

Risk Assessment Index – Maintenance Assessment

Assessment			Reassessment			Cancellation	
Serial	Work Area, Process or Activity	No of People Involved in Activity Assessed	Date of Assessment	Date Reassessment Due	Date Reassessment Completed	Date of Cancellation	Retention Date
1	General Guidance for Workshop		01/02/25				
2	General Risk Assessment for Machinery in the Workshop		01/02/25				
3	Replacing a light bulb		01/02/25				
4	Using Portable Power Tools		01/02/25				
5	Use of hand tools		01/02/25				
6	Use of Ladders		01/02/25				
7	Use of Step Ladders		01/02/25				
8	Movement of Furniture		01/02/25				
9	Changing Filters and Maintenance of Air Handling Units		01/02/25				
10	Use of Cleaning Chemicals		01/02/25				
11	Use of Abrasive Wheels		01/02/25				
12	Roof Work		01/02/25				
13	Noise and Vibration		01/02/25				
14	Storage of Flammable Gas (LPG)		01/02/25				
15	Storage of Flammable Liquids		01/02/25				
16	Statutory Inspections		01/02/25				
18	Site Transport Safety		01/02/25				
19	Use of Lifting Equipment		01/02/25				
20	Use of Battery Chargers		01/02/25				
21	Handling Glass		01/02/25				

Risk Assessment Form – Maintenance Department

Task	Hazard	Person @ risk	Degree of risk 1 - 9	Safe System of Work
General Guidance for workshop.	Personal Injury, Slips, Trips and Falls.	Maintenance Staff Contractors	3	<p>Workshop to be kept clean & tidy Chemicals & other substances should not be left in open containers. Spillages must be cleaned up immediately. PPE to be maintained & worn where need is identified Flammable substances to be stored in a fire-resistant cabinet. All tools to be properly maintained & safely & securely stored. All tools & equipment should be properly cleaned after use. Defective tools & equipment must not be used. Defective tools & equipment should be reported to the Maintenance Manager.</p> <p>Layout There must be adequate space around machines. The operator should not be bumped or distracted.</p>
General Risk Assessment for Machinery in the Workshop.	Personal Injury, Electrocutation.	Maintenance Staff Contractors	3	<p>Floor Around every machine it must be in good condition, even & free of debris & spillages. The surface must be non – slip.</p> <p>Machine Stability Machines should be on a secure, stable base; larger machines should be fixed in place.</p> <p>Lighting Light should be even, without glare or shadow. Avoid strip lights where moving blade machinery is in use.</p> <p>Warning Signs Suitable warning notices must be displayed.</p> <p>Make sure electricity is switched OFF. Bulbs to be replaced by maintenance staff only. Adhere to all Health & Safety regulations as written, including steps and ladders.</p>
Replacing a light bulb	Electric shock, Broken glass, injury through falling off ladder	Maintenance Staff		<p>Ensure tool is switched off before connecting to power. Check that the cable is in good repair and free from knots and kinks. Ensure guards are fitted and correctly adjusted. Wear safety goggles if relevant to function. Ensure the tool is switched off and stationary before putting down. Avoid wearing baggy or loose clothing.</p>
Using Portable Power Tools	Electric shock, amputation, eye damage, clothing entrapment	Maintenance Staff		

Risk Assessment Form – Maintenance Department

Task	Hazard	Person @ risk	Degree of risk 1 - 9	Safe System of Work
Use of Hand Tools	Hand injuries	Maintenance Staff	3	Ensure hands are away from, or behind cutting edges. Handles on files, screwdrivers that are split or broken should be replaced. Wear safety goggles and appropriate gloves if relevant.
Use of Ladders	Falling injury, muscle strain	Maintenance Staff	3	Ensure ladder is located at the correct angle, tied and an additional person is on hand when working above 3 metres. See additional guidance in the Health & Safety manual, safe system of work. See also the ladder register.
Use of Step Ladders	Falling injury	Maintenance Staff	3	Ensure steps are not faulty and that stay straps or chains are in place. Must be on level surface and opened fully. See additional guidance in the Health & Safety manual, safe system of work. See also the ladder register.
Movement of Furniture	Back injury, muscle strain	Maintenance Staff	3	When lifting, remember to keep back straight, lifting with the legs. If too heavy, ensure colleagues are asked to help. Never attempt to lift on your own.
Changing Filters & Maintenance of Air Handling Units	Inhalation of dust.	Maintenance Staff	3	Wear dust mask and ensure you follow guidelines set down as procedures.
Use of Cleaning Chemicals	Chemical burns from splash back or spillage	Maintenance Staff	3	Refer to COSHH information and guidelines on file.
Use of Abrasive Wheels	Entrapment, eye injury, electrocution	Maintenance Staff	4	Only properly trained and authorised persons are to use abrasive wheels. Eye protection must be worn Guards must be in place and used when operating the abrasive wheel. The guard must enclose the entire wheel except for the portion exposed necessary to allow for the work to be carried out. A trained and authorised person may only replace wheels. Use the correct wheel for the type of work involved. Rests should be properly adjusted and secured. Statutory 'cautionary' notice to be displayed.

Risk Assessment Form – Maintenance Department

Task	Hazard	Person @ risk	Degree of risk 1 - 9	Safe System of Work
Roof Work	Fall resulting in serious injury or death.	Maintenance Staff Contractors	5	<p>Ensure a solid stable foundation The working platform must be 3 to 5 boards wide. Boards must have at least 3 supports not more than 1.5 metres apart. Boards should be secured or overhang the support by 50mm, no more than 150mm. Vertical supports to be 2-2.5 metres apart. Diagonal supports to be in place at 90° to length. Tie scaffold to building at least every 4 metres vertically and 6 metres horizontally. Guardrails and toe boards to be in place on platform.</p>
Noise and Vibration.	Personal Injury including deafness.	Maintenance Staff	4	<p>Choose quiet machines or processes when selecting machines. Insist on noise data with equipment or for processes if you believe that levels may be high. Wear ear protection in noisy areas. In noisy areas display warning signs.</p>
Storage of Flammable Gas (LPG)	Personal Injury. Fire. Gas Leak.	Maintenance Staff. Hotel Staff Guests Customers Contractors	4	<p>Treat empty and full containers in the same manner. Store in a well-ventilated, secure area outside of the building. Do not store below ground level, in basements, by drains or in low-lying areas. High and low-level ventilation should be provided in rooms where appliances are used. Use the correct hoses, clamps, couplers and regulators for the gas and appliance. Only change cylinders in a well-ventilated area away from ignition sources. Turn off gas each day after use. See also section in Health and Safety manual on storage of LPG in canisters and containers</p>

Risk Assessment Form – Maintenance Department

Task	Hazard	Person @ risk	Degree of risk 1 - 9	Safe System of Work
Storage of Flammable Liquids	Personal Injury. Fire.	Maintenance Staff. Hotel Staff Guests Customers Contractors	4	<p>Restrict quantity stored for immediate use to less than 50litres in a metal cupboard or bin. Larger stocks must be stored in a fire-resistant store with spillage retention and good ventilation. Containers to be kept closed when not in use. Absorbent material should be available to soak up/contain spillages. Exclude sources of ignition. Only dispense in a well-ventilated area. Treat empty containers in the same way as full containers.</p> <p>Nominated insurance inspection services are retained by the company to carry out all statutory inspections. Inspection frequency: Passenger lifts every 6 months Goods lifts every 6 months Lifting Equipment every 6 months Pressure vessels every 26 months Steam boilers every 14 months Copies of inspection reports must be retained for three years.</p>
Statutory Inspections	Collapse or failure of lifts, lifting equipment, boilers and other pressure vessels.	Guests. Customers. All Hotel Staff. Contactors	3	<p>Delivery drivers will report to reception who will advise them where to park / contact the appropriate party to meet with the driver. Vehicle movements will, where possible, be supervised, especially when reversing or adjacent to pedestrian walkways. Where possible, vehicles should be separated from pedestrian areas. Drivers, loaders and unloaders should be protected from falling objects.</p>
Site Transport Safety	Injury from moving vehicle	Guests. Customers. All Hotel Staff. Contactors.	3	<p>Always check the safe working load. Do not overload the equipment. Do not work or stand under suspended loads.</p>
Use of Lifting Equipment	Collapse of equipment. Crush injuries. Entrapment	Maintenance Staff. Contractors	4	

