

Risk Assessment Index KITCHEN

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	Hot foods and liquids		01/02/25				
2	Cleaning of ovens and grills		01/02/25				
3	Use of grill and hob		01/02/25				
4	Use of knives		01/02/25				
5	Use and cleaning of fryers		01/02/25				
6	Use of mixers		01/02/25				
7	General use of meat slicer		01/02/25				
8	Opening of oven doors		01/02/25				
9	Slips, trips and falls in the kitchen		01/02/25				
10	Movement of hot foods and liquids		01/02/25				
11	Cleaning of Filters		01/02/25				
12	Handling Deliveries		01/02/25				
13	Cleaning of Kitchen extract ventilation system		01/02/25				
14	Use of Steam Cleaner		01/02/25				
	General Risk Assessments:						
15	Care with Dermatitis		01/02/25				
16	First Aid		01/02/25				
17	Use of Chemicals		01/02/25				
18	Fire Extinguishers (including fire blankets)		01/02/25				
19	Slips, Trips and Falls - general		01/02/25				
20	Portable Electrical Appliances		01/02/25				
21	Mains Electricity		01/02/25				
22	Stairs – including fire escapes		01/02/25				
23	Food Lift		02/12/17	02/12/18			
24	Manual Handling		29/06/17	29/06/18	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: Kitchen		Can the risk be eliminated?			No						
Hazard and Description of task CARRYING HOT LIQUIDS & FOODS	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>Carrying hot liquids in the kitchen area including water and oils</p> <p>Waiting staff carrying hot liquids in the restaurant area</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Burns Scalds Trips Slips and Falls, injuries consistent with manual handling</p>	<p>Kitchen staff, Waiters, any persons who enter kitchen or carries hot food in the restaurant / function rooms</p>	<p>No large amounts of hot liquids or Foods should be moved - They will be divided into smaller loads and properly covered. Hot loads for disposal will be allowed to cool before moving / if absolutely necessary, assistance will be sought with lifting and disposal to reduce the overall load being lifted and facilitate safe disposal. Cloths should be used to protect hands from hot surfaces when lifting. Service cloths will be used when carrying flats; On going vigilance and supervision. Use of yellow "wet floor" signage if spills occur; spillage cleared up immediately thereafter. Clear indication of any tripping hazard on the floor if loads are left to cool.</p>	√					√	<p>3 Low</p>	<p>Correct PPE to be worn at all times including safety shoes by anyone entering the kitchen</p> <p>Use a suitable trolley for moving these items.</p> <p>Waiting staff should wear correct uniform including long sleeve shirts and sensible flat soled shoes.</p> <p>Consider a no running sign.</p> <p>Regular checks made to ensure the flooring is sound.</p>	<p>Head Chef / Restaurant Manager/ Banqueting Manager</p>	<p>Managers to make spot checks on PPE.</p>

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: Kitchen		Can the risk be eliminated?			No						
Hazard and Description of task CLEANING OF OVENS AND GRILLS	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				Result
<p>The cleaning of ovens and grills - Using substances to effectively clean the ovens, grill and hob</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Burns from chemicals, burns from hot surfaces, inhalation of fumes.</p>	<p>Chefs and Kitchen workers</p>	<p>Employees are fully trained before starting task. COSHH Assessment undertaken. The appliances to be turned off at mains switch Appliance to be cooled to a safe level before cleaning commences. Personal Protective Equipment (BS standard) to be worn and checked by supervisor. Refer to COSHH assessment sheets and procedures from safety data sheets. Ensure that instructions are fully read and referred to.</p> <p>Ensure Employee is fully trained, and PPE is available.</p> <p>Suitable first aid materials including eye irrigators must be available.</p>	√				√		<p>2 Low</p>	<p>Only those employees who have been correctly trained should be allowed to undertake this activity</p> <p>Equipment to be labeled "out of use" until cleaning completed.</p>	<p>Head Chef</p>	<p>This equipment must always be supervised i.e. not left on when kitchen is empty.</p>

MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

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Persons Responsible Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		Department: Kitchen			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
				Regularity of Task (daily)	Task Non-Repetitive unless stated otherwise?	1	2	3	1			
USE OF OPEN GRILL and HOB	Burns Open Flame Fire	Kitchen Staff, Chefs	Burns, Scalds, spitting from residue. Regular training, cleaning and replacement of coals. Clean only when cool. Removal of fat build up Regular on going checks to ensure that equipment is clean and safe to use. Also refer to "cleaning of ovens and grill" assessment.	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	4 Medium	Ensure cloths are kept Away from the open flame. Ensure that this equipment is regularly serviced.	Head Chef	
This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments												

