

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: General Manager		Hotel: Manor House Hotel		Assessment Date: 1 st February 2024			Re Assessment: Annually					
Persons Responsible Andrew Middleton, fellow Directors, General Managers and Heads of Dept.		Department: Stables Bar – Log Burner and Open Fire		Can the risk be eliminated?			No					
Hazard and Description of task <i>Use of Wood Burner - Open Fire (Page 1 of 2)</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>Staff not correctly training in the use of the log burner or open fire</p> <p>Cleaning of the Burners (Bar and Spa)</p> <p>Starting the burner</p> <p>Closing down the burner</p> <p>Safe Storage of burning materials</p> <p>Disposal of waste (hot ash) from the burner</p> <p>Safety around the burner</p> <p>Fire from the “Hot waste” from the burner</p>	Burns and smoke inhalation	Staff and members of the public	<p><i>All staff to be training in the safe use of the log burner, including : burner cleaning, storage of burning materials and disposal of burnt (hot) waste.</i></p> <p><i>The burner should be marked “ hot surface, do not touch”</i></p> <p><i>Safety guards should be placed around the burner to prevent a young child being burnt. All user tools removed to stop guests tampering with the fire.</i></p> <p><i>All ash materials should be sprayed with water before being placed in a metal container; this container MUST NOT be in close vicinity of buildings or stores.</i></p>	X			X		3		Catering Manager, Heads of Dept	<p>Ensure records of chimney sweep are kept</p> <p>Ensure regular training</p> <p>Signage or lock to ensure guests do not touch</p>

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Risk Assessor: Paul Davidson		Hotel: Manor House Hotel		Assessment Date: 01/03/23			Re Assessment: Annually					
Persons Responsible Andrew Middleton, fellow Directors, General Managers and Heads of Dept.		Department: Stables Bar – Log Burner		Can the risk be eliminated?			No					
Hazard and Description of task <i>Use of Wood Burner and open fires</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			
Fire or smoke inhalation from a blocked or dirty flue	Burns and smoke inhalation	Staff and member of the public	<i>The flue to be cleaned and checked yearly by a certified chimney cleaner</i>	X			X		3		Catering Manager Heads of Dept	
Burner cleaning	Burns and smoke inhalation	Staff	<i>The correct PPE and tools should be provided and use when undertaken any operation with the log burner: I.e. Gloves, mask, metal buckets and shovel.</i> <i>There will be a guard over the open fire at all times</i> <i>The guard will be fixed to stop as far as practical customers from loading it – there will be signage in place.</i> <i>Manual Handling training given as required.</i>	X			X		3		No guest must use add signage to say this Goggles to be worn to prevent ash going into face.	
This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments												