

Hotel Miramar Risk Assessments

1.	Use of Hot Plate/Bain Maris
2.	Employees & Management travelling & working away from the Company Premises
3.	Dealing with Norovirus (Previously Norwalk Virus) Infection.
4.	Car Park; Vehicle Movement; Vehicles Reversing:
5.	Cash Handling. Reception and Management Staff.
6.	Gardens, Gardening Maintenance.
7.	Water Supply Safety & Prevention of Legionellosis. Air conditioning systems and hot & cold water systems.
8.	Use of Stills, Still Room.
9.	Use of Toaster.
10.	Manual Handling. # 1, Kitchen Staff & Porters. Receiving, transporting, stacking and distributing stores and goods throughout the Hotel.
11.	Manual Handling. # 2, Waiting Staff & Porters. Moving and arranging furniture. Organising equipment and stores.
12.	Manual Handling. # 3, Housekeeping Staff & Porters. Handling and transporting laundry. Making Beds. Turning Mattresses. Receiving, transporting, stacking and distributing stores and goods throughout the Hotel
13.	Cleaning Chemicals: Medium Risk ie Bleach
14.	Cleaning Chemicals: Medium Risk to High Risk: Chemicals for De-carboniser.
15.	Access to Roof via fixed ladder in Linen Store.
16.	Slips, Trips and Falls with reference to the Housekeeping Staff ; Guests; Visitors and Contractors. Rooms, corridors and stairways.
17.	Slips, Trips and Falls with reference to the Offices Reception ground floor Corridors and Public Areas.
18.	Slips, Trips and Falls with reference to the Kitchens Stores, Service Corridor and direct access to the Restaurant.
19.	Slips, Trips and Falls with reference to the Housekeeping Staff, Porters, Guests and Contractors on Stairs.
20.	Stoves, Grills, Ranges and Fryers
21.	Use of Visual Display Equipment; Office duties; Use of Computers; Work station protocols
22.	Walkways, passage ways and general work area.
23.	Knives, Cleavers', Sharp Cutting Tools and Slicers'.
24.	Fire Safety .
25.	

Task	Use of Hot Plate/Bain Maris		
Significant Hazards	Minor burn/scald trauma.		
Persons likely to be at risk.	All staff particularly kitchen and waiting staff.		
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Only authorised persons to access this area.</p> <p>Instruction to new staff.</p> <p>Regular maintenance.</p> <p>Regular and frequent visual checks of cables, sockets wiring and heating elements.</p> <p>Regular cleaning to avoid build up of grease and carbon deposits causing fire.</p> <p>Hot surface signage to be displayed.</p>		
Comments and Recommendations	The hazards apparent in the use of this equipment can be controlled by vigilance and discipline. Senior staff must impress on others the need for care and control when handling hot equipment.		
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	Assessment Reviewed by	Philip Constandinos AHS Systems	Date 12/02/2005
	Assessment Reviewed by	Philip Constandinos First 4 H & S Ltd	Date 16/01/2006
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	Assessment Reviewed by	Philip Constandinos First 4 Health & Safety	Date 31/10/2016

LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
2	Moderate injury, damage or loss.	
3	Serious injury, damage or loss.	
4	Very serious injury, damage or loss	
5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 2		6
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	Employees & Management travelling & working away from the Company Premises
Significant Hazards	<ul style="list-style-type: none"> • Travel related accidents/injuries. • Road Traffic Accidents. • Risk of attack or abuse when working in unfamiliar areas. • Robbery or attempted robbery. • Socially aggravated problems associated with Corporate Entertaining.
Persons likely to be at risk.	Employees and any others affected by their acts or omissions.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>When travelling by public transport whether Trains, Buses, Planes or Ships there are strict safety measures in force. These are displayed clearly and often supported by Safety Presentations. It is very easy to become blasé and over familiar, particularly if you are a regular traveller. It is essential that employees familiarise themselves with the Safety Features of the transport they are using and follow all safety instructions.</p> <p>It is essential before starting any journey by road that you confirm that the vehicle, whether your own or a hire vehicle or one supplied by the Company is in a fit and roadworthy condition and is correctly insured and legally compliant. The Driver is always responsible for the vehicles roadworthiness and legal compliance.</p> <p>Employees must allow sufficient time and plan their route, for any road journey, to avoid using excessive speed. Employees must not drive whilst under the influence of alcohol or drugs, whether recreational or medicinal. Remember that the effects of alcohol can continue for some considerable time after you have finished drinking and it is possible to be over the legal limit the day after. Do not use a mobile phone when driving. Arrange with the Office and colleagues to leave messages with voicemail for later retrieval or phone in when stopped.</p> <p>When making banking trips ensure that you vary your times, routes and that you are not observed. Do not discuss banking procedures with unauthorised members of staff. Do not make it obvious you are carrying money. For example disguise the bags with carrier bags or sports bags.</p> <p>Employees in unfamiliar cities are vulnerable to opportune crime. It is quite common for petty criminals to target strangers as they are less likely to be familiar with the area and are soon on their way home. Always travel in company, avoid 'seedier' areas. Be suspicious of strangers making extravagant offers. It is wise not to display expensive jewellery or show large amounts of cash or wallets/purses stuffed with credit cards. Do not leave valuables in hotel rooms or hire cars.</p> <p>When visiting trade shows, employees must remember they are working and are representatives of the Company. It is important to remain in control of what they drink and be aware that there is growing threat from "spiked" drinks. To avoid sexual harassment or accusations of sexual harassment, employees should avoid being alone with members of the opposite sex.</p>

Comments and Recommendations	<p>Further notes are provided from the Health & Safety Training Manual. The Management will always seek to provide the safest travel and accommodation arrangements. However employees have a duty of care to themselves and others to act in a safe and responsible manner and to avoid putting themselves at risk.</p> <p>A Risk Assessment Rating for the above Hazards is complex. The Hazards could range from a possible death or serious injury from a car, plane or train crash to a hangover and wounded pride from over indulgence. However the Probability of any serious harm occurring is substantially reduced by care and control being exercised at all stages of the project, starting at the booking of transport, hotels and venues</p>		
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ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.
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2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical
16-19	Refer hazard to Company Health & Safety Manager Immediately.
20-25	Cease activity immediately and report to Company Health & Safety Manager.
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 5	
15	
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 5	
10	

Task	Dealing with Norovirus (Previously Norwalk Virus) Infection
Significant Hazards	<p>Illness, characterised by projectile vomiting.</p> <ul style="list-style-type: none"> ➤ Incubation period 15-48 hours. ➤ Symptoms, Projectile vomiting and diarrhoea. ➤ Illness Duration, 12-60 hours frequently less than 24 hours. ➤ Treatment. Fluids & symptomatic treatment by trained professional. Antibiotics <u>not</u> used. <p>Widespread & rapid cross contamination and transmission to other children, staff, parent /carers, visitors and contractors. Cross contamination can be caused by ;</p> <ul style="list-style-type: none"> • Not washing hands after using toilet or being in contact with infected person or surface. • Being exposed to viruses in the vomit of infected persons. • Touching surfaces that may be contaminated by the virus. • Can be air born. • Can be transmitted by contaminated food.
Persons likely to be at risk.	All children, staff and others in contact with contaminated person or contaminated surfaces.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Isolate sick persons.</p> <ul style="list-style-type: none"> ➤ Restrict access to the contaminate area. ➤ Erect cleaning signs. ➤ Where possible close doors and open windows to allow a flow of clean air. Cover surfaces until cleaning plan can be operated. <p>Initiate Cleaning Plan. Prepare deep Cleaning Kits in risk areas. Instruct cleaning teams.</p> <p>Deep clean using; Sanitising Hypochlorite Tablets, Disposable Gloves, Aprons & Suits. Face Masks and Goggles. Disposable paper towels,</p> <ul style="list-style-type: none"> ➤ Absorbent granules to contain spillage. ➤ Disposable scoop. Disposable plastic bags with sealers. ➤ Chlorine granules, which can be used to disinfect the area and detergent. <p>Cleaning Program. Ventilate the area thoroughly by opening windows but keep doors to other areas closed. After containment use detergent and hot water to clean the area. Hard floors and surfaces should be scrubbed using a strong disinfectant and hot water solution. After this wipe all hard surfaces wit a 1:10 bleach and cold water solution. (1 part bleach 10 parts cold water.) Toilets & hand basins should be thoroughly cleaned using a a general detergent and then with a 1:10 bleach/cold water solution. On soft furnishings' it is advisable that a steam cleaner is used with a hot drying cycle. All contaminated linen, towels and soft furnishings' should be kept separate and laundered separately at above 60°C. Only disposable paper towels can be used.</p>