Risk Assessment Form – Maintenance Department

Task	Hazard	Person @ risk	Degree of risk 1 - 9	Safe System of Work
Use of Battery Chargers	Electrocution. Explosions	Maintenance Staff.	3	<p>Disconnect the battery leads from the car battery before charging.</p> <p>Connect charge leads to correct terminals.</p> <p>Remove battery caps if applicable.</p> <p>Connect the charger to power source before removing leads from battery.</p> <p>Disconnect the charger from power source before removing leads from battery.</p> <p>Never 'flash' a charging or nearly charged battery.</p> <p>Don't smoke or use a naked light over or near to a charging or nearly charged battery.</p>
Handling Glass	Cuts, Lacerations and amputations.	Maintenance Staff Contractor	3	<p>Plan any work to avoid rushing, wear stout shoes, eye protection & gloves.</p> <p>Brush away any broken glass or chippings immediately.</p> <p>Use thick gloves, cloths or pads to carry panes of glass.</p> <p>Never try to catch falling glass.</p> <p>Cordon off any areas immediately below any glazing work carried out at height.</p>

Risk Assessment Form – Maintenance Department

Task	Hazard	Person @ risk	Degree of risk 1 - 9	Safe System of Work
Lifting and Moving Objects	Muscle and Back Injuries. Entrapment Nipped Limbs	Maintenance Staff	4	<p>Plan the job in advance of lifting or moving. Stand close to the object with feet spread for balance. Don't twist body to get into position. Squat down, keep back straight & knees bent. Grasp the object firmly. Breathe in to inflate the lungs as this helps to support your spine. Lift with legs, slowly & straightening them, returning to a vertical position. When carrying the object hold it firmly & as close to the body as possible.</p> <p>Bulky, Heavy Materials: Use suitable trolleys for moving materials packed in bulky sacks, crates, boxes & barrels. Pull, don't push trolleys through doorways. Store heavy or bulky materials on lower shelves or on pallets.</p> <p>Team Lifting: Two or more people should work together any time that heavy or bulky materials need to be placed on a higher shelf or cannot be easily handled by one person. To ensure that the lift proceeds smoothly, one person should give instructions / signals. Lifting overhead is usually a two-person task.</p>

Risk Assessment Form – Maintenance Department

Task	Hazard	Person @ risk	Degree of risk 1 - 9	Safe System of Work
Lifts	Electrocution Entrapment Lone Working	Maintenance Staff Lift Engineer Insurance Surveyor	4	<p>Only properly authorised and trained persons may work on lifts or in the lift motor room.</p> <p>A certificate of insurance inspection must be available detailing six monthly inspections.</p> <p>Report any defects, which might include the lift car not levelling properly, broken vision panels, defective lighting, etc. immediately to the Maintenance Manager or to the most senior manager on duty at the time.</p> <p>Keep the lift clean & in good repair.</p> <p>Keep the pit clean (i.e. the area of shaft beneath the lowest travelling of the lift car) but only if proper access is provided. If no access is provided the pit must only be cleaned by the lift engineer.</p> <p>If trapped in the lift keep calm, press the alarm button / call for help on the in – car phone or shout for help.</p> <p>If persons are trapped in the lift, the procedure detailed in the Incident Manual must be followed.</p> <p>Misuse of lifts or abuse of lift safety will be a disciplinary matter.</p>

