

RISK ASSESSMENTS CONTENTS

Risk Assessment	Department	Reference Number
Manual Handling	General	RA1
Use of Chemicals and Contact with Biohazards	General	RA2
Use of PPE	General	RA3
Employment of Young Persons	General	RA4
Employment of New and Expectant Mothers	General	RA5
Fire Safety	General	RA6
Work Equipment	General	RA7
Electrical Safety	General	RA8
Gas Safety	General	RA9
Use of Contractors	General	RA10
Catering Safety	General	RA11
Floor Safety	General	RA12
Office Safety and use of DSE	General	RA13
Use of Company Vehicles	General	RA14
Staff Security	General	RA15
Stress at Work	General	RA16
High Level Access/Use of Ladders	General	RA17
Use of the Car Park	General	RA18
Hot Surface Contact	General	RA19
Disposal of sharp objects	General	RA20
Lone Working	General	RA21
Violence to staff	General	RA22
Legionella	General	RA23
Portable heaters	General	RA24

RISK ASSESSMENT FORM

Reference No. RA1

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Manual Handling

Review Date: June 17

Outline of Hazard/Task:

General manual handling activities

Which persons are at risk?

Employees

What is the degree of risk?

Resultant injury:

1 (2) 3

Level of risk:

1 (2) 3

Degree of risk:

1 2 3 (4) 6 9

Level of risk: (Circle level)

Low

(Medium)

High

What are the present arrangements in the health and safety policy?

Section(s): 4

Additional present controls:

Any individual manual handling activity which is assessed to be above "3" will have a separate manual handling assessment carried out.

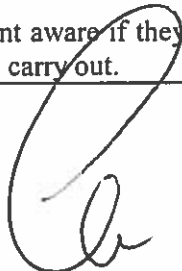
All staff are trained on correct manual handling technique.

Detail the controls which are to be implemented to control the level of risks:

(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

1. If the individual cannot lift the object then they must not attempt to lift it.
2. If the object requires two persons to lift the object then two persons will be required.
3. Any more then two persons required then a mechanical aid must be considered.
4. When lifting keep bend the knees, keep the back straight, keep the object close to the body and lift from the legs, not the back.
5. Staff must make management aware if they have any medical conditions which may limit the level of manual handling they can carry out.

General Managers' signature:



RISK ASSESSMENT FORM

Reference No.

RA2

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task:
Use of chemicals and contact with Biohazards

Review Date: June 17

Outline of Hazard/Task:

The Hotel/Department uses chemicals, some of which can be dangerous if used inappropriately.

Staff may come into contact with biohazards, especially from children; including vomit, blood and urine

Which persons are at risk?	What is the degree of risk?	Degree of risk:
Employees Guests	Resultant injury: 1 (2) 3	1 2 3 (4) 6 9 Level of risk: (Circle level)
	Level of risk: 1 (2) 3	Low (Medium) High

What are the present arrangements in the health and safety policy?

Section(s): 5, 6 and 15

Additional present controls:

Any chemical that is classified as toxic, very toxic, harmful, irritant or corrosive will have a separate COSHH assessment carried out.

All staff handling chemicals will have appropriate training.

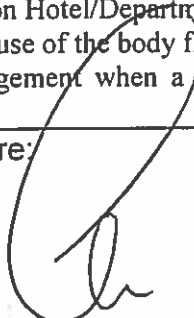
A body fluid removal kit is available on Hotel/Department to allow for the correct remove of any biohazard.

Detail the controls which are to be implemented to control the level of risks:

(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

1. Staff must only use chemicals they have been trained to use.
2. Correct PPE must be worn.
3. No bleach is to be used on Hotel/Department.
4. Only staff trained in the use of the body fluid kit should use it
5. Staff must notify management when a body fluid removal kit has been used, so that it can be replaced.

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA3

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Use of PPE

Review Date: June 17

Outline of Hazard/Task: Some activities within the operation will require the use of Personal Protective Equipment (PPE); including the use of chemicals, cleaning up biohazards and receiving deliveries.		
Which persons are at risk? Employees	What is the degree of risk? Resultant injury: 1 (2) 3 Level of risk: (1) 2 3	Degree of risk: 1 (2) 3 4 6 9 Level of risk: (Circle level) (Low) Medium High
What are the present arrangements in the health and safety policy? Section(s): 5, 6, and 11 Additional present controls: PPE is assessed for its suitability. Staff are trained on its correct use. PPE is stored safely.		
Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe). 1. All PPE must be appropriate for its use. 2. Only trained staff are to use the PPE. 3. PPE must be stored safely, maintained and defects reported to management.		

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA4

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task:

Employment of young persons'

Review Date: June 17

Outline of Hazard/Task:

16 & 17 years old employees may lack the physical strength and maturity to carry out some tasks, thereby putting themselves and others at risk.

Which persons are at risk?

Employees
Guests
Contractors

What is the degree of risk?

Resultant injury:

1 (2) 3

Level of risk:

(1) 2 3

Degree of risk:

1 (2) 3 4 6 9

Level of risk: (Circle level)

(Low)

Medium

High

What are the present arrangements in the health and safety policy?

Section(s): 7

Additional present controls:

All young persons have individual risk assessments carried out

Detail the controls which are to be implemented to control the level of risks:

(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

1. All young persons are appropriately supervised and trained.
2. Any tasks deemed not suitable due to the risk assessment not to be undertaken. Young persons to be instructed that in any doubt about a task, the task should not be undertaken.

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA6

Company: Beales Hotels **Date of assessment:** June 16

Hotel/Department: West Lodge Park **Department:** General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Fire safety **Review Date:** June 17

Outline of Hazard/Task:
There is always an element of fire risk in any operation.

Which persons are at risk?	What is the degree of risk?	Degree of risk:
All occupants	Resultant injury: 1 2 (3) Level of risk: (1) 2 3	1 2 (3) 4 6 9 Level of risk: (Circle level) Low (Medium) High

What are the present arrangements in the health and safety policy?

Section(s): 9

Additional present controls:

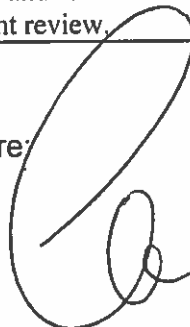
The company have very strict controls implemented by management both with respect to the design of the building, alarm systems in place, staff training and operational checks. Details are found in section 9 of the health and safety policy and the company fire book.

Management carry out an annual fire risk assessment of the operation.

Detail the controls which are to be implemented to control the level of risks:
(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

- 1 Building design.
- 2 Alarm system.
- 3 Staff training.
- 4 Operational maintenance and checks.
- 5 Annual fire risk assessment review.

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA7

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task:
Work Equipment (including Lifts)

Review Date: June 17

Outline of Hazard/Task:

The use of work equipment can be dangerous if not designed for the intended purpose properly, mis-used, not maintained or mis-managed.

Which persons are at risk?	What is the degree of risk?	Degree of risk:
Users of the equipment	Resultant injury: 1 2 (3)	1 2 (3) 4 6 9 Level of risk: (Circle level) Low (Medium) High
	Level of risk: (1) 2 3	

What are the present arrangements in the health and safety policy?

Section(s): 11, 4, 5, 6, 7, 8, 12, 13, 14, 15 and 17.

Additional present controls:

Equipment will be individually assessed and if required individual assessments will be carried out.

A work equipment register is completed.

Passenger lifts have an examination carried out every 6 months. Goods lifts will have an examination every 12 months unless indicated on the written scheme of works that the frequency can change.

Detail the controls which are to be implemented to control the level of risks:

(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

- 1 Only trained staff are to operate specific equipment.
- 2 All equipment is designed for its purpose, with safety considered a primary concern.