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: Kitchen			Can the risk be eliminated?			No					
Hazard and Description of task USE OF KNIVES	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>The use of kitchen knives by Chef's and kitchen workers.</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Cuts</i></p>	<p><i>Kitchen Staff, Chefs.</i></p>	<p><i>Knives are visually checked and inspected before use to ensure they are appropriate for use within the kitchen area.</i></p> <p><i>Only trained/experienced or suitably qualified chefs should attempt to use sharp knives.</i></p> <p><i>Any personal knives will be inspected by the head chef before use then monitored to ensure suitability.</i></p> <p><i>Properly store these knives and do not place in the sink, wash up and dry immediately.</i></p>	1	2	3	1	2	3	<p><i>4 Medium</i></p>	<p><i>Chefs may only bring in their own knives once they have been checked by the head chef or manager – there should be a signature sheet in place</i></p>	<p><i>Head Chef</i></p>	<p><i>Read in conjunction with the safe system of work and using knives check list</i></p>

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: Kitchen			Can the risk be eliminated?			No					
Hazard and Description of task USE AND CLEANING OF FAT FRYERS	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>The use of and cleaning/emptying of the fat fryer</p> <p>Oil spills causing burns. Splashed oil on floor causing risk of slips.</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Splashes of fat, burns and scalds.</p>	<p>Kitchen Staff, Chefs.</p>	<p>No fat will be removed while hot; The Fat Fryer is drained on a weekly basis as per cleaning instructions., this will only be carried out when fat is cool Food placed in fryer away from body. Ensure food is dry to avoid spitting All chefs are trained and aware of fryer dangers. Any spills are dealt with immediately with safety measures in place to mop up and dry spills promptly. Care must be taken when using this equipment and monitoring by Head Chef will take place. PPE - Cleaners and Chefs will wear appropriate whites and protective wear.</p>	√						√	<p>3- Low</p> <p>The cleaning must never begin under any circumstances until the oil and equipment is cooled.</p> <p>Any burns will be treated with cool water and reported immediately</p> <p>If a spill occurs ensure the yellow slippery floor sign is in place, then immediately cleaned up.</p> <p>Ensure employees know the correct procedure for dealing with fires in fryers</p>	<p>Head Chef</p>	<p>Ensure that the thermostat is checked and calibrated which will reduce the likelihood of overheating and fire hazard.</p> <p>Ensure used oil is properly disposed of.</p> <p>Full training will be given as appropriate.</p> <p>* See also emptying of fat fryer assessment.</p>

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: Kitchen			Can the risk be eliminated?			No					
Hazard and Description of task USE OF LARGE ELECTRIC MIXER	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>Use of large electric mixer/Food preparation using mixer</i></p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p><i>Entanglement, Electric shock.</i></p>	<p><i>Kitchen Staff Chefs Kitchen Porter</i></p>	<p><i>Broken or torn fingers from placing hand in machine while still on.</i></p> <p><i>Machine must have fully stopped before attempting to put hands in bowl.</i></p> <p><i>Staff trained in using mixers and using additional fixing. Always unplug when cleaning or changing fixings</i></p> <p><i>Unplug when not in use and when cleaned.</i></p> <p><i>Equipment is PAT tested</i></p>	√			√			<p><i>2 - Low</i></p>	<p><i>Keep the instructions/manual with the equipment and use as part of the training</i></p> <p><i>Regular visual checks to ensure that the lead and plug are in good order</i></p>	<p><i>Head Chef</i></p>	<p><i>Ensure the equipment is not plugged in close to water or with the lead across a sink / trailing across the floor creating a tripping hazard.</i></p>

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: Kitchen			Can the risk be eliminated?			No					
Hazard and Description of task USE OF THE MEAT SLICER	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				Result
<p>Cutting foods on the electric meat slicer and the cleaning of the machinery</p> <p>Severe cuts or partial finger loss from blade.</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	Cuts and injury to hands.	Kitchen Staff, Chefs.	<p>Make sure blade is sharp to stop unnecessary pushing of slider. Guards in place, in good condition and fit for purpose.</p> <p>As control. User awareness, monitoring and training. No one under 18 years should operate</p> <p>Keep unplugged when not in use</p> <p>When not in use the blade will be kept flat to the guard</p> <p>When being cleaned the meat slicer must be switched off and isolated – long handled brush used</p> <p>Refer to COSHH sheets</p>	√			√			2- Low	Undertake visual checks Undertake a regular service of the meat slicer	Head Chef	Ensure the equipment is not plugged in close to water or with the lead across a sink / trailing across the floor creating a tripping hazard.