Risk Assessment Form – Maintenance Department

Task	Hazard	Person @ risk	Degree of risk 1 - 9	Safe System of Work
<p>Working in an environment where Weils Disease could exist</p>	<p>Coming into contact with water / moist soil infected with rat's urine. The water can enter the body through cuts / abrasions and poor personal hygiene (e.g.) not washing hands after being in such an area and before eating.</p>	<p>Maintenance Staff</p>	<p>3</p>	<p>Procedure given to hotel maintenance staff to ensure of working in such an area they wear suitable PPE (e.g.) water proof gloves and boots; they carry a small personal first aid kit to clean and cover any cuts immediately they happen; they clean any fresh cuts or abrasions promptly and the practice good personal hygiene Staff to advise Management if they see signs of rodents in these areas. Area to be closed if sightings of rodents are made.</p> <p>Ensure food is not consumed in this area</p> <p>Annual maintenance agreement in place with pest control company who have traps in areas where this risk could arise (e.g.) basements / pond areas etc.</p> <p>Ensure employees are aware of the hazards and report any possible ill effects (such as flu like symptoms) as prompt diagnosis is essential.</p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson		Hotel: Manor House Hotel			Assessment Date: 1st February 2025			Re Assessment: Annually					
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Restaurant / Catering			Can the risk be eliminated?			No					
Hazard and Description of task USE of POWER WASHER	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (monthly) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
General use of Power Washer. This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments Legislation concerned with this assessment includes The Health and Safety at Work Act 1974; COSHH Regulations 2002; The Manual Handling Operations Regulations 1992 as amended 2002; The Management of Health and Safety at Work Regulations 1999	Electric shock; Slips & trips.	<i>Specific staff using power washer around hotel.</i>	Care to be taken that the area where the equipment is to be used is screened off or warning signs displayed. All cables to be identified as potential trip hazards. A warning sign should indicate the area may be slippery when wet. Care to be taken that the electricity supply is well away from the water spray area and protected from water spray. All electrical equipment must be used with an RCD trip plug.	✓					✓	3-Low	Ensure any potential trip hazards are clearly marked i.e.: Cable covers/ warning signs displayed. RCD protection to be used with all electrical equipment. Water spray to be kept well away from electrical source. Note: The equipment should be checked for correct operation, any issues/problems switch off and report to management.	<i>The hotel management and head of dept</i>	<i>Pat testing undertaken in line with schedule.</i>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson		Hotel: Manor House Hotel		Assessment Date: 1st February 2025			Re Assessment: Annually					
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Restaurant / Catering		Can the risk be eliminated?			No					
Hazard and Description of task SLIPS TRIPS & FALLS - general	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (daily) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment
				1	2	3	1	2	3			
<p><i>Slips, trips and falls in and around the hotel</i></p> <p><i>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</i></p>	<p><i>Cuts, bruises and general injuries</i></p>	<p><i>All Staff, resident and non-resident users of the hotel, contractors and members of the general public using the hotel.</i></p>	<p><i>All floors to be dried after being mopped. Carpets to be fixed firmly in place, careful stock control to ensure no protruding items causing a fall. Trailing leads to be kept tidy Particular care to be taken on stair cases Where the floor is often wet and or greasy in the kitchen mats will be placed. Only to be carried out by competent person</i></p>	✓			✓			<p><i>2-Low</i></p> <p><i>Where possible staff to wear slip proof shoes</i></p> <p><i>Consider closing areas until fully dried</i></p> <p><i>Public toilets have regular inspection routine with appropriate action taken to remedy any issues such as wet floors.</i></p>	<p><i>Head of dept</i></p> <p><i>Housekeeping and duty managers</i></p>	<p><i>Ensure suitable signage is always in place</i></p> <p><i>Ensure the outside steps leading from the seating area are kept properly closed off</i></p> <p><i>Appropriate signage to be in place in public toilet areas advising of the inspection routine and how to raise concerns</i></p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson	Hotel: Manor House Hotel	Assessment Date: 1st February 2025	Re Assessment: Annually
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.	Department: Restaurant / Catering	Can the risk be eliminated?	No

Hazard and Description of task PORTABLE ELECTRICAL APPLIANCES	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (daily) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment
				1	2	3	1	2	3			
<p>The use throughout the premises of Portable Electrical Appliances</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Electrocution; Eye & Hand Injuries; Fire/burns; Bruises, Fractures etc. due to tripping on leads</p>	<p>All Staff, customers of the hotel, contractors, using appliances within the business for customer use that have plugs (e.g.) hairdryers, televisions etc., where not hard wired</p>	<p>Annual PPE testing; Faulty appliances are taken out of service; Repairs carried out by qualified person; Outdoor elec. Equip. is 110v or fitted with RCD; Trailing leads avoided where possible, or covered</p>	✓					✓	<p>3-Low</p> <p>Safe systems of work in place and communicated to staff to visually check portable appliance items, (e.g.) vacuum cleaners, and to report any concerns, damage to department manager immediately – not to use the item</p>	<p>Head of dept</p>	<p>Ensure all PAT testing is up to date and recorded</p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson		Hotel: Manor House Hotel		Assessment Date: 1st February 2025			Re Assessment: Annually						
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Restaurant / Catering		Can the risk be eliminated?			No						
Hazard and Description of task ELECTRICITY	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (annually) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
Use of Electrical Mains, Ring Mains & Electrical wiring. This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments	Electric shock; Fire/Burns; Eye & Hand Injuries;	<i>All Staff customers of the hotel, contractors using the electrical installation at the hotel</i>	Certificates of Installation provided; 5-year Mains Testing carried out or 20% of the system checked annually over a 5-year period; Live working carried out by qualified/competent persons only; Goggles, gloves, safety shoes & rubber mats provided when necessary; All local staff notified prior to commencing live working	✓			✓			3-Low	Ensure a notice placed on fuse box during live working:	<i>Head of dept Maintenance Manager</i>	<i>Ensure all testing is up to date and recorded</i>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson		Hotel: Manor House Hotel		Assessment Date: 1st February 2025			Re Assessment: Annually						
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Restaurant / Catering		Can the risk be eliminated?			No						
Hazard and Description of task FIRE EXTINGUISHERS USE and PROCEDURE (includes fire blankets in kitchens)	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (very rarely) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
<p><i>Use of extinguishers as appropriate</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Injuries resulting in mis-use of and use of the wrong extinguisher</i></p> <p><i>Injury through panic, death. Premises burning down.</i></p>	<p><i>All Staff and any other party in the hotel who may use a fire extinguisher in the event of a fire or let off a fire extinguisher at any other time for any reason (e.g.) horseplay</i></p>	<p><i>Staff trained in the correct use of fire extinguishers at statutory training sessions and through use of fire safety DVD.</i></p> <p><i>Extinguishers maintained annually by competent third-party contract.</i></p> <p><i>Extinguishers have instruction as to correct method of use and type of fire to be used on.</i></p> <p><i>All means of fire exit kept clear at all times.</i></p> <p><i>Emergency lighting fully operational and under contract for maintenance.</i></p>	✓			✓			3 Med	Consider hands on training course	Hotel Management Heads of Dept	Ensure there are signs with suitable information in place