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA8

Company: Beales Hotels **Date of assessment:** June 16

Hotel/Department: West Lodge Park **Department:** General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Electrical safety **Review Date:** June 17

<p>Outline of Hazard/Task:</p> <p>The use of electrical equipment can be dangerous if not suitable for its task or poorly maintained.</p>		
<p>Which persons are at risk?</p> <p>Employees Guests</p>	<p>What is the degree of risk?</p> <p>Resultant injury:</p> <p style="text-align: center;">1 2 (3)</p> <p>Level of risk:</p> <p style="text-align: center;">(1) 2 3</p>	<p>Degree of risk:</p> <p style="text-align: center;">1 2 (3) 4 6 9</p> <p>Level of risk: (Circle level)</p> <p>Low</p> <p>(Medium)</p> <p>High</p>
<p>What are the present arrangements in the health and safety policy?</p> <p>Section(s): 11, 12 & 17</p> <p>Additional present controls:</p> <p>All electrical supplies are installed to the IEE standards. Electrical installation certificates are available.</p> <p>All equipment is visually checked by the user before use, formal visual checks are carried out by management every 6 months and PAT testing at a frequency defined within the company policy, section 12.</p>		
<p>Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).</p> <ol style="list-style-type: none"> 1 Staff are trained for the correct use of the equipment. 2 Staff report any hazards noted. 3 All electrical equipment is purchased with an appropriate BS mark. 4 All checks/examinations/are carried out by competent persons. 5 Visual checks to ensure wires are not broken and there is no overloading of sockets (including doubling up extension leads). 		

General Managers' signature:

RISK ASSESSMENT FORM

Reference No. RA9

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Gas

Review Date: June 17

<p>Outline of Hazard/Task:</p> <p>The provision of gas and the use of gas equipment provides' a fire/explosion risk.</p>		
<p>Which persons are at risk?</p> <p>Occupants of the building</p>	<p>What is the degree of risk?</p> <p>Resultant injury:</p> <p style="text-align: center;">1 2 (3)</p> <p>Level of risk:</p> <p style="text-align: center;">(1) 2 3</p>	<p>Degree of risk:</p> <p style="text-align: center;">1 2 (3) 4 6 9</p> <p>Level of risk: (Circle level)</p> <p>Low</p> <p>(Medium)</p> <p>High</p>
<p>What are the present arrangements in the health and safety policy?</p> <p>Section(s): 13</p> <p>Additional present controls:</p> <p>The gas installations comply with The Gas Safety (Installation and Use) Regulations 1998, with appropriate certificates available.</p> <p>Each gas appliance has an annual gas safety examination carried out with the appropriate certificate available.</p>		
<p>Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).</p> <ol style="list-style-type: none"> 1 All checks/examinations/are carried out by competent persons. 2 Staff must be aware of the gas isolation switch for emergencies. 3 Gas equipment must only be used by trained personnel. 		

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA10

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Use of contractors

Review Date: June 17

Outline of Hazard/Task: If contractors are not competent in their task or are not managed appropriately then they can increase a risk of an accident.		
Which persons are at risk? Employees Guests Contractors	What is the degree of risk? Resultant injury: 1 2 (3) Level of risk: (1) 2 3	Degree of risk: 1 2 (3) 4 6 9 Level of risk: (Circle level) Low (Medium) High
What are the present arrangements in the health and safety policy? Section(s): 14 Additional present controls: Only nominated contractors are used. Safe systems of work will be agreed prior to work commencing. All contractors and visitors must sign in prior to accessing the Hotel/Department.		
Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe). 1 Dependant on the works involved.		

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA11

Company: Beales Hotels Date of assessment: June 16

Hotel/Department: West Lodge Park Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Catering safety Review Date: June 17

Outline of Hazard/Task: The kitchen can be hazardous, including burns, cuts, slips, trips and falls.		
Which persons are at risk? Employees	What is the degree of risk? Resultant injury: 1 (2) 3 Level of risk: 1 (2) 3	Degree of risk: 1 2 3 (4) 6 9 Level of risk: (Circle level) Low (Medium) High
What are the present arrangements in the health and safety policy? Section(s): 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15 and 16 Additional present controls: Significant hazards within the kitchen environment are individually assessed.		
Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe). 1 Only catering staff and management are allowed access into the kitchen area. 2 Equipment is only to be used by trained staff. 3 Hazard signage is available. 4 Staff to use appropriate PPE. 5 Staff must follow specific risk assessments completed for the kitchen operation.		

