

Risk Assessment Index – Conference/Nights

Assessment			Reassessment			Cancellation	
Serial	Work Area, Process or Activity	No of People Involved in Activity	Date of Assessment	Date Reassessment Due	Date Reassessment Completed	Date of Cancellation	Retention Date
1	Setting up of any Conference Rooms		01/02/25				
2	Vacuuuming		01/02/25				
3	Use of Irons		01/02/25				
4	Movement and Management of Linen		01/02/25				
5	Lone Working		01/02/25				
	General Risk Assessments:						
6	Slips, Trips and Falls - general		01/02/25				
7	Portable Electrical Appliances		01/02/25				
8	Mains Electricity		01/02/25				
9	Stairs – including fire escapes		01/02/25				
10	Fire Extinguishers (including fire blankets)		01/02/25				
11	Use of Stepladders		01/02/25				
12	Care with Dermatitis		01/02/25				
13	Crowd Control		01/02/25				
14	First Aid		01/02/25				
15	Use of Chemicals		01/02/25				
16	Loud Music		01/02/25				
	Restaurant / Catering Risk Assessment:						
17	Carrying Hot Foods and Liquids/Service		01/02/25				
18	Use of Coffee Machine		01/02/25				
19	Handling of Broken Glass and Crockery		01/02/25				
20	Clearing and Laying Tables		01/02/25				
21	Chafing Dishes		01/02/25				
22	Dealing with Aggressive/Drunk People		01/02/25				
23	Handling of Deliveries		01/02/25				
24	Slips, Trips & Falls – Bar & Cellar Areas		01/02/25				

	From Kitchen Risk Assessments:						
25	Slips, trips and falls in the kitchen		01/02/25				
26	Use of Knives		01/02/25				
27	Movement of hot foods and liquids		01/02/25				
	From Reception Risk Assessments:						
28	Security and Intruders		01/02/25				
29	Manual Handling		01/02/25				

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

Risk Assessor: General Manager		Hotel: Manor House Hotel			Assessment Date: 1st February 2025			Re Assessment: Annually				
Persons Responsible Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		Department: Conference/Nights			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	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?							
SERVICING OF CONFERENCE ROOMS												
				1	2	3	1	2	3	Result	Further Measures	
<p><i>Slips, trips and falls with resulting injury; Sprains from carrying heavy loads</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Strains, Sprains, Trips Cuts & bruises from dropping items</i></p>	<p><i>Night Porter Conference Staff</i></p>	<p><i>Ensure that the tray is not over loaded, suitable footwear and all carpets are in good repair.</i></p> <p><i>Only light loads should be carried with any liquids previously discarded; no hot liquids should be carried</i></p> <p><i>Heavy items such as tables to be carried in pairs</i></p> <p><i>Ensure the way is clear before moving items</i></p> <p><i>Any problem with flooring or carpet will be reported</i></p>						<p><i>2 - Low</i></p>	<p><i>Ensure there is some definition between the stair carpet and main level</i></p> <p><i>Employees must wear suitable footwear and report any injury or condition that may hinder their work</i></p> <p><i>Read in conjunction with lone working policy</i></p> <p><i>Ongoing monitoring by Management</i></p>	<p><i>Head of Dept;</i></p>	<p><i>Ensure extra training and checks are made</i></p>

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VACUUMING				1	2	3	1	2	3	Result	Further Measures		
<p><i>Use of vacuum cleaners to clean floors</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Electric shock, Sprains, injuries,</i></p> <p><i>Repetitive injuries</i></p> <p><i>Trips from cables</i> <i>Strains,</i> <i>Sprains,</i></p>	<p><i>Night Porter</i> <i>Conference Staff</i></p>	<p><i>Before plugging in the vacuum cleaner checks are made to ensure there is no visible damage to the cable plug or socket. If there is, procedure is stopped, label the equipment "do not use" and report it immediately to your supervisor.</i></p> <p><i>Ensure the vacuum cleaner is switched off before plugging in.</i></p> <p><i>When emptying the vacuum cleaner bag this is done in a ventilated area, preferably outside, empty directly onto a black plastic bag, wear appropriate PPE including gloves, goggles and masks provided by the company. Ensure the vacuum cleaner is switched off and unplugged before changing the bag.</i></p>							<p>2 - Low</p>	<p>Read in conjunction with general electrical equipment guidelines and Vacuum Cleaning Safe System of Work</p>	<p><i>Head of Dept;</i></p>	<p><i>PAT testing undertaken in line with schedule</i></p>

