i>Injuries</i></p> <p><i>Burns from gas rings</i></p>	<ul style="list-style-type: none"> • <i>Carbon monoxide monitoring in kitchen and Boiler room</i> • <i>Boiler is serviced annually</i> • <i>Gas oven is annually cleaned and serviced</i> • <i>Gas oven will only work when Ventilation extractor fan is turned on</i> • <i>Emergency STOP button has been fitted</i> • <i>Only chef to be using the oven</i> 	<p><i>A fan providing fresh air into the kitchen is due to be installed</i></p> <p><i>Staff to be trained on how to turn off gas bottles which are situated outside the building</i></p> <p><i>Gas bottles to be chained</i></p>	<p><i>Nigel James</i></p> <p><i>3 months</i></p>	<p><i>Low-Medium</i></p>	<p><i>May 2020</i></p>

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<i>Electrical</i>	<i>All staff and guests Electric shocks- potentially life-threatening injuries</i>	<ul style="list-style-type: none"> • <i>PAT testing to be completed every 1-2 years</i> • <i>Five-year hard wiring inspection done every 5 years (completed in 2019)</i> • <i>All equipment to be visually checked before use by staff and any concerns or damage to be raised with management</i> • <i>Any broken sockets to be reported to Management</i> • <i>Access to the fuse box to be kept clear</i> • <i>Plugs not to be overloaded by extension leads</i> 	<i>To check that all staff know where fuse box is and how to safely turn off in an emergency</i>	<i>Jane/Nigel James 3 months</i>	<i>Low</i>	<i>May 2020</i>

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FIRE	<p>All staff and Guests</p> <p>Smoke inhalation</p> <p>Burns</p> <p>Serious/fatal injuries</p>	<ul style="list-style-type: none"> • Clear evacuation instructions on all bedroom doors • Weekly fire tests • Emergency lighting (Monthly testing) • Biannual and annual Fire Alarm test by Fire Crest • Fire Risk assessment done by Avensure (2019) • Emergency fire evacuation plan for all guests • Fire marshals and emergency bag provided with torches, whistles and High viz jackets • All fire exits to be kept clear • Fire exits well lit • GAS oven should not be left lit whilst unattended • Biannual Fire drills for all staff • Fire safety training for all staff- Online • 	<p>Any vulnerable persons to identified on check in at the hotel if they need any additional assistance</p> <p>An Annual Fire risk review</p>	Jane James	Medium/Low	July 2020

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<i>Workplace Temperature</i>	<i>Staff may suffer from ill health if working in an area that is too hot or too cold Potential problems may be heatstroke or fainting, especially in the kitchen area in the summer</i>	<i>Extractor fan for over, new fan to bring in fresh air to kitchen area to be implemented Staff encouraged to take breaks in the summer and provide all staff with cold drinks Windows to be opened where appropriate Measuring of room temperatures</i>	<i>Encourage staff to take regular breaks and drink plenty of cold liquids Encourage staff to raise any room temperature related issues if they have any concerns</i>	<i>Jane and Nigel James</i>	<i>Low</i>	<i>July 2020</i>
<i>Dining Area</i>	<i>Waiting staff, Guests Slips, trips, burns</i>	<i>All spillages to be cleaned up immediately and correct warning signage put into place General mopping/cleaning only to be done when guests are not in the dining area Staff not too touch underside of coffee pots Care is to be taken when pouring of coffee to guests- Guests should not hold the cups Waiting staff to use waiting clothes for hot plates and warn guests if plates are warm</i>		<i>Jane James</i>	<i>Low</i>	<i>July 2020</i>

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Equipment	<p>Staff risk injury if they are using a piece of equipment incorrectly</p> <p>Slips, trips, falls, electrocution</p>	<p>Any equipment to be used staff need to be confident in using</p> <p>Full training will be given where needed</p> <p>Staff to raise any concerns if unsure of any equipment</p> <p>Equipment needs to be regularly checked before use</p> <p>Any concerns of damaged or broken equipment needs to be raised with management</p> <p>Equipment should be used for the appropriate task</p> <p>Leads should not be allowed to present a trip hazard</p>	<p>Check staff are adequately trained and confident to use equipment required</p>	<p>Jane James</p>	<p>Low</p>	<p>July 2020</p>

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.