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA12

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Floor safety

Review Date: June 17

Outline of Hazard/Task: All floor areas can cause slips, trips and falls.		
Which persons are at risk? Occupants of the building	What is the degree of risk? Resultant injury: 1 (2) 3 Level of risk: 1 (2) 3	Degree of risk: 1 2 3 (4) 6 9 Level of risk: (Circle level) Low (Medium) High
What are the present arrangements in the health and safety policy? Section(s): 16 Additional present controls: All floor areas must be clear of any obstructions and trip hazards. Spillages must be cleared up immediately. Any repair hazards must be reported to management immediately.		
Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe). 1 Wet floor signs are displayed for any spillages or cleaning. 2 All walkways and stairs are designed to minimise floor safety hazards. 3 All staff are aware to use hot water and wring out mop to avoid excess water on the floor, enabling the floor to dry more quickly.		

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA13

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task:
Office safety and use of Display Screen Equipment

Review Date: June 17

Outline of Hazard/Task:

Generally the office environment is considered to be safe; however there are some key hazards which need to be controlled to ensure this level of risk is maintained.

Further the use of DSE over long periods of time can cause muscular-skeletal problems.

Which persons are at risk?	What is the degree of risk?	Degree of risk:
Employees	Resultant injury: 1 (2) 3 Level of risk: (1) 2 3	1 (2) 3 4 6 9 Level of risk: (Circle level) (Low) Medium High

What are the present arrangements in the health and safety policy?

Section(s): 16 and 17

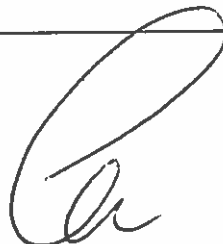
Additional present controls:

If staff use DSE of a significant part of their work time then individual assessments will be carried out.

Detail the controls which are to be implemented to control the level of risks:
(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

- 1 Ergonomics of the work stations should be considered.

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA14

Company: Beales Hotels Date of assessment: June 16

Hotel/Department: West Lodge Park Department: General

Assessors Name: William Lyons

General Manager: Chris Hall


Hazard/Task: Use of company vehicles Review Date: June 17

Outline of Hazard/Task:
Driving of company cars in certain conditions can increase the risk of a car accident.

Which persons are at risk? Drivers Passengers Other road users	What is the degree of risk? Resultant injury: 1 2 (3) Level of risk: (1) 2 3	Degree of risk: 1 2 (3) 4 6 9 Level of risk: (Circle level) Low (Medium) High
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What are the present arrangements in the health and safety policy?
Section(s): 18
Additional present controls:
All drivers must follow the company policy.

Detail the controls which are to be implemented to control the level of risks:
(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

General Managers' signature: 

RISK ASSESSMENT FORM

Reference No. RA15

Company: Beales Hotels Date of assessment: June 16

Hotel/Department: West Lodge Park Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Staff security Review Date: June 17

Outline of Hazard/Task:
Staff can be placed into vulnerable positions from time to time.

Which persons are at risk?	What is the degree of risk?	Degree of risk:
Employee	Resultant injury: 1 (2) 3 Level of risk: (1) 2 3	1 (2) 3 4 6 9 Level of risk: (Circle level) (Low) Medium High

What are the present arrangements in the health and safety policy?
Section(s): 20
Additional present controls:
A panic button is available at reception.
Staff are trained in how to deal with a confrontation situation. Duty management would normally be contacted and deal with the situation in the first instance. If the situation cannot be resolved then the police should be called.
Should consider two persons opening up and closing down the operation.
Cash is not taken off site by staff.

Detail the controls which are to be implemented to control the level of risks:
(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA16

Company: Beales Hotels Date of assessment: June 16

Hotel/Department: West Lodge Park Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Stress Review Date: June 17

Outline of Hazard/Task:
Stress from work activities can occur, with signs being subjective.

Which persons are at risk?	What is the degree of risk?	Degree of risk:
Employees	Resultant injury: 1 (2) 3 Level of risk: 1 (2) 3	1 2 3 (4) 6 9 Level of risk: (Circle level) Low (Medium) High

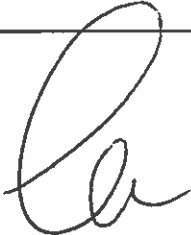
What are the present arrangements in the health and safety policy?
Section(s): 22

Additional present controls:
If employees are considered to be at risk from stress then management are to refer to the company health and safety policy.

Detail the controls which are to be implemented to control the level of risks:
(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

Signs to be identified through on the job chats or annual performance reviews.