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				Regularity of Task (likely to be daily)	Task Non-Repetitive unless stated otherwise?			1	2					
THE USE OF IRONS														
The use of hot electric irons to press items of clothing and other linen items	Burns, Scalds, Sprains.	Housekeeping, Resident Guests, Restaurant staff, Duty Managers.	The irons are regularly PAT tested and given visual checks. Customers are asked to ensure the irons are cool before being left outside for collection Follow manufacturer's guidelines. Suitable ironing boards are provided and visually checked. Where irons and boards are provided in the guest bedrooms, these units have plates on which the irons are housed for storage. The irons have an auto cut-off facility to avoid them overheating.	✓				✓			2 – Low	Consider a how to use safety guide for guests	Head of Dept,	Ensure suitable visual inspections are made. Pat testing undertaken in line with schedule.

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				Regularity of Task (daily)	Task Non-Repetitive unless stated otherwise?	1	2	3	1					
MOVEMENT OF LINEN														
Movement of Linen both wet and dry in and around the bedroom and housekeeping areas	Back Injuries	Housekeeping, linen porters, restaurant staff, Duty Managers	<p>Carry only small amounts of linen at any one time in amounts that are comfortable.</p> <p>Split loads to make them manageable.</p> <p>Use a suitable trolley where possible.</p> <p>Never carry a load that restricts your vision.</p> <p>Always refer to the main policy; posters training handouts and information that is given in respect of manual handling.</p> <p>Do not move heavy loads if you already have an injury that could be inflamed by so doing.</p> <p>Wear gloves and appropriate PPE when moving soiled linen. Soiled linen is marked and placed in separate marked bags.</p>		✓			✓			4 – Med	<p>Beware dangers of bodily fluids and other objects that may be hidden in the linen.</p> <p>Where provided, use the lift to carry between floors not steps. Use trolleys provided.</p> <p>Back braces can be provided on request as part of the PPE available.</p>	Head of Dept	Read in conjunction with the manual handling assessment.

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				1	2	3	1	2	3				Result
LONE WORKING													
At times employees will be working alone in bedrooms and in areas of the building	Violent and/or sexual abuse	Housekeeping staff, Night Staff, Maintenance personnel, Restaurant staff delivering Room Service meals, Duty Managers	Bedrooms doors wedged open when working. Proximity to colleagues when working; bedroom telephones work. No female members of staff to deliver a room service order alone Personal attack alarms are issued to all lone workers		✓					✓	6 – Med Consider working in pairs Housekeeper to regular monitor and check staff	Head of Dept,	Consider further safety awareness training given to employees Consider employees working in pairs

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				1	2	3	1	2	3			
Long-term exposure to loud music.	Permanent or temporary hearing damage from long-term exposure to loud music.	Employees Contractors Public	Regular check of sound systems to ensure balance/proper control. Careful positioning and mounting speakers units, fixed and portable, particularly bass speakers, so that they do not direct sound at the serving areas or where employees work in liaison with visiting entertainers / PA companies Venue designed so that serving areas are not directly in front of the stage area or speakers Clear instruction given to visiting entertainers, bands, dance groups, DJ's etc. regarding the position, placement and volume levels of sound emitting equipment during rehearsals, sound checks and performances. Quiet areas provided. Staff rotation between quiet and noisy areas. No employees must work in direct line with any speaker equipment No noise produced after midnight (or agreed time) PAT testing Electrical installation inspected Equipment visually inspected prior to use Competent person installs the sound equipment	✓			✓			2-Low		

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Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Reception/Office			Can the risk be eliminated?			No					
Hazard and Description of task SECURITY and INTRUDERS	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>People of ill intent coming into the building to cause harm, theft or damage</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>Potential for Injuries resulting from aggressive behaviour if intruder disturbed</i></p>	<p><i>Reception, Night Staff, Lone workers</i></p>	<p><i>Adequate locks / key cards; Maintained CCTV system; Front door to hotel locked at night (exit possible from inside for fire escape); Other points of entry and exit locked at night / during quiet times of the day</i></p>	✓					✓	<p>3 - Low</p>	<p><i>Personal attack alarms issued to all night staff and lone workers.</i></p>	<p><i>Hotel Management Head of Department</i></p>	<p><i>Ensure any incidents are promptly reported.</i></p> <p><i>Where Redcare alarm is installed, or similar, this is maintained annually.</i></p>