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Cleaning Program

All materials used including Disposable Personal Protection Equipment, must be disposed of in to sealed plastic bags. (Use 2 bags 1 inside the other for extra safety.) Place these directly into the lidded waste bins.

Comments and Recommendations

Norovirus, previously known as Norwalk Virus has been prevalent in NHS hospitals and in many care homes for some time. It has now spread to the Catering and Hospitality Industry.

Norovirus is not considered as blameable situation by Environmental Health Authorities. It must be established that the problem is caused by Norovirus and is not food poisoning or any other form of contamination. Norovirus is characterised by uncontrollable projectile vomiting.

Create a diary of events as soon as Norovirus is suspected. (Sheet attached.)

Contact Environmental Health Authorities for assistance. Although Norovirus itself cannot be blamed on the Nursery, failure to act appropriately, ie contain, clean and identify and inform the relevant authorities could be treated as a failure of Due Diligence.

The first reaction of the majority of people is to blame any form of sickness on some food or beverage they have been supplied. It is important that correct procedures are taken to disprove this. There has already been one, well established, Hotel in Bournemouth put out of business by this Virus, despite their best efforts to eradicate and clean thoroughly. Another has suffered substantial loss of business, damage to reputation, expensive cleaning procedures which may have been moderated by identifying, containing and reporting the problem sooner.

A Norovirus outbreak has been reported in a North Dorset School and it is clear that it is spreading from hospitals. (at one time in 2005 16 wards were closed in the 3 principal Dorset hospitals), into the general community.

It is important to isolate people with symptoms and it is recommended that any person that has exhibited symptoms is excluded from the Nursery for at least 48 hours after their last symptoms.

Symptoms are uncontrolled projectile vomiting and possibly diarrhoea.

Persons with the virus should not be should given solids, provide clear fluids, such as water as soon as the vomiting has finished to avoid dehydration.

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WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3		9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 2		6

Task Person Equipment Materials	Car Park; Vehicle Movement; Vehicles Reversing:		
Significant Hazards	<ul style="list-style-type: none"> • Vehicles colliding • Pedestrians struck by moving vehicles. • Cyclists struck by moving vehicles • Pedestrians struck by cyclists • Slips Trips & Falls • Damage to property • Injury ranging from bruise graze trauma to serious injury or death. 		
Persons likely to be at risk.	<p>Guests and visitors using and passing through the car park. Delivery drivers. Staff and contractors.</p>		
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Instruction to Delivery drivers that extra care must be taken when reversing. If audible warning signal are not operated then have assistance when reversing</p> <p>Advice to guests and visitors to manoeuvre and park with care and consideration for others.</p>		
Comments and Recommendations	<p>Sign erected ay entrance to car park:- 'Beware! Pedestrians Using Car Park Maximum Speed 5mph (8kph)'</p>		
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WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3		9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 3		6

Task Person Equipment Materials	Cash Handling. Reception and Management Staff.
Significant Hazards	Physical Trauma from attack, theft or attempted theft. Stress associated with above.
Persons likely to be at risk.	Reception staff and others in the vicinity.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Handling of large amounts of cash should not be carried out in the Reception Area.</p> <p>Remove cash to the safe regularly and frequently to avoid large amounts being kept at Reception Desk.</p> <p>If it is unavoidable to handle cash at Reception, ensure you are not observed, particularly by persons on the stairs that have a clear view of the area behind and under the desk.</p> <p>Do not try to impede any persons attempting theft or threatening violence with the intention of theft. Try to remain calm, co-operate and maintain as much distance as possible.</p> <p>In the event of theft or attempted theft, be observant and give as much information to the Police as possible.</p> <p>Make up banking in the Back Office with the door closed. Do not allow unauthorised person, either staff or visitors to observe.</p> <p>Be vigilante and ensure you are not being observed or that any body is showing too much interest.</p> <p>Vary banking times and routes.</p> <p>Disguise moneybags by using carrier bags, cardboard boxes or sports bags for example.</p> <p>Refer to Health & Safety Manual, Personal Safety, for further information.</p>
Comments and Recommendations	<p>In the normal course of events, The Hotel should not present a significant target for a planned robbery. It is more likely to be an opportune attempt precipitated by observation of large amounts of money.</p> <p>A person in the act of theft is not going to be under control and may over react to any attempt to stop them. Even the strongest and most robust person can be seriously injured by ill chance and it should be made clear that unless they or others have been physically attacked, they should not be tempted to 'Have a Go'.</p> <p>Everything is insured and there is nothing worth risking serious injury or possibly death.</p>

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SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 3		6

Task Person Equipment/Materials	Gardens, Gardening Maintenance.
Significant Hazards	Slips, Trips and Falls. Falls from height. Injury from equipment. Cut, crush or entrapment, entanglement or ejection. Strains, sprains or stress injury from excessive lifting or straining.
Persons likely to be at risk.	Gardener and others visiting garden.
Control Procedures to Eliminate or Decrease risk to acceptable level.	Walkways should be kept un-obstructed. Steps down to lower garden must be regularly maintained and inspected for loose or uneven footing. (Alternative ramp is available for wheelchair users.) Guests should be excluded from areas where work is being undertaken. Tools should not be left unattended where they may cause injury. Only the authorised gardener is to have access to gardening tools. When pruning or cutting at height ensure the ladder or steps are in good order, correctly placed with even & secure footing, if necessary braced by an assistant. Consult Health & Safety Manual, Manual Handling Instruction, for information regarding lifting carrying and work loads.
Comments and Recommendations	The Gardens are well laid out and do not pose any obvious, unusual hazard. It is important when functions are taking place in the Garden, staff should be observant & advise Guests to take care if they are acting recklessly or are being careless.

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Task Person Equipment Materials	Water Supply Safety & Prevention of Legiollosis. Air conditioning systems and hot & cold water systems.
Significant Hazards	Bacterial infection, Legionnaires' Disease, symptoms of <ol style="list-style-type: none"> 1. High Temperatures, Feverishness & Chills. 2. Cough. 3. Muscle Pain. 4. Headache leading on to Pneumonia. 5. Very occasionally diarrhoea and mental confusion.
Persons likely to be at risk.	<ol style="list-style-type: none"> 1. Smokers. 2. Alcoholics. 3. Persons suffering from Cancer, Diabetes, Asthma & other Serious Respiratory Complaints. 4. Kidney Disease. 5. Healthy Persons can be infected but the majority of reported case have been in men aged 40 to 70 years although women can be affected. 6. Legionnaires is transmitted by water droplets and is not spread by person to person cross-contamination. 7. Suspected illness is reportable under RIDDOR.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Cisterns and pipe work should be designed to avoid water standing for long periods.</p> <p>Cisterns and tanks should be well covered to prevent contamination by dirt, debris or vermin. Tanks to be inspected 6 monthly by Philip Constandinos to ensure that the integrity has not been damaged and there is no contamination by birds, blown debris, mould etc. Inspection results to be monitored and recorded.</p> <p>Water systems will be inspected and tested every 6 months by Philip Constandinos. Testing will be at 12 points; 4 shower heads on 1st & 2nd floors; 2 taps in kitchen & toilets on ground floor, taps in bathrooms on 1st & 2nd floors. EMS Laboratories will supply testing kits. The tests will be conducted strictly to their instructions and the samples will be analysed by them. Any positive samples, (samples showing significant bacterial contamination) will result in, securing of the contaminated areas and appropriate de-contamination by and approved contractor. (Aqua Care). Inspection results to be monitored and recorded.</p> <p>Temperature ranges between 20°C & 45°C must be avoided. Cold water tanks and pipes in warm spaces should be insulated. Stored hot water should be maintained at a minimum of 60°C and circulated at 50°C. Thermostats will be set to maintain a temperature at tap 55°C. This will be tested 6 monthly by Phil Constandinos, using variable points on the water system to include all floors and the taps at the furthest distance from the hot water storage tanks. Inspection results to be monitored and recorded.</p>

	<p>Showerheads will be regularly cleaned de-scaled and sanitised by David Grant on a weekly rota of 10/12 showerheads per month. This will be carried out by removal and soaking of shower heads in a solution of Aqua Care SHP, a liquid product that can not only descale, but also disinfect showerheads at the same time. The product has been approved for efficacy against <i>legionella pneumophilla</i>, for a minimum of 1 hour or until all scale has been removed. have . Cleaning results to be monitored and recorded.</p> <p>Housekeeping staff are instructed to flush taps and showerheads on a daily basis to prevent standing water to become contaminated with significant levels of bacteria. It is important, this is carried out in un-occupied rooms as well as occupied.</p>
Comments and Recommendations	All recommended actions must be monitored, recorded and reviewed whenever there are changes in, premises, equipment, plant, materials, personnel or legislation.

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	Assessment Reviewed by	Philip Constandinos First 4 Health & Safety	Date 07/12/2015
	Assessment Reviewed by	Philip Constandinos First 4 Health & Safety	Date 31/10/2016

LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
2	Moderate injury, damage or loss.	
3	Serious injury, damage or loss.	
4	Very serious injury, damage or loss	
5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 4		12
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3		9

Task	Use of Stills, Still Room		
Significant Hazards	Burns/scald trauma of varying severity but probably minor Slips trips and falls that may lead to above.		
Persons likely to be at risk.	All staff particularly waiting staff.		
Control Procedures to Eliminate or Decrease risk to acceptable level.	Hot surfaces to be marked accordingly. Staff to be made aware at induction and with regular reminders of the need for care and caution when using the stills equipment, coffee machines etc. Keep all walkways free of obstruction and use IN & Out doorways correctly. *Fix floor bracket to prevent movement of refrigerator causing obstruction to staff entering still room		
Comments and Recommendations	The hazards apparent in this area can be controlled by vigilance and discipline. Senior staff must impress on others the need for care and control when passing through this area and handling hot equipment.		
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LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
2	Moderate injury, damage or loss.	
3	Serious injury, damage or loss.	
4	Very serious injury, damage or loss	
5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 2		6
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	Use of Toaster		
Significant Hazards	Minor burn trauma. Possible electric shock. Possible heat source for Fire.		
Persons likely to be at risk.	All staff particularly kitchen and waiting staff.		
Control Procedures to Eliminate or Decrease risk to acceptable level.	Only authorised persons to use the toaster. Instruction to new staff before using the toaster for the first time. Regular maintenance. Regular and frequent visual checks of cables, sockets wiring and elements. Regular cleaning to avoid build up of carbon deposits causing fire.		
Comments and Recommendations	The hazards apparent in the use of this equipment can be controlled by vigilance and discipline. Senior staff must impress on others the need for care and control when handling hot equipment.		
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LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
2	Moderate injury, damage or loss.	
3	Serious injury, damage or loss.	
4	Very serious injury, damage or loss	
5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 2		6
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	<p>Manual Handling. # 1, Kitchen Staff & Porters. Receiving, transporting, stacking and distributing stores and goods throughout the Hotel</p>
Significant Hazards	<p>Muskolo/skeletal injuries. Strains, ruptures damage to spine, hips, shoulders and arms. Slips trips and falls. Crushing, trapping injuries.</p>
Persons likely to be at risk.	<p>All staff, porters & kitchen staff that may be involved in the lifting, transporting, stacking and distributing of stores and good throughout the Hotel. Delivery Personnel.</p>
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Ensure all staff are instructed in correct Manual Handling Techniques.</p> <p>Ensure information regarding correct Manual Handling Techniques are available from The Health & Safety Training Manual and from Posters exhibited in Key areas.</p> <p>Staff must not be permitted, instructed or encouraged to lift, carry, push and pull beyond their physical capabilities.</p> <p>Staff must not be permitted, instructed or encouraged to attempt excessive workloads.</p> <p>Allowances must be made for, gender, size and weight, age, fitness experience, prevailing conditions and type of load.</p> <p>Walkways and storage areas must be kept clear and unobstructed.</p> <p>Staff undertaking Manual Handling Duties should wear appropriate footwear.</p> <p>Staff must be encouraged to advise the Management of any condition or injury that may impair or restrict their ability to undertake Manual Handling Duties.</p> <p>Staff must inform the Management of any injury sustained from carrying out their Manual Handling Duties.</p> <p>Delivery Personnel must be advised of their Duty of Care to themselves and others affected by their work activities.</p> <p>Where possible ensure that Companies making regular deliveries offer their employees appropriate Manual Handling Instruction.</p>
Comments and Recommendations	<p>The most common cause of injuries in the work place are Slips Trips and Falls and those suffered as a result of Manual Handling, lifting, carrying, pushing or pulling.</p> <p>Lifting Beer Barrels and delivering stores to the Wine Cellar present the greatest risks and only selected, trained and instructed personnel should undertake these duties under the strictest of control.</p> <p style="text-align: right;">Cont...</p>

...cont

Only care, vigilance and a strict adherence to good Manual Handling Techniques will prevent serious or minor injuries occurring.

I have qualified the scoring on this Risk Assessment to be;

MEDIUM RISK, REQUIRES CONSTANT ATTENTION.

IT WILL ONLY BE THIS IF PERSONNEL INVOLVED IN MANUAL HANDLING ADHERE TO THE INSTRUCTION GIVEN AND USE GOOD SENSE.

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LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
2	Moderate injury, damage or loss.	
3	Serious injury, damage or loss.	
4	Very serious injury, damage or loss	
5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3		9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	Manual Handling. # 2, Waiting Staff & Porters. Moving and arranging furniture. Organising equipment and stores.
Significant Hazards	Muskolo/skeletal injuries. Strains, ruptures damage to spine, hips, shoulders and arms. Slips trips and falls. Crushing, trapping injuries.
Persons likely to be at risk.	All staff, porters & waiting staff that may be involved in the lifting, transporting, arranging, stacking and distributing of furniture, equipment, stores and goods throughout the Hotel.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Ensure all staff are instructed in correct Manual Handling Techniques.</p> <p>Ensure information regarding correct Manual Handling Techniques are available from The Health & Safety Training Manual and from Posters exhibited in Key areas.</p> <p>Staff must not be permitted, instructed or encouraged to lift, carry, push and pull beyond their physical capabilities.</p> <p>Staff must not be permitted, instructed or encouraged to attempt excessive workloads.</p> <p>Allowances must be made for, gender, size and weight, age, fitness experience, prevailing conditions and type of load.</p> <p>Walkways and storage areas must be kept clear and unobstructed.</p> <p>Staff undertaking Manual Handling Duties should wear appropriate footwear.</p> <p>Staff must be encouraged to advise the Management of any condition or injury that may impair or restrict their ability to undertake Manual Handling Duties.</p> <p>Staff must inform the Management of any injury sustained from carrying out their Manual Handling Duties.</p>
Comments and Recommendations	<p>The most common cause of injuries in the work place are Slips Trips and Falls and those suffered as a result of Manual Handling, lifting, carrying, pushing or pulling.</p> <p>Lifting larger tables should only be carried out by 2 persons.</p> <p>Do not attempt to carry stacks of chairs. Break down the load or seek assistance from a colleague</p> <p>Lifting Beer Barrels and delivering stores to the Wine Cellar present the greatest risks and only selected, trained and instructed personnel should undertake these duties under the strictest of control.</p> <p>Only care, vigilance and a strict adherence to good Manual Handling Techniques will prevent serious or minor injuries occurring. ...cont I have qualified the scoring on this Risk Assessment to be;</p> <p style="text-align: center;"><u>MEDIUM RISK, REQUIRES CONSTANT ATTENTION.</u></p> <p style="text-align: center;">IT WILL ONLY BE THIS IF PERSONNEL INVOLVED IN MANUAL HANDLING ADHERE TO THE INSTRUCTION GIVEN AND USE GOOD SENSE.</p>