Signage to be placed in the staff areas to inform the staff that if they feel stressed who they should contact

General Managers' signature: 

RISK ASSESSMENT FORM

Reference No. RA17

Company: Beales Hotels **Date of assessment:** June 16

Hotel/Department: West Lodge Park **Department:** General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: High level access/use of ladders **Review Date:** June 17

Outline of Hazard/Task:

There are a number of tasks which require high level access. These include access to the roof, gutter cleaning and light bulb changing.

Which persons are at risk?	What is the degree of risk?	Degree of risk:
Employees	Resultant injury: 1 2 (3) Level of risk: 1 (2) 3	1 2 3 4 (6) 9 Level of risk: (Circle level) Low Medium (High)

What are the present arrangements in the health and safety policy?

Section(s): 4, 11, 14 and 16

Additional present controls:

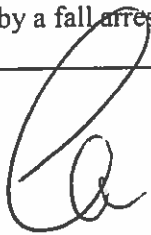
Each high level task must be separately risk assessed, with the most appropriate controls implemented. Some tasks maybe considered to be specialised and therefore will require specialist contractors.

Only staff trained on the use of ladders must use the equipment. Reference must be made to the company health and safety policy.

Detail the controls which are to be implemented to control the level of risks:
 (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

- 1 A safe system of work must be agreed by the General Manager or Estate Manager for each high level task and attached to the assessments.
- 2 Access to plant equipment must be considered. For example access to the ventilation plant must involve persons being secured by a fall arrest system.

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA18

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

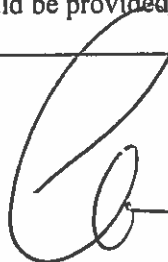
General Manager: Chris Hall

Hazard/Task: Use of car park

Review Date: June 17

Outline of Hazard/Task: Guests using the car park facility can cause impact injuries to pedestrians.		
Which persons are at risk? Users of the car park area	What is the degree of risk? Resultant injury: 1 2 (3) Level of risk: 1 (2) 3	Degree of risk: 1 2 3 4 (6) 9 Level of risk: (Circle level) Low Medium (High)
What are the present arrangements in the health and safety policy? Section(s): Additional present controls:		
Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe). <ol style="list-style-type: none">1. The traffic flow should be clear to indicate the best/safest route around the car park.2. Pedestrian walks needs to be clearly identified to reduce the risk of collision.3. Routes into and out of the Hotel need to be kept clear at all times. Special consideration must be given to keeping routes clear for emergency access.4. The surface of the car park must reduce the risk of slips, trips and falls.5. Lighting levels should be good to ensure the safe use of the car park.6. A disabled parking facility should be provided.		

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA19

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Hot surface contact

Review Date: June 17

Outline of Hazard/Task: Burns from hot equipment/movement of hot objects		
Which persons are at risk? Kitchen employees	What is the degree of risk? Resultant injury: (1) 2 3 Level of risk: 1 2 (3)	Degree of risk: 1 2 (3) 4 6 9 Level of risk: (Circle level) Low (Medium) High
What are the present arrangements in the health and safety policy? Section(s): 4, 6, 7, 11, 15 and 16 Additional present controls: Care must be taken by staff when using hot equipment. Skin should be covered. Hot pots must only be touched using appropriate gloves or cloth towels. All kitchen staff must be appropriately trained.		
Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe). 1. Training is given to all staff		

General Managers' signature:

RISK ASSESSMENT FORM

RISK ASSESSMENT FORM

Reference No. RA20

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Disposal of sharp objects

Review Date: June 17

Outline of Hazard/Task:

There are risk of cuts when disposing of sharp objects; e.g. broken glass

Which persons are at risk?	What is the degree of risk?	Degree of risk:
Staff	Resultant injury: 1 (2) 3 Level of risk: (1) 2 3	1 (2) 3 4 6 9 Level of risk: (Circle level) (Low) Medium High

What are the present arrangements in the health and safety policy?

Section(s): 4 and 6

Additional present controls:

All waste material with sharp edges must be placed into a rigid container and place directly into the wheelie bin. Sharp objects must be handled careful and use a receptacle such as a dustpan, if possible. Thick gloves should be available for use.

