

Risk Assessment Index – Housekeeping

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	Vacuuming		01/02/2025				
2	Handling of Clinical Waste		01/02/2025				
3	Cleaning Windows		01/02/2025				
4	Use of Irons		01/02/2025				
5	Movement and Management of Linen		01/02/2025				
6	Lone Working		01/02/2025				
7	Movement and Use of Duvet covers		01/02/2025				
	From the General Assessments:						
8	Use of Chemicals		01/02/2025				
9	Care of Dermatitis		01/02/2025				
10	First Aid		01/02/2025				
11	Slips, Trips and Falls - General		01/02/2025				
12	Fire Extinguishers (including fire blankets)		01/02/2025				
13	Use of Stepladders		01/02/2025				
14	Portable Electrical Appliances		01/02/2025				
15	Mains Electricity		01/02/2025				
16	Accessing the back area of 200 corridor loft.		01/02/2025				
17	Stairs – including fire escapes		01/02/2025				
	From Maintenance:						
18	Use of Power Washer		01/02/2025				
	From Reception / Office Risk Assessments:						
19	Filing - Use of filing cabinets		01/02/2025				
20	Use of Computer and DSE		01/02/2025		15/07/18		
21	Manual Handling		01/02/2025		15/07/18		

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: Housekeeping			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?			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>VACUUMING</p> <p>Use vacuum cleaner clean carpets and floors</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p> <p>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</p>	<p>Electric shock, Sprains, injuries, Repetitive injuries</p> <p>Trips from cables</p>	<p>Housekeeping, Night Porters, Restaurant / Bar Staff, maintenance Staff, Duty Managers.</p>	<p>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. Ensure the vacuum cleaner is switched off before plugging in.</p> <p>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.</p> <p>Vacuuming work is carried out within the limits of the length of the power cable to avoid overstretching the cable and causing damage to either end of it.</p> <p>Ensure cables are tidied away and kept so as not to be a tripping hazard.</p> <p>Regular breaks are taken to prevent RSI.</p>	√			√			2 Low	Read in conjunction with general electrical equipment guidelines and Vacuum Cleaning Safe System of Work.	Head of Dept	PAT testing undertaken in line with schedule	

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

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Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Housekeeping		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 (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>HANDLING OF CLINICAL WASTE</p> <p>Handling items that may contain bodily fluids</p> <p><i>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</i></p>	<p>Contamination from bodily fluids and injury from sharp objects such as needles, syringes and razors.</p> <p>Possibility of Hepatitis B or HIV / Aids virus.</p>	<p>Housekeeping, Duty Managers</p>	<p>Suitable Personal Protective Equipment (PPE)</p> <p>A sharp's bin is kept in the head housekeeper's office. Only the head housekeeper, the deputy or Duty Manager may remove needles, syringes or other sharp objects. If these items are found, staff will alert the Head Housekeeper, Deputy or Senior Management</p> <p>On going training and awareness.</p>	1	2	3	1	2	3	<p>4 Medium</p>	<p>Read in conjunction with clinical waste safe system of work</p> <p>If contamination occurs, employees may be offered suitable treatment to protect from Hepatitis B or HIV / aids, upon request</p>	<p>Head of Dept</p>	<p>Waste bins should never be emptied by placing hands in the bin, always lift the bag out of the bin and discard.</p>

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Hazard and Description of task	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			
CLEANING WINDOWS The cleaning of internal windows This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments	Back injuries; muscular strains; falling; collapse of fragile structures (window glass); Contact with overhead items.	Housekeeping, Night staff, Duty Managers.	Suitable cleaning tools and chemicals are supplied including PPE. Employees must not stand at height, over reach or attempt to clean the outside of the windows. No pressure should be put on the window in case of breakage.	√			√			2 Medium	If ladders are required to facilitate working at height, training will be carried out before the work is undertaken	Head of Dept and General Manager Limiters should be set with upwards sash style opening windows unless it constitutes a fire hazard The opening should ideally be no more than 10cm

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Hazard and Description of task	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (likely to be 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>USE OF IRONS</p> <p>The use of hot electric irons to press items of clothing and other linen items</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Burns, Scalds, Sprains.</p>	<p>House Keeping, Resident Guests, Restaurant staff, Duty Managers.</p>	<p>The irons are regularly PAT tested and given visual checks.</p> <p>Customers are asked to ensure the irons are cool before being left outside for collection</p> <p>Follow manufacturer's guidelines.</p> <p>Suitable ironing boards are provided and visually checked.</p> <p>Where irons and boards are provided in the guest bedrooms, these units have plats on which the irons are housed for storage. The irons have an auto cut-off facility to avoid them overheating.</p>	<p>✓</p>			<p>✓</p>			<p>2 – Low</p>	<p>Consider a how to use safety guide for guests</p>	<p>Head of Dept</p> <p>Ensure suitable visual inspections are made.</p> <p>Pat testing undertaken in line with schedule.</p>

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Persons Responsible Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		Department: Housekeeping			Can the risk be eliminated?			No					
Hazard and Description of task MOVEMENT AND MANAGEMENT OF LINEN	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>Movement of Linen both wet and dry in and around the bedroom and housekeeping areas</i></p> <p><i>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</i></p>	<i>Back Injuries</i>	<i>House - Keeping, linen porters, restaurant staff, Duty Managers</i>	<p><i>Carry only small amounts of linen at any one time in amounts that are comfortable.</i></p> <p><i>Split loads to make them manageable.</i></p> <p><i>Use a suitable trolley where possible.</i></p> <p><i>Never carry a load that restricts your vision.</i></p> <p><i>Always refer to the main policy; posters training handouts and information that is given in respect of manual handling.</i></p> <p><i>Do not move heavy loads if you already have an injury that could be inflamed by so doing.</i></p> <p><i>Wear gloves and appropriate PPE when moving soiled linen. Soiled linen is marked and placed in separate marked bags.</i></p>		✓			✓		4 – Med	<p><i>Beware dangers of bodily fluids and other objects that may be hidden in the linen.</i></p> <p><i>Where provided, use the lift to carry between floors not steps. Use trolleys provided.</i></p> <p><i>Back braces can be provided on request as part of the PPE available.</i></p>	<i>Head of Dept</i>	<i>Read in conjunction with the manual handling assessment.</i>

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Hazard and Description of task LONE WORKING	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>At times employees will work alone in bedrooms & areas of the building</p> <p><i>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</i></p>	<p>Violent and / or sexual abuse</p>	<p>Housekeeping staff, Night Staff, Maintenance personnel, Restaurant staff delivering Room Service meals, Duty Managers.</p>	<p>Bedrooms doors wedged open when working.</p> <p>Proximity to colleagues when working; bedroom telephones work.</p> <p>No female members of staff to deliver a room service order alone.</p> <p>Personal attack alarms are issued to all lone workers.</p> <p>Lone working will be avoided where ever possible.</p>	1	2	3	1	2	3	<p>6 – Med</p> <p>Consider working in pairs Housekeeper to regular monitor and check staff</p>	<p>Head of Dept,</p>	<p>Consider further safety awareness training given to employees</p> <p>Consider employees working in pairs</p>

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Hazard and Description of task MOVEMENT & USE OF DUVET COVERS	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>Movement of dry duvets & duvet covers in & around the bedroom and housekeeping areas</p> <p><i>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</i></p>	<p>Back Injuries</p>	<p>House - Keeping, Duty Managers</p>	<p>Duvets can be bulky and unwieldy; although not heavy the actual size means that only one large duvet may be carried at any one time</p> <p>Carry only small amounts of the covers at any one time in amounts that are comfortable. Use a suitable trolley where possible and make use of the lift if available</p> <p>When changing king size covers it may be necessary to request help from a second person</p> <p>Wear gloves and appropriate PPE when moving soiled covers or duvets. Soiled covers are to be marked and placed in separate marked bags</p>	1	2 ✓	3	1	2 ✓	3	<p>4 – Med</p>	<p>Beware dangers of bodily fluids and other objects that may be hidden in the duvet (after being used by a guest)- wear suitable gloves and apron</p> <p>Ensure that full training and information has been given</p> <p>See also the assessment on clinical waste</p>	<p>Head of Housekeeper</p>	<p>Read in conjunction with the manual handling assessment and ensure all employees have been given suitable training on making and stripping a duvet cover.</p> <p>Always refer to the main policy; posters training handouts and information that is given.</p> <p>The duvets are of the hollow fibre variety (not feather) and will be replaced when required.</p>