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson		Hotel: Manor House Hotel		Assessment Date: 1st February 2025			Re Assessment: Annually						
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Restaurant / Catering		Can the risk be eliminated?			No						
Hazard and Description of task <i>USE of STEPLADDERS</i>	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (weekly) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
<p><i>Use of stepladders as appropriate</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Falls from height</i></p>	<p><i>All Staff who use ladders as part of their job, Contractors working on site</i></p>	<p><i>Colleagues available to steady base of ladder; Equipment checked regularly by competent person</i></p> <p><i>Only trained, confident and competent persons to use the equipment</i></p> <p><i>Ensure that employees are medically fit for work with medical questionnaire in place as appropriate</i></p> <p><i>Contractors required to abide by hotel policy & provide copies of own Risk Assessments;</i></p>	1	2	3	1	2	3	<p><i>6 Med</i></p>	<p><i>Where possible an alternative to the use of step ladders should be put in place (e.g. in rooms housekeeping to use long handled mops rather than working at height)</i></p>	<p><i>Heads of Dept</i></p>	<p><i>A ladder register is in place and checked monthly.</i></p> <p><i>To be read in conjunction with safe system of work for use of step ladders, in the policy manual</i></p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson		Hotel: Manor House Hotel		Assessment Date: 1st February 2025			Re Assessment: Annually						
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Restaurant / Catering		Can the risk be eliminated?			No						
Hazard and Description of Task MAINTENANCE AREA	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (daily) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
<p>Access and egress to the maintenance department and work area</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Trapped in confined space</p>	<p>Maintenance staff accessing their work area, Contractors, other hotel staff needing access to maintenance area such as duty managers</p>	<p>Only trained personnel should use the equipment and machinery within this area</p> <p>Refer to specific maintenance assessments</p>	✓			✓			<p>2 - Low</p>	<p>Ensure that maintenance personnel do not bring in their own equipment unless authorized</p> <p>Ensure walk ways are clear and tripping hazards in this area are eliminated</p>	<p>Maintenance Manager</p>	<p>Consider further specialist training for maintenance teams.</p> <p>Consider use of slip resistant flooring where areas may become wet or greasy.</p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson	Hotel: Manor House Hotel	Assessment Date: 1st February 2025	Re Assessment: Annually
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.	Department: Restaurant / Catering	Can the risk be eliminated?	No

Hazard and Description of task CARE OF DERMATITIS	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (Daily) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
<p>The hazard of skin problems and infections from working in certain conditions working with chemicals food and drink</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	Eczema; Dermatitis and skin conditions that may occur following frequent contact with water and chemicals	All Staff	<p>1. Avoid contact 2. Protect the skin 3. Checking for early signs of skin problems including dermatitis</p> <p>A dishwasher is in place rather than washing up by hand (removing contact). Those with dermatitis or similar conditions will not be permitted to handle food unless they are wearing suitable food safety gloves.</p> <p>Automatic machines will be used for processes (such as mixers, peelers) to avoid contact with skin.</p> <p>The provision of suitable barrier creams and protective gloves are issued including those suitable for skin conditions (where necessary, employees are required to make this condition known).</p>	✓			✓			2 – Low	<p>In addition, soft paper towels will be made available. Training and information will be given to employees as required including the reporting of possible early signs of the condition and the importance of reporting such to management</p> <p>It is noted that certain chemicals may also cause skin problems and each one will be subject to a COSHH data sheet and suitable protective equipment.</p> <p>COSHH data sheets are readily available to staff.</p>	Heads of Dept	<p>Ensure all jewelry is removed before applying creams</p> <p>Consider appointing a competent person to spot early signs (make checks) of the condition in potentially vulnerable employees</p> <p>Ensure any instances are reported under RIDDOR when required</p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson	Hotel: Manor House Hotel	Assessment Date: 1st February 2025	Re Assessment: Annually
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.	Department: Restaurant / Catering	Can the risk be eliminated?	No

Hazard and Description of task <i>FIRST AID</i>	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (Daily) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment
				1	2	3	1	2	3			
<p><i>General First Aid</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Injuries from general incidents and accidents</i></p>	<p><i>All Staff</i></p>	<p><i>No knowledge in treating any accidents. In serious cases could cause death. No first aid box or under filled could hamper treatment-law is being broken. First Aid Box checked for correct items. All accidents reported, and book filled in. Where appropriate RIDDOR forms will be completed All staff aware of whom the first aiders are.) List available on reception. Accident book filled in. Procedures on display on any accident occurring. One first aider to be on duty at all times</i></p>	1	2 ✓	3	1	2 ✓	3	<p>4 Medium</p>	<p><i>When a qualified person leaves they will be replaced with a newly qualified person</i></p>	<p><i>Hotel Management</i></p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson		Hotel: Manor House Hotel		Assessment Date: 1st February 2025			Re Assessment: Annually						
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Restaurant / Catering		Can the risk be eliminated?			No						
Hazard and Description of Task USE OF CHEMICALS	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (daily) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			Persons responsible to further implement control measures and by which date	Further Relevant Comment		
				1	2	3	1	2	3			Result	Further Measures
<p><i>Filters must be cleaned to ensure fumes, smoke and steam are cleared</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Injuries that may occur from mixing or general use of chemicals in the workplace; these include irritation to the skin and eyes</i></p>	<p><i>Chefs, Kitchen Porters, Waiters, Housekeepers, Duty Managers</i></p>	<p><i>A COSHH sheet is in place for all chemicals that are used within the workplace.</i></p> <p><i>Personal protective Equipment is given to all employees as required</i></p>	1	2	3	1	2	3	<p><i>4 Medium</i></p>	<p><i>Ensure that any member of staff using chemicals has had suitable training and the PPE is regularly checked. Checks should also be made to ensure that employees wear the PPE given to them</i></p>	<p><i>Housekeeping Manager Head Chef Heads of Dept</i></p>	<p><i>Ensure that all COSHH sheets and safety data sheets are in place and up to date</i></p> <p><i>Annual assessment and register of all chemicals in use in the hotel is undertaken to balance to COSHH sheets and determine whether further safety measures are required / the chemical can be eliminated</i></p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: Paul Davidson		Hotel: Manor House Hotel		Assessment Date: 1st February 2025			Re Assessment: Annually					
Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Restaurant / Catering		Can the risk be eliminated?			No					
Hazard and Description of Task	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (daily) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment
				1	2	3	1	2	3			
<p>ACCESSING THE BACK AREA OF THE 200 CORRIDOR LOFT</p> <p>Risk of injury through bumps / bruises / cuts /abrasions from any sharp edges on ducting in the entrance way to the back of the store.</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Bumps / bruises / cuts from collision with the ventilation ducting in the entranceway to the back of the store.</p> <p>Tripping over the ducting causing injury from a fall.</p>	<p>Staff, contractors. This is not a private store and guests should not be in it.</p>	<p>The ducting cannot be removed. Where sharp edges are present (right angles, protruding bolts, pipe insulation has been fitted to remove the risk of cuts and abrasions from sharp edges.</p> <p>Colored tape has been applied to surfaces to highlight the presence of a tripping hazard / obstacle.</p> <p>The area is well lit, and a notice promotes the need for care when accessing the back of the store due to the presence of the ducting.</p>	✓			✓			<p>1 – Low</p> <p>Only occasional use items are stored in this area – Christmas decorations, framed pictures, Charity Teddy Bears. Therefore, access will only be occasional and hence it is a low traffic area.</p> <p>Incidents of accidents in this area are very, very low.</p> <p>If a number of incidents occur consideration will be given as to whether the ducting could be redirected, or the area could be closed off to storage and left void.</p>	<p>Hotel Management</p>	<p>One incident reported in February 2012 only. A cut to employees' forearm was sustained through contact with the ducting, prior to pipe insulation being affixed.</p>