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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: Kitchen			Can the risk be eliminated?			No					
Hazard and Description of task THE OPENING OF OVEN DOORS	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				Result
<p>Left open causing obstruction, burns on legs and abrasions.</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Sharp edges and hot surfaces burns causing injury</p>	<p>Kitchen Staff, Chefs, those entering the kitchen.</p>	<p>Doors kept shut after any food removed from oven. Verbal warnings in use if any other chef is in surrounding area.</p> <p>All chefs are aware of kitchen hazards and always use warnings to anyone entering service area.</p> <p>Always use suitable cloth's when removing foods or opening the oven doors.</p>	√			√			<p>1- Low</p>	<p>A routine check of door catches should be made</p>	<p>Head Chef</p>	<p>If there are particularly sharp edges or corners then rounder corners may be fitted (if safe and suitable)</p>

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: Kitchen			Can the risk be eliminated?			No				
Hazard and Description of task KITCHEN SLIPS, TRIPS & FALLS	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>The kitchen floor and other nearby areas may become slippery when wet or obstructed. A particular hazard is from spills including water, food debris and oil from the fryer's.</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Injury to back; and head cuts, bruises, Injuries associated with falls in a kitchen area</p>	<p>Kitchen Staff, Chefs.</p>	<p>Floors will be promptly cleaned and dried with suitable substances and materials then dried. A yellow warning sign will be put in place When the floor is being cleaned this will be carried out by a fully trained and competent person. General cleaning and mopping will only take place when the kitchen is closed, and the warning sign is in place. Employees carrying out these activities will also be given non-slip shoes to wear.</p> <p>Ensure all routes are kept clear and regular checks made. Suitable PPE including gloves will be given</p>	1	2	3	1	2	3	<p>4 Medium</p>	<p>Checks on the general wear and tear of the floor should be periodically made.</p> <p>Consider use of mats in service areas so long as they can be kept hygienically clean and do not present a trip hazard.</p>	<p>Head Chef</p> <p>Ensure hot loads such as hot food or water are not carried unless in small loads or with the assistance of a suitable trolley.</p> <p>Any slips, trips and falls will be reported and recorded by management.</p> <p>See also the assessment on movement of hot liquids and foods.</p> <p>Several supplemental documents are included in the Policy Manual concerning slips and trips in kitchens</p>

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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: Kitchen			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 (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			
<p>REMOVAL OF LIQUIDS INCLUDING EMPTYING FAT FRYER</p> <p>Slips trips and falls from spilling hot liquids including fat</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Burns, and Scalds. Tripping hazards</p>	<p>Kitchen Staff, Chefs.</p>	<p>No large amounts of hot liquids should be moved - They will be divided into smaller loads and properly covered before being moved</p> <p>Hot loads for disposal will be allowed to cool before moving / if absolutely necessary, assistance will be sought with lifting and disposal to reduce the overall load being lifted and facilitate safe disposal. Cloths should be used to protect hands from hot surfaces when lifting. Service cloths will be used when carrying flats; Waiting staff should wear correct uniform including long sleeve shirts and sensible shoes</p>	1	2	3	1	2	3	<p>6 Medium</p>	<p>Read in conjunction with the manual handling policy and additional manual handling assessments</p>	<p>Head Chef</p> <p>On going vigilance and supervision. Use of yellow "wet floor" signage if spills occur.</p> <p>Clear indication of any tripping hazard on the floor if loads are left to cool.</p> <p>Ensure any used oils are disposed of correctly</p> <p>Read in conjunction with the use of hot liquids in the kitchen policy</p>

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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: Kitchen			Can the risk be eliminated?			No					
Hazard and Description of task <i>General Use and Cleaning of Filters</i>	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (weekly or as required based on usage of the kitchen area) Task Non-Repetitive unless stated	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>Filters must be cleaned to ensure fumes, smoke and steam are cleared safety and efficiently.</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>General fire hazard should the filters not be cleaned;</p> <p>Potential injury from any chemicals used.</p>	<p>Kitchen Staff, Chefs, other people in the hotel in the event a fire were to break out</p>	<p>If filters become clogged, they are a hazard to health through breathing in fumes and could pose a fire hazard.</p> <p>Regular cleaning is to be implemented.</p> <p>Frequency of cleaning will depend on the use of the kitchen. Cleaning will usually be weekly, though may be frequent in some kitchens. In banqueting kitchens, cleaning may be less frequent.</p>	1	2	3	1	2	3	<p>4 Medium</p>	<p>Ensure that any member of staff using steps for this activity are suitably trained</p>	<p>Head Chef</p>	<p>The filters are cleaned by a professional company on an annual or six monthly basis</p>

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Persons Responsible Andrew Middleton, fellow Directors; General Managers & Heads of Dept.		Department: Kitchen			Can the risk be eliminated?			No					
Hazard and Description of task HANDLING DELIVERIES	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 deliveries including chilled and frozen goods to storage facilities</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 associated with manual handling such as pulls, strains, hernia, slipped disc or dropping goods</i></p>	<p><i>Kitchen Staff, Chefs.</i></p>	<p><i>Employees are given specific manual handling assessments as required.</i></p> <p><i>PPE is issued.</i></p> <p><i>No employee will carry a load that they may deem to awkward or unwieldy.</i></p> <p><i>Hot liquids should not be carried.</i></p>	1	√	3	1	√	3	<p>4 Medium</p>	<p><i>Read in conjunction with the manual handling policy and additional "manual handling" assessments and "carrying hot liquids and foods."</i></p> <p><i>Ensure nonslip safety shoes are worn.</i></p> <p><i>Pregnant woman should not carry items in this area.</i></p>	<p><i>Head Chef</i></p>	<p><i>This should also be read in conjunction with the food hygiene policy and safer food better business manual.</i></p>

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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: Kitchen	Can the risk be eliminated?	No

Hazard and Description of task USE OF CHEMICALS	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>Filters must be cleaned to ensure fumes, smoke and steam are cleared</i></p> <p><small>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</small></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, Housekeeper 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>Head Chef</i></p> <p><i>Head Housekeeper</i></p> <p><i>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>

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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: Kitchen			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 (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>CARE OF DERMATITIS</p> <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>	Eczema; Dermatitis and skin conditions that may occur following frequent contact with water and chemicals	All Staff	<p>1. Avoid contact</p> <p>2. Protect the skin</p> <p>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>	✓			✓			2 – Low	<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>	Heads of Dept.	<p>Ensure all jewellery 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

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: Kitchen	Can the risk be eliminated?	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
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				1	2	3	1	2	3	Result	Further Measures	
<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>	<i>Injuries from general incidents and accidents</i>	<i>All Staff</i>	<p>No knowledge in treating any accidents. In serious cases could cause death.</p> <p>No first aid box or under filled could hamper treatment-law is being broken.</p> <p>First Aid Box checked for correct items. All accidents reported and book filled in. Where appropriate RIDDOR forms will be completed</p> <p>All staff aware of whom the first aiders are.) List available on reception.</p> <p>Accident book filled in.</p> <p>Procedures on display on any accident occurring.</p> <p>One first aider to be on duty at all times</p>		✓			✓		4 Medium	When a qualified person leaves they will be replaced with a newly qualified person	

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: Kitchen	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 (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>SLIPS TRIPS & FALLS - general</p> <p><i>Slips, trips and falls in and around the hotel</i></p> <p><small>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</small></p>	<p><i>Cuts, bruises</i></p> <p><i>and general injuries</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>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</i></p> <p><i>Particular care to be taken on stair cases</i></p> <p><i>Where the floor is often wet and or greasy in the kitchen mats will be placed.</i></p> <p><i>Only to be carried out by competent person</i></p>	✓			✓			<p>2-Low</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/chained 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

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: Kitchen	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 (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			
<p>FIRE EXTINGUISHERS USE and PROCEDURE (includes fire blankets in kitchens)</p> <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.</p> <p>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 (eg 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>	✓						✓	<p>3 Med</p> <p>Consider hands on training course</p>	<p>Head of Dept</p> <p>Ensure there are signs with suitable information in place</p>

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: Kitchen	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 (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
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											Result	Further Measures		
<p>PORTABLE ELECTRICAL APPLIANCES</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 & Hand Injuries; Fire/burns; Bruises, Fractures etc. due to tripping on leads ;</p>	<p>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</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>	✓							3-Low	<p>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</p>	Heads of Dept	<p>Ensure all PAT testing is up to date and recorded</p>

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: Kitchen	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 (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	Further Measures		

<p>ELECTRICITY</p>				1	2	3	1	2	3				
<p>Use of Electrical Mains, Ring Mains & Electrical wiring.</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	<p>Electric shock; Fire/Burns; Eye & Hand Injuries;</p>	<p>All Staff customers of the hotel, contractors using the electrical installation at the hotel</p>	<p>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</p>	✓					✓	3-Low	Ensure a notice placed on fuse box during live working:	Heads of Dept	Ensure all testing is up to date and recorded

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: Kitchen		Can the risk be eliminated?			No						
Hazard and Description of task: <i>Use of Steam Cleaner</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?			Persons responsible to further implement control measures and by which date	Further Relevant Comment		
				1	2	3	1	2	3			Result	Further
<p>STEAM PRESSURE AT 500 BARS POSSIBILITY OF CAUSING SEVERE BURNS. PRESSURISED STEAMER USED FOR CLEANING AND SANITISING SURFACES AND WORK AREAS,</p> <p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p>	BURNS FROM PRESSURISED STEAM	CHEFS AND KITCHEN PORTERS	<ul style="list-style-type: none"> • NO POINTING STEAMER LANCE IN DIRECTION OF ANY PERSONS, • ELECTRICAL APPLIANCES OR OPERATING WITHOUT AN ATTACHMENT • KEEPING BODY PARTS FROM SUCTION PIPE, ONLY LIQUIDS DISPERSED FROM MACHINE TO BE VACUMED. • GLOVES AND GOGGLES TO WORN DURING USE. • TRAINING TO BE COMPLETED BEFORE USE. 	1					3	4 MEDIUM	ONLY TRAINED PERSONS TO USE	HEAD CHEF	MUST NOT BE LEFT UNNATENDED

Risk Assessment Ref No: Food Lift v1	Site / Department: MH Hotel	Assessor: General Manager	Date: 28/02/20 Reviewed: Annually
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Activity/Hazard (include number of people affected)	Control Measure (Current)	Risk Rating Low / Med / High (see table below)	Control Measures (additional – proposed)	By Who	By When
Trapping of body parts.	<ul style="list-style-type: none"> All staff are trained in the lifts operations and safety features Lift is loaded to its safe loading limits Staff are not allowed to use the lift for anything other than food transport. 	Low (4)	<ul style="list-style-type: none"> Area around the lift is to be kept unobstructed at all times All staff to receive lift operation training 	Hotel Management	
	<ul style="list-style-type: none"> In the event of a breakdown, the lift company must be contacted immediately and site maintenance, staff informed. ONLY trained maintenance staff can gain access to a faulty lift 	Med (5)	<ul style="list-style-type: none"> Monthly checks on safety guarding and door operation 	E.C	
	<ul style="list-style-type: none"> The lift operation is checked 6 monthly by an approved service provider 			Hotel Management E.C	
	<ul style="list-style-type: none"> No potentially hazardous materials should be carried in the lift 			Hotel Management	
Burns from heat lamps/surfaces	<ul style="list-style-type: none"> All staff trained in lifts operation and safety features. Several prominent, clear signs warning of hot surfaces. Staff are provided with waiter's cloths for use when removing plates from lift to serve to table. 	Low (3)		Hotel Management E.C	

Action taken if different from above:	11 to 25 HIGH		SEVERITY OF HARM				
	5 to 10 MEDIUM		Death (5)	Major Injury - RIDDOR (4)	Up to 3 days injury (3)	Minor (off-site treatment) (2)	Minor (on-site treatment) (1)
	1 to 4 LOW						
	LIKELIHOOD Of OCCURANCE	Certain (5)	25	20	15	10	5
		Very Likely (4)	20	16	12	8	4
		Likely (3)	15	12	9	6	3
May Happen (2)		10	8	6	4	2	
	Unlikely (1)	5	4	3	2	1	
Date checked for completion:	Confirmed by:						