

THE MANOR HOTEL Risk Assessment Check List

Part One

Department/Personnel Involved **Reception and Office**

Assessment Date **1st February 2025**

Location of Operation. **Reception and Office**

Operations Covered by this Assessment

Brief Description of Activity and Load. and Approximate Weight of Load (if known)

Lifting and movement of stationary, boxes and other items within the office and reception area
General movement of loads including food products (some hot) and chemicals within original containers

Weights will Vary – No person should attempt to lift awkward or unwieldy loads (see maximum suggested weights below) Individual, visual assessments will be made but general maximum weights (with item held close to the body) are as follows –

	Female	Male
Shoulder Height	7kg	10kg
Elbow Height	16kg	25kg
Knuckle Height	13kg	20kg
Mid Lower Leg	7kg	10kg

Do these Operations involve a significant risk of injury? **No**

If “No” proceed no further

Part Two

Complete the second part of this assessment and then decide the overall risk of injury –

Insignificant **Low** **Medium** **High**

What further action should be taken in order to reduce the risk of injury to a reasonable level?

Staff should only take amounts the individual is comfortable with – Avoid carrying loads particularly sharp or unwieldy items unless trained and only then with the correct protection in small loads.

Carry only one item at a time

Staff will be made aware of the risks involved and given training as necessary

Those employees with injuries to their back should inform their supervisor and are strictly advised not to lift or carry unsuitable loads.

Ensure heavier items are kept on lower shelves

Always refer to training information and the manual handling policy

This Assessment should be read in conjunction with the Manual Handling Policy

Questions to consider (If the answer to a question is 'Yes' place a tick as appropriate against it and then consider the level of risk)	Levels of Risk (Tick as appropriate)				Remedial Action (Possible action notes)
	Yes	No	Med	High	
The Tasks – Do they involve -					
Holding loads away from the trunk?		√			
Twisting?		√			
Stooping?		√			To reach certain delivery items
Reaching upwards?		√			Certain items are stored on shelves
Large vertical movement?		√			
Long carrying distance?		√			
Strenuous pulling or pushing?		√			No large amounts involved
Unpredictable movement of loads?		√			
Repetitive handling?		√			
Insufficient rest or recovery?		√			
A work rate imposed by a process?		√			
The loads - are they -		√			
Heavy?		√			Under suggested weights
Bulky/unwieldy?		√			
Difficult to grasp?		√			
Unstable/unpredictable ?		√			
Intrinsically harmful (e.g. sharp/hot?)		√			
The working environment - are there -		√			
Constraints on posture ?		√			
Poor floors?		√			Ensure any floorings are stable
Variations in levels?		√			
Hot/cold/humid conditions?		√			
Strong air movements?		√			
Poor lighting conditions?		√			
Individual capability - does the job -					
Require unusual capability?	√		√		Employee must be physically fit and capable of handling the load.
Hazard to those with a health problem?		√			Only to an existing injury
Hazard those who are pregnant?	√		√		No loads to be carried by pregnant woman
Call for special information/training?					
Other factors					
Is movement or posture hindered by clothing or personal protective equipment?		√			Where appropriate PPE will be provided.

No one should lift or carry objects if they are likely to cause harm

THE MANOR HOTEL

Manual Handling Risk Assessment

Part One

Department/Personnel Involved **Bar Area**

Assessment Date **1st February 2025**

Location of Operation. **Bar and Cellar Area**

Operations Covered by this Assessment

Movement of kegs, crates of bottles and gas; Stocking and re stocking

Weights will Vary – No person should attempt to lift awkward or unwieldy loads (see maximum suggested weights below) Individual, visual assessments will be made but general maximum weights (with item held close to the body) are as follows –

	Female	Male
Shoulder Height	7kg	10kg
Elbow Height	16kg	25kg
Knuckle Height	13kg	20kg
Mid Lower Leg	7kg	10kg

Individual, visual assessments are more accurate – The weights published on container labels should be observed.

The HSE provides these suggested maximum weights

Do these Operations involve a significant risk of injury? **Yes/No**

If “No” proceed no further If “Yes” complete part two (overleaf) then part three below

Part Three

Complete the second part of this assessment and then decide **the overall risk of injury** –

Insignificant Low Medium High

What further action should be taken in order to reduce the risk of injury to a reasonable level?

Staff should only take amounts the individual is comfortable with – Avoid carrying heavy or awkward loads (particularly sharp or hot objects) unless trained and only then with the correct protection in small loads.

Lift only one crate at a time and lift barrels in pairs

Staff will be made aware of the risks involved and given training as necessary

Those employees with injuries to their back must inform their supervisor and are strictly advised not to lift or carry unsuitable loads. (those ignoring safety rules may be disciplined)

Always refer to training information and the manual handling policy

Suitable Personal Protective Equipment (PPE) must be worn

Questions to consider (If the answer to a question is 'Yes' place a tick as appropriate against it and then consider the level of risk)	Levels of Risk (Tick as appropriate)				Remedial Action (Possible action notes)
	Yes	No	Med	High	
The Tasks – Do they involve -					
Holding loads away from the trunk?		√			
Twisting?		√			
Stooping?	√		√		To reach certain delivery items
Reaching upwards?	√		√		Crates and Kegs should not be stored at a high level
Large vertical movement?		√			
Long carrying distance?		√			The use of a trolley is available
Strenuous pulling or pushing?		√			Where required a sack barrow will be used
Unpredictable movement of loads?	√		√		Some liquids including barrels. These should be carried in pairs or using a trolley
Repetitive handling?	√		√		No
Insufficient rest or recovery?		√			
A work rate imposed by a process?		√			
The loads - are they -		√			
Heavy?		√			Under suggested weights
Bulky/unwieldy?		√			
Difficult to grasp?		√			
Unstable/unpredictable ?		√			Some liquids may shift in weight (smaller loads)
Intrinsically harmful (e.g. sharp/hot?)		√			If there are sharp edges on a beer barrel gloves will be worn
The working environment - are there -					
Constraints on posture ?	√		√		Low ceilings
Poor floors?		√			Floors may become slippery
Variations in levels?		√			
Hot/cold/humid conditions?	√		√		Under normal circumstances the conditions will not be a factor
Strong air movements?		√			
Poor lighting conditions?		√			
Individual capability - does the job -					
Require unusual capability?	√		√		Employee must be physically fit and capable of handling the load.
Hazard to those with a health problem?		√			Only to an existing injury
Hazard those who are pregnant?	√		√		No loads to be carried
Call for special information/training?					
Other factors					
Is movement or posture hindered by clothing or personal protective equipment?		√			Where appropriate PPE will be provided including gloves

Further Measures

- **A beer barrel or keg will only be lifted by two people (or with the aid of a suitable trolley]**
- **Only one crate will be lifted at a time or use barrel**
- **When carrying bottles to cellar ensure that only small amounts are taken at a time and in a suitable box**
- **Ensure that gloves are worn when moving barrels, Lift barrels together, adopt correct posture when stocking up. Ensure that the person is comfortable with weight. Lay out of bar should be made to avoid lifting and stretching**
- **No loads should be carried on a stepladder.**
- **Larger loads will be divided into smaller amounts or a trolley used. (in certain cases a team lift might be considered)**
- **Supervisors should make regular checks to ensure safe practice is being carried o**
- **Ensure all gas is carried one cylinder at a time. Gas should be chained**
- **Where necessary carry only half a crate of bottles at a time**
- **Liaison will be made with the brewery and other suppliers to ensure safe delivery of stock**

N.B – No one should lift or carry objects that are likely to cause harm.

This Assessment should be read in conjunction with Manual Handling Policy

THE MANOR HOTEL
Manual Handling Risk Assessment

Part One

Department/Personnel Involved **Housekeeping**

Assessment Date **1st February 2025**

Location of Operation. **Housekeeping; Bedrooms and Bathrooms**

Operations Covered by this Assessment

Movement of clean and dirty linen
Moving furniture
Turning of Mattress;

Weights will Vary – No person should attempt to lift awkward or unwieldy loads (see maximum suggested weights below) Individual, visual assessments will be made but general maximum weights (with item held close to the body) are as follows –

	Female	Male
Shoulder Height	7kg	10kg
Elbow Height	16kg	25kg
Knuckle Height	13kg	20kg
Mid Lower Leg	7kg	10kg

Individual, visual assessments are more accurate – Any weights published on container labels should be observed.

The HSE provides these suggested maximum weights

Do these Operations involve a significant risk of injury? **Yes/No**
If “No” proceed no further If “Yes” complete part two (overleaf) then part three below

Part Three

Complete the second part of this assessment and then decide **the overall risk of injury** –
Insignificant **Low** **Medium** **High**

What further action should be taken in order to reduce the risk of injury to a reasonable level?

Staff should only take amounts the individual is comfortable with

Ensure that any movement of furniture or mattress is carried out by at least two suitable members of staff

Staff will be made aware of the risks involved and given training as necessary

Those employees with injuries to their back should inform their supervisor and are strictly advised not to lift or carry unsuitable loads. (those ignoring safety rules may be disciplined)

Ensure any heavy items are not kept on the higher shelves to avoid over-reaching

See also further measures on page 3

Questions to consider (If the answer to a question is 'Yes' place a tick as appropriate against it and then consider the level of risk)	Levels of Risk (Tick as appropriate)				Remedial Action (Possible action notes)
	Yes	No	Med	High	
The Tasks – Do they involve -					
Holding loads away from the trunk?		√			
Twisting?		√			
Stooping?	√		√		To reach certain delivery items
Reaching upwards?	√		√		Keep heavy items such as linen and chemicals (including linen) on middle or lower shelves
Large vertical movement?		√			
Long carrying distance?		√			The use of a trolley is available
Strenuous pulling or pushing?		√			Where required a sack barrow will be used
Unpredictable movement of loads?	√		√		Mattresses may be awkward
Repetitive handling?	√		√		No
Insufficient rest or recovery?		√			
A work rate imposed by a process?		√			
The loads - are they -		√			
Heavy?		√			Under suggested weights
Bulky/unwieldy?		√			
Difficult to grasp?		√			
Unstable/unpredictable ?		√			
Intrinsically harmful (e.g. sharp/hot?)		√			
The working environment - are there -					
Constraints on posture ?		√			
Poor floors?		√			Floors may become slippery, particularly in bathrooms
Variations in levels?		√			
Hot/cold/humid conditions?	√		√		Under normal circumstances the conditions will not be a factor
Strong air movements?		√			
Poor lighting conditions?		√			
Individual capability - does the job -					
Require unusual capability?	√		√		Employee must be physically fit and capable of handling the load.
Hazard to those with a health problem?		√			Only to an existing injury
Hazard those who are pregnant?	√		√		No loads to be carried
Call for special information/training?					
Other factors					
Is movement or posture hindered by clothing or personal protective equipment?		√			Where appropriate PPE will be provided

Further Measures

- **Where necessary housekeeping staff will lift or move mattresses and furniture in pairs.**
- **No load should be carried which an individual is not comfortable with**
- **When carrying trays to and from a bedroom ensure they are evenly loaded with liquids emptied (any hot liquids should be carried separately)**
- **Only move small amounts of linen should be carried at a time (always be able to see where you are going)**
- **No loads should be carried on a step ladder without specific instruction/training**
- **Larger loads will be divided into smaller amounts or a trolley used. (in certain cases a team lift might be considered)**
- **Supervisors should make regular checks to ensure safe practice is being carried out**
- **Carry only small amounts of linen at any one time in amounts that are comfortable for the individual**
- **When moving furniture or turning mattresses sufficient help must always be sought before commencing activity**
- **Supervisor should ensure correct lifting techniques are used.**
- **When moving dirty linen wear gloves and overalls to avoid contact with bodily fluids**
- **Always refer to the main policy; posters training handouts and information that is given**
- **Use linen trolleys where possible**

This assessment should be read in conjunction with the Manual Handling Policy

N.B – No one should lift or carry objects that are likely to cause harm.

THE MANOR HOTEL

Manual Handling Risk Assessment

Part One

Department/Personnel Involved **Food Preparation and Food Service**

Assessment Date **1st February 2025**

Location of Operation. **Kitchen Area**

Operations Covered by this Assessment

Moving of loads in and around the kitchen area including liquids and small equipment

Weights will Vary – No person should attempt to lift awkward or unwieldy loads (see maximum suggested weights below) Individual, visual assessments will be made but general maximum weights (with item held close to the body) are as follows –

	Female	Male
Shoulder Height	7kg	10kg
Elbow Height	16kg	25kg
Knuckle Height	13kg	20kg
Mid Lower Leg	7kg	10kg

Individual, visual assessments are more accurate – The weights published on container labels should be observed. The HSE provides these suggested maximum weights

Do these Operations involve a significant risk of injury? **Yes/No**

If “No” proceed no further If “Yes” complete part two (overleaf) then part three below

Part Three

Complete the second part of this assessment and then decide **the overall risk of injury** –

Insignificant **Low** **Medium** **High**

What further action should be taken in order to reduce the risk of injury to a reasonable level?

Staff should only take amounts the individual is comfortable with – Avoid carrying loads (particularly hot objects) unless trained and only then with the correct protection in small loads.

Beware slippery floor – ensure large amounts of hot liquids are not carried
Sharp objects should be carried with blade down (see knife risk assessment)

Staff will be made aware of the risks involved and given training as necessary
Those employees with injuries to their back should inform their supervisor and are strictly advised not to lift or carry unsuitable loads. (those ignoring safety rules may be disciplined)

When loading or unloading fat fryer ensure that help is sought if load is too heavy.
Buckets must be heat proof and have a lid. Beware slippery floors (read the fat fryer cleaning assessment)

Under no circumstances should large amounts of hot water or oil be carried by an individual – smaller amounts should be used to fill the vessel unless a suitable trolley can be found (only when cool)

Questions to consider (If the answer to a question is 'Yes' place a tick as appropriate against it and then consider the level of risk)	Levels of Risk (Tick as appropriate)				Remedial Action (Possible action notes)
	Yes	No	Med	High	
The Tasks – Do they involve -					
Holding loads away from the trunk?		√			
Twisting?		√			
Stooping?	√		√		To reach certain delivery items
Reaching upwards?	√		√		Pots and pans etc should not be stored at a high level
Large vertical movement?		√			
Long carrying distance?		√			
Strenuous pulling or pushing?		√			Where required a trolley will be used
Unpredictable movement of loads?	√		√		Some liquids (never hot) – These should be carried out in small amounts only
Repetitive handling?	√		√		No
Insufficient rest or recovery?		√			
A work rate imposed by a process?		√			
The loads - are they -		√			
Heavy?		√			Under suggested weights
Bulky/unwieldy?		√			
Difficult to grasp?		√			
Unstable/unpredictable ?		√			Some liquids may shift in weight (smaller loads)
Intrinsically harmful (e.g. sharp/hot?)		√			PPE will be used for hot liquids. Large amounts not allowed to be carried. These should be divided into smaller amounts or a suitable trolley used
The working environment - are there -					
Constraints on posture ?		√			
Poor floors?		√			Floors may become slippery
Variations in levels?		√			
Hot/cold/humid conditions?	√		√		The kitchen may become hot during service
Strong air movements?		√			
Poor lighting conditions?		√			
Individual capability - does the job -					
Require unusual capability?	√		√		Employee must be physically fit and capable of handling the load.
Hazard to those with a health problem?		√			Only to an existing injury
Hazard those who are pregnant?	√		√		No loads to be carried
Call for special information/training?					
Other factors					
Is movement or posture hindered by clothing or personal protective equipment?		√			Where appropriate PPE will be provided including gloves

Further Comments

- **No load should be carried which an individual is not comfortable with**
- **When carrying trays ensure they are evenly loaded with liquids emptied (any hot liquids should be carried separately)**
- **Ensure liquids are only carried where cool**
- **Mop up spills promptly**
- **Any hot liquids must be left to cool before moving. The liquid should be carried by two persons, on a trolley or divide into smaller amounts before being moved**
- **Only move small amounts of linen at a time (always be able to see where you are going)**
- **No loads should be carried on a stepladder.**
- **Supervisors should make regular checks to ensure safe practice is being carried out**
- **Always refer to the main policy; training handouts and all information given**
- **All electrical items must be unplugged with lead tidied away before being carried**
- **The floor should be regularly mopped and dried to avoid slips**
- **Ensure PPE is worn as appropriate**

This assessment should be read in conjunction with The Manual Handling Policy

This Assessment should be read in conjunction with Manual Handling Policy, which all staff should read

No one should lift or carry objects if they are likely to cause harm

N.B – No one should lift or carry objects that are likely to cause harm.

THE MANOR HOTEL

Manual Handling Risk Assessment

Part One

Department/Personnel Involved **Waiters and Porters**

Assessment Date **1st February 2025**

Location of Operation. **Restaurant; Public Areas**

Operations Covered by this Assessment

General movement of loads including linen, furniture, food products (some hot) and chemicals within original containers

Weights will Vary – No person should attempt to lift awkward or unwieldy loads (see maximum suggested weights below) Individual, visual assessments will be made but general maximum weights (with item held close to the body) are as follows –

	Female	Male
Shoulder Height	7kg	10kg
Elbow Height	16kg	25kg
Knuckle Height	13kg	20kg
Mid Lower Leg	7kg	10kg

Individual, visual assessments are more accurate – The weights published on container labels should be observed.

The HSE provides these suggested maximum weights

Do these Operations involve a significant risk of injury? **Yes/No**

If “No” proceed no further If “Yes” complete part two (overleaf) then part three below

Part Three

Complete the second part of this assessment and then decide **the overall risk of injury** –

Insignificant

Low

Medium

High

What further action should be taken in order to reduce the risk of injury to a reasonable level?

Staff should only take amounts the individual is comfortable with – Avoid carrying loads (particularly hot objects) unless trained and only then with the correct protection in small loads.

Trays should be no more than three quarters full (maximum) – Carry only one item at a time

Staff will be made aware of the risks involved and given training as necessary

Those employees with injuries to their back should inform their supervisor and are strictly advised not to lift or carry unsuitable loads. (Those ignoring safety rules may be disciplined)

Always refer to training information and the manual handling policy

Questions to consider (If the answer to a question is 'Yes' Place a tick as appropriate against it and then consider the level of risk)	Levels of Risk (Tick as appropriate)				Remedial Action (Possible action notes)
	Yes	No	Med	High	
The Tasks – Do they involve -					
Holding loads away from the trunk?		√			
Twisting?		√			
Stooping?	√		√		To reach certain delivery items
Reaching upwards?	√		√		When storing foodstuffs and utensils. Lighter items are stored on the higher shelves
Large vertical movement?		√			
Long carrying distance?		√			The use of a trolley should be available
Strenuous pulling or pushing?		√			No large amounts involved
Unpredictable movement of loads?	√		√		Some liquids (never hot) – These should be carried out in small amounts only
Repetitive handling?	√		√		Certain items may be repetitive when unloading from a tray
Insufficient rest or recovery?		√			
A work rate imposed by a process?		√			
The loads - are they -		√			
Heavy?		√			Under suggested weights
Bulky/unwieldy?		√			
Difficult to grasp?		√			
Unstable/unpredictable ?		√			Some liquids may shift in weight (smaller loads)
Intrinsically harmful (e.g. sharp/hot?)		√			Movement of hot liquids (or harmful chemicals to be avoided)
The working environment - are there -					
Constraints on posture ?		√			
Poor floors?		√			Floors may become slippery ensure suitable footwear
Variations in levels?		√			
Hot/cold/humid conditions?	√		√		The kitchen may become hot during service
Strong air movements?		√			
Poor lighting conditions?		√			
Individual capability - does the job -					
Require unusual capability?	√		√		Employee must be physically fit and capable of handling the load.
Hazard to those with a health problem?		√			Only to an existing injury
Hazard those who are pregnant?	√		√		No loads to be carried
Call for special information/training?					
Other factors					
Is movement or posture hindered by clothing or personal protective equipment?		√			Where appropriate PPE will be provided.

Further Measures

- **Larger loads will be divided into smaller amounts or a trolley used. (in certain cases a team lift might be considered)**
- **When carrying trays ensure they are evenly loaded with liquids emptied (any hot liquids should be carried separately)**
- **This Assessment should be read in conjunction with Manual Handling Policy which all staff should read**
- **No one should lift or carry objects if they are likely to cause harm**
- **Supervisors should make regular checks to ensure safe practice is being carried out**
- **Care should be taken carrying food to the restaurant or bar from the main kitchen. Do not overload trays and ensure stairs and pathway is free**
- **Whenever a case or bag is carried the approximate weight should be assessed before being transported when possible a trolley should be used**

This assessment should be read in conjunction with the Manual handling policy.

N.B – No one should lift or carry objects that are likely to cause harm