





## MANOR HOUSE HOTEL RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor House Hotel			<b>Assessment Date:</b> 1st February 2025			<b>Re Assessment:</b> Annually					
<b>Persons Responsible</b> Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		<b>Department:</b> Reception/Office			<b>Can the risk be eliminated?</b>			No					
Hazard and Description of task	Types of injuries which could result from harm	Persons Affected	Current control measures in place Regularity of Task (daily) Task Non-Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
<p><b>SECURITY and INTRUDERS</b></p> <p>People of ill intent coming into the building to cause harm, theft or damage</p> <p><i>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</i></p>	<p>Potential for Injuries resulting from aggressive behaviour if intruder disturbed</p>	<p>Reception, Night Staff, Lone workers</p>	<p>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</p>	✓						✓	<p>3 - Low</p> <p>Personal attack alarms issued to all night staff and lone workers.</p>	<p>Hotel Management Head of Department</p>	<p>Ensure any incidents are promptly reported.</p> <p>Where Redcare alarm is installed, or similar, this is maintained annually.</p>

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Hazard and Description of task  <b>USE OF PAPER SHREDDER</b>	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
Use of paper shredder  This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments	Electric Shock; Injuries resulting from ties / loose clothing getting caught in the shredder unit	Reception and Office Staff	Staff instructed to remove or secure loose clothing when using shredder  Staff instructed never to put fingers near the cutting mechanism of the unit.  PAT testing is undertaken	✓				✓			2 – Low		Hotel Management and Head of Dept  Shredders in use are smaller scale items rather than high powered industrial units – therefore risk of serious injury is highly reduced.  PAT testing undertaken in line with schedule

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<b>Persons Responsible</b> Andrew Middleton, fellow Directors, General Managers & Heads of Dept.		<b>Department:</b> Reception/Office			<b>Can the risk be eliminated?</b>			No				
Hazard and Description of task  <b>FILING – use of filing cabinets</b>	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			
<i>Filing This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</i>	<i>Back strain, Trapping fingers / hands, Crushing of person, cuts or grazes should the filing cabinet fall forward onto the person</i>	<i>Any members of staff with a filing cabinet in their place of work</i>	<i>Filing cabinets will be in good order with possibility to only open one drawer at a time, Handles used correctly Doors and drawers closed when not in use, Cabinet to be filled evenly and not made top heavy, increasing the risk of the cabinet falling forward on opening.</i>	✓			✓			2 - Med		<i>Hotel Management and Head of dept</i>

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Hazard and Description of task  <b>USE OF LAMINATOR</b>	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
Use of laminator to protect certain documents  This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments	Electric shock, burns from hot mechanism / loose fitting clothing becoming trapped in the mechanism	Reception and Office Staff	Manufacturer's instructions are followed Loose clothing secured or removed.  Used in well ventilated area away from paper stocks.	✓					✓	3 – Med	Consider introducing an automatic heat setting	Hotel Management and Head of Dept	PAT testing undertaken in line with schedule

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Hazard and Description of task  <b>USE OF COMPUTER AND DSE</b>	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			
Use of display equipment (VDU/keyboard)  This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments	Eye strain, headaches, back strain, repetitive strain injury, exposure to low level radiation	Reception and Office Staff, other staff with access to a computer system for use at work.	Adjustable chairs provided; free annual eye tests for high-level users; wrist rests, footrests, radiation screens and anti-glare screens made available if necessary (i.e. pregnant users, etc.)	1	2 ✓	3	1	2 ✓	3	4 – Med  Anyone using DSE should complete the appropriate assessment forms	On going assessment and re assessment as required	PAT testing undertaken in line with schedule

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Hazard and Description of task  <b>USE OF PHOTOCOPIER</b>	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><i>Use of Photocopier</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>Electric Shock Entanglement</i></p>	<p><i>Reception and Office Staff, other staff with a need to copy paper for use with work. related matters</i></p>	<p><i>The copier must be switched off before repairs, removal of paper or investigations are made into feeder problems.</i></p> <p><i>Toner is not listed as a hazardous chemical so no COSHH sheet is required. Follow instructions.</i></p> <p><i>Ensure all appliances have been PAT tested</i></p> <p><i>always Follow manufacturer's guidelines.</i></p>	✓			✓			<p>1 - Low</p> <p><i>Maintenance agreement in place for repairs as necessary</i></p>	<p><i>Ensure this is switched off at night and there is a COSHH assessment for toner</i></p> <p><i>PAT testing undertaken in line with schedule</i></p>	