Detail the controls which are to be implemented to control the level of risks:

(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA21

Company: Beales Hotels Date of assessment: June 16

Hotel/Department: West Lodge Park Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Lone Working Review Date: June 17

Outline of Hazard/Task:
The hazard is dependant on the task any lone person is carrying out.

Which persons are at risk?	What is the degree of risk?	Degree of risk:
Staff	Resultant injury: 1 (2) 3 Level of risk: (1) 2 3	1 (2) 3 4 6 9 Level of risk: (Circle level) (Low) Medium High

What are the present arrangements in the health and safety policy?
Section(s): 4, 5, 6, 9, 11, 12, 13, 14, 15, 16, 17, 20,
Additional present controls:

- Lone working tasks are identified; and through discussion with employees and management the hazards are identified and controls are implemented.
- Staff should endeavour not to work alone.
- Complete a risk assessment for each task.
- Ensure duty management are aware that the activity is taking place.
- Ensure a clear method of communication is available.

Detail the controls which are to be implemented to control the level of risks:
(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

General Managers' signature:

RISK ASSESSMENT FORM

Reference No. RA22

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Violence towards employees

Review Date: June 17

Outline of Hazard/Task:

Threatening or violent behaviour towards staff or other guests

Which persons are at risk?	What is the degree of risk?	Degree of risk:
All members of staff and customers	Resultant injury: 1 (2) 3 Level of risk: (1) 2 3	1 (2) 3 4 6 9 Level of risk: (Circle level) (Low) Medium High

What are the present arrangements in the health and safety policy?

Section(s): N/A

Additional present controls:

CCTV coverage of certain areas

Doors locked during the night

The duty manager to remain on duty until any function guests have left the hotel

Detail the controls which are to be implemented to control the level of risks:

(Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe).

- 1) Staff training for potentially dangerous situations
- 2) Duty manager or bar person to remain on shift until the hotel gets quieter for the night porter
- 3) Policy in place to call police when staff member feels threatened

General Managers' signature:

RISK ASSESSMENT FORM

Reference No. RA23

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: Grant Cook

General Manager: Chris Hall

Hazard/Task: Legionella

Review Date: June 17

Outline of Hazard/Task: Risk of infection of legionella from water borne mist particles		
Which persons are at risk? Staff, customers, contractors	What is the degree of risk? Resultant injury: 1 2 (3) Level of risk: (1) 2 3	Degree of risk: 1 2 (3) 4 6 9 Level of risk: (Circle level) Low (Medium) High
What are the present arrangements in the health and safety policy? Section(s): 5, 6, 11, 23 Additional present controls: Shower heads descaled on 3 monthly basis Weekly visual checks to ensure water tanks are in correct order Annual cleaning of calorifiers by external contractor Lids on water tanks to prevent birds etc. entering Water tanks are of a non-metallic material Chlorination of water is on outlet side		
Detail the controls which are to be implemented to control the level of risks: (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control, limit exposure, housekeeping, provide ppe). Shower heads and taps to be run for 1 minute in rooms that have been seasonally shut down Monthly water temperature testing of sentinel taps <20 & >50 Monthly water temperature testing at source of >65		

General Managers' signature:



RISK ASSESSMENT FORM

Reference No. RA24

Company: Beales Hotels

Date of assessment: June 16

Hotel/Department: West Lodge Park

Department: General

Assessors Name: William Lyons

General Manager: Chris Hall

Hazard/Task: Use of portable heater

Review Date: June 17

Outline of Hazard/Task:

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Which persons are at risk?	What is the degree of risk?	Degree of risk:
Staff, customers, contractors	Resultant injury: 1 2 (3) Level of risk: (1) 2 3	1 2 (3) 4 6 9 Level of risk: (Circle level) Low (Medium) High

What are the present arrangements in the health and safety policy?

Section(s): 12

Additional present controls:

Fixed electrical testing
 PAT testing
 Visual checks
 Maintenance procedure

**Detail the controls which are to be implemented to control the level of risks:
 (Eliminate, repair, reduce risk, provide signage, training, safe system of work, engineering control,
 limit exposure, housekeeping, provide ppe).**

Time switches to be used for any non-fixed fan heaters.
 No fan heaters to be used in the bedrooms – only sealed radiator type heaters to be used.

General Managers' signature:

