





## MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager	<b>Hotel:</b> Manor House Hotel	<b>Assessment Date:</b> 1st February 2024	<b>Re Assessment:</b> Annually
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.	<b>Department:</b> General Hotel Activities	<b>Can the risk be eliminated?</b>	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	Result	Further Measures		
--	--	--	--	---	---	---	---	---	---	--------	------------------	--	--

<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

<b>Risk Assessor:</b> General Manager	<b>Hotel:</b> Manor House Hotel	<b>Assessment Date:</b> 1st February 2024	<b>Re Assessment:</b> Annually
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.	<b>Department:</b> General Hotel Activities	<b>Can the risk be eliminated?</b>	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				Result
<p><b>PORTABLE ELECTRICAL APPLIANCES</b></p> <p><i>The use throughout the premises of Portable Electrical Appliances</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Electrocution; Eye &amp; Hand Injuries; Fire/burns; Bruises, Fractures etc. due to tripping on leads ;</p>	<p><i>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</i></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><i>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</i></p>	<p><i>head of dept</i></p>	<p><i>Ensure all PAT testing is up to date and recorded</i></p>

## MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel		<b>Assessment Date:</b> 1st February 2024			<b>Re Assessment:</b> Annually						
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		<b>Department:</b> General Hotel Activities		<b>Can the risk be eliminated?</b>			No						
Hazard and Description of task  <b>ELECTRICITY</b>	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

<b>Risk Assessor:</b> General Manager	<b>Hotel:</b> Manor House Hotel	<b>Assessment Date:</b> 1st February 2024	<b>Re Assessment:</b> Annually
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers &	<b>Department:</b> General Hotel Activities	<b>Can the risk be eliminated?</b>	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	Result	Further Measures		

<p><b>STAIRS INCLUDING FIRE ESCAPES</b></p>													
<p><i>Use of Stairs in and around the hotel</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Bruises, fractures etc. due to tripping, slipping or falls</i></p>	<p><i>All Staff resident and nonresident users of the hotel, contractors and members of the general public using the hotel.</i></p>	<p><i>Stairs kept free of obstructions and checked nightly; Equipment, debris, spills, etc. cleared promptly and/or sign erected; Adequate lighting provided, checked regularly/replaced when necessary; Defects/hazards reported immediately; Steps are marked in low-lit areas &amp; where practical to do so</i></p>	✓					✓	6 Med	<p><i>Ensure all stair cases inside and out are kept clear and do not have any tripping hazards</i></p> <p><i>Floor surfaces are fit for purpose and where carpet is fitted, this is securely fixed. Carpet nosing will be secured in place and flush with the carpet</i></p>	Head of dept	Reference to stair cases to be made within the fire risk assessment

## MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager	<b>Hotel:</b> Manor House Hotel	<b>Assessment Date:</b> 1st February 2024	<b>Re Assessment:</b> Annually
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.	<b>Department:</b> General Hotel Activities	<b>Can the risk be eliminated?</b>	No

Hazard and Description of task  <b>CROWD CONTROL</b>	Types of injuries which could result from harm	Persons Affected	Current control measures in place  Regularity of Task (occasionally)  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
Looking after crowds in situations such as a fire evacuation  This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments	Crushing, falling, panic	All Staff and guests/contractors within the hotel at the time of the situation arising	Number of customers per room is kept within limit of regulations; Emergency exits are kept clear, accessible, are unlocked and clearly marked; Emergency lighting is maintained and regularly tested; Staff are trained in evacuation procedures; fire assembly point is a suitable distance from the hotel.	✓					✓	6 Med	Regular fire drills carried out	Hotel Management	Ensure all plans are regularly reviewed

## MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel			<b>Assessment Date:</b> 1st February 2024			<b>Re Assessment:</b> Annually					
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		<b>Department:</b> General Hotel Activities			<b>Can the risk be eliminated?</b>			No					
Hazard and Description of task <b>FIRE EXTINGUISHERS USE and PROCEDURE (includes fire blankets in kitchens)</b>	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>Use of extinguishers as appropriate</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Injuries resulting in mis-use of and use of the wrong extinguisher</p> <p>Injury through panic, death. Premises burning down.</p>	<p>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</p>	<p>Staff trained in the correct use of fire extinguishers at statutory training sessions and through use of fire safety DVD.</p> <p>Extinguishers maintained annually by competent third-party contract.</p> <p>Extinguishers have instruction as to correct method of use and type of fire to be used on.</p> <p>All means of fire exit kept clear at all times.</p> <p>Emergency lighting fully operational and under contract for maintenance.</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

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel			<b>Assessment Date:</b> 1st February 2024			<b>Re Assessment:</b> Annually				
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		<b>Department:</b> General Hotel Activities			<b>Can the risk be eliminated?</b>			No				
<b>Hazard and Description of task</b>  <b>USE of STEPLADDERS</b>	<b>Types of injuries which could result from harm</b>	<b>Persons Affected</b>	<b>Current control measures in place</b>			<b>How likely is injury with control measures in place?</b>	<b>How severe might injury be if harm occurs?</b>	<b>7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately</b>		<b>Persons responsible to further implement control measures and by which date</b>	<b>Further Relevant Comment</b>	
			<b>Regularity of Task (weekly)</b>	<b>Task Non-Repetitive unless stated otherwise?</b>				<b>1</b>	<b>2</b>			<b>3</b>
<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 &amp; provide copies of own Risk Assessments;</i></p>	<p>1</p>	<p>2</p>	<p>3</p>	<p>1</p>	<p>2</p>	<p>3</p>	<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

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel			<b>Assessment Date:</b> 1st February 2024			<b>Re Assessment:</b> Annually				
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		<b>Department:</b> General Hotel Activities			<b>Can the risk be eliminated?</b>			No				
Hazard and Description of Task  <b>MAINTENANCE AREA</b>	Types of injuries which could result from harm	Persons Affected	Current control measures in place		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	
			Regularity of Task (daily)	Task Non-Repetitive unless stated otherwise?								1
<p>Access and egress to the maintenance department and work area (basement)</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>✓</p>			<p>✓</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

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel		<b>Assessment Date:</b> 1st February 2024			<b>Re Assessment:</b> Annually					
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		<b>Department:</b> General Hotel Activities		<b>Can the risk be eliminated?</b>			No					
<b>Hazard and Description of task</b>  <b>CARE OF DERMATITIS</b>	<b>Types of injuries which could result from harm</b>	<b>Persons Affected</b>	<b>Current control measures in place</b>  <b>Regularity of Task (Daily)</b>  <b>Task Non-Repetitive unless stated otherwise?</b>	<b>How likely is injury with control measures in place?</b>			<b>How severe might injury be if harm occurs?</b>			<b>7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately</b> <b>4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible</b> <b>1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention</b>	<b>Persons responsible to further implement control measures and by which date</b>	<b>Further Relevant Comment</b>
				1	2	3	1	2	3			
<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>	<p>Eczema; Dermatitis and skin conditions that may occur following frequent contact with water and chemicals</p>	<p>All Staff</p>	<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>	✓			✓			<p>2 – Low</p> <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>	<p>Heads of Dept</p>	<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

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel		<b>Assessment Date:</b> 1st February 2024			<b>Re Assessment:</b> Annually						
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		<b>Department:</b> General Hotel Activities		<b>Can the risk be eliminated?</b>			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				Result
<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><i>4 Medium</i></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>	<p><i>Ten more people are qualifying in May 22</i></p>

## MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel		<b>Assessment Date:</b> 1st February 2024			<b>Re Assessment:</b> Annually						
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		<b>Department:</b> General Hotel Activities		<b>Can the risk be eliminated?</b>			No						
<b>Hazard and Description of Task</b>  <b>USE OF CHEMICALS</b>	<b>Types of injuries which could result from harm</b>	<b>Persons Affected</b>	<b>Current control measures in place</b>  <b>Regularity of Task (daily)</b>  <b>Task Non-Repetitive unless stated otherwise?</b>	<b>How likely is injury with control measures in place?</b>			<b>How severe might injury be if harm occurs?</b>			<b>7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately</b> <b>4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible</b> <b>1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention</b>	<b>Persons responsible to further implement control measures and by which date</b>	<b>Further Relevant Comment</b>	
				1	2	3	1	2	3				Result
<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

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel		<b>Assessment Date:</b> 1st February 2024			<b>Re Assessment:</b> Annually						
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		<b>Department:</b> General Hotel Activities		<b>Can the risk be eliminated?</b>			No						
Hazard and Description of Task	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
<b>USE of POWER WASHER</b>  General use of Power Washer.  This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments	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>Heads of Dept</i>  <i>Maintenance Manager</i>	<i>Pat testing undertaken in line with schedule.</i>

## MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager	<b>Hotel:</b> Manor House Hotel	<b>Assessment Date:</b> 1st February 2024	<b>Re Assessment:</b> Annually
<b>Persons Responsible</b> Andrew Middleton, fellow Directors; General Managers & Heads of Dept.	<b>Department:</b> General Hotel Activities	<b>Can the risk be eliminated?</b>	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	
<b>ACCESSING THE BACK AREA OF THE 200 CORRIDOR LOFT</b>				1	2	3	1	2	3	Result	Further Measures		

<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. 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>✓</p>			<p>✓</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 several 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>
--	--	--	---	----------	--	--	----------	--	--	----------------	---	-------------------------	---