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LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
2	Moderate injury, damage or loss.	
3	Serious injury, damage or loss.	
4	Very serious injury, damage or loss	
5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3		9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	<p>Manual Handling. # 3, Housekeeping Staff & Porters. Handling and transporting laundry. Making Beds. Turning Mattresses. Receiving, transporting, stacking and distributing stores and goods throughout the Hotel</p>
Significant Hazards	<p>Muskolo/skeletal injuries. Strains, ruptures damage to spine, hips, shoulders and arms. Slips trips and falls. Crushing, trapping injuries.</p>
Persons likely to be at risk.	<p>Housekeeping Staff and Porters that may be involved in the lifting, transporting, stacking and distributing of laundry, furniture, stores, equipment and goods throughout the Hotel.</p>
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Ensure all staff are instructed in correct Manual Handling Techniques.</p> <p>Ensure information regarding correct Manual Handling Techniques are available from The Health & Safety Training Manual and from Posters exhibited in Key areas.</p> <p>Staff must not be permitted, instructed or encouraged to lift, carry, push and pull beyond their physical capabilities.</p> <p>Staff must not be permitted, instructed or encouraged to attempt excessive workloads.</p> <p>Allowances must be made for, gender, size and weight, age, fitness experience, prevailing conditions and type of load.</p> <p>Walkways and storage areas must be kept clear and unobstructed.</p> <p>Staff undertaking Manual Handling Duties should wear appropriate footwear.</p> <p>Staff must be encouraged to advise the Management of any condition or injury that may impair or restrict their ability to undertake Manual Handling Duties.</p> <p>Staff must inform the Management of any injury sustained from carrying out their Manual Handling Duties.</p> <p>Delivery Personnel must be advised of their Duty of Care to themselves and others affected by their work activities.</p> <p>Where possible ensure that Companies making regular deliveries and collections offer their employees appropriate Manual Handling Instruction. (Contractors Assessment Letter)</p> <p>Bundle laundry from 1 room only and take to Housekeeping Office for sorting.</p> <p>Always use the 'Cage Trolleys'.</p> <p>Loaded cages should only be moved by authorised staff and Laundry Personnel.</p>

Comments and Recommendations	<p>The most common cause of injuries in the work place are Slips Trips and Falls and those suffered as a result of Manual Handling, lifting, carrying, pushing or pulling.</p> <p>Only care, vigilance and a strict adherence to good Manual Handling Techniques will prevent serious or minor injuries occurring.</p> <p>I have qualified the scoring on this Risk Assessment to be;</p> <p style="text-align: center;"><u>MEDIUM RISK, REQUIRES CONSTANT ATTENTION.</u></p> <p style="text-align: center;">IT WILL ONLY BE THIS IF PERSONNEL INVOLVED IN MANUAL HANDLING ADHERE TO THE INSTRUCTION GIVEN and use good sense.</p>		
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LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
2	Moderate injury, damage or loss.	
3	Serious injury, damage or loss.	
4	Very serious injury, damage or loss	
5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3		9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	Cleaning Chemicals: Medium Risk ie Bleach
Significant Hazards	<ul style="list-style-type: none"> ➤ Ingestion. ➤ Skin Contact ➤ Eye Contact ➤ Inhalation of fumes if mixed with other cleaners such as De-scaler.
Persons likely to be at risk.	Cleaners. Kitchen porters etc.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<ul style="list-style-type: none"> ➤ All cleaning chemicals to be stored in a lockable cupboard. ➤ All staff to receive basic COSHH instruction from the Health & Safety Training Manual. ➤ Only authorised persons to have access to cleaning chemicals. ➤ Data Sheets to be prominently displayed. ➤ Strict instruction that chemicals must not be decanted into unmarked containers. ➤ Strict instruction that chemicals must not be mixed. ➤ Cleaning Chemicals should be used according to Manufacturers Instructions. ➤ Cleaning Chemicals must not be left unattended in areas where the public or guests may have access.
Comments and Recommendations	Staff must not be complacent when using cleaning chemicals. It must be impressed on them that even familiar domestic cleaners can be hazardous if not used with care. Refer to the H & S Manual or ask a supervisor if unsure.

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LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
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5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3		9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	Cleaning Chemicals: Medium Risk to High Risk: Chemicals for De-carboniser.
Significant Hazards	<ul style="list-style-type: none"> ➤ Ingestion. ➤ Skin Contact ➤ Eye Contact ➤ Inhalation of fumes.
Persons likely to be at risk.	Cleaners. Kitchen porters etc.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<ul style="list-style-type: none"> ➤ Only nominated personnel to use or have access to the de-carboniser. ➤ Appropriate PPE to be worn when using the de-carboniser. Eye protection, heavy duty rubber gauntlets, face guard and rubber apron. ➤ Routine changes of chemicals and maintenance to be carried out by contractors only. ➤ All cleaning chemicals to be stored in a lockable cupboard. ➤ All staff to receive basic COSHH instruction from the Health & Safety Training Manual. ➤ Only authorised persons to have access to cleaning chemicals. ➤ Data Sheets to be prominently displayed. ➤ Strict instruction that chemicals must not be decanted into unmarked containers. ➤ Strict instruction that chemicals must not be mixed. ➤ Cleaning Chemicals should be used according to Manufacturers Instructions. ➤ Cleaning Chemicals must not be left unattended in areas where the public or guests may have access.
Comments and Recommendations	<p>Staff must not be complacent when using cleaning chemicals. It must be impressed on them that even familiar domestic cleaners can be hazardous if not used with care.</p> <p>Refer to the H & S Manual or ask a supervisor if unsure.</p> <p>Signage to be displayed. ‘Only authorised personnel to use De-Carboniser.’</p>

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	Assessment Reviewed by	Philip Constandinos First 4 Health & Safety	Date 07/12/2015
	Assessment Reviewed by	Philip Constandinos First 4 Health & Safety	Date 31/10/2016

LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT	
0	Almost impossible.	
1	Extremely unlikely/	
2	Unlikely.	
3	Likely	
4	Extremely likely	
5	Almost certain.	
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT	
0	No physical harm, loss or damage	
1	Minor injury, damage or loss	
2	Moderate injury, damage or loss.	
3	Serious injury, damage or loss.	
4	Very serious injury, damage or loss	
5	Fatality, disabling injury, illness, catastrophic damage or loss.	
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.	
0-1	No action required.	
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced	
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical	
16-19	Refer hazard to Company Health & Safety Manager Immediately.	
20-25	Cease activity immediately and report to Company Health & Safety Manager.	
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3		9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	Access to roof via fixed ladder in Linen Store.
Significant Hazards	Working at Height Possibility of Trauma injury or death associated with fall from height.
Persons likely to be at risk.	Any staff or contractors accessing the roof.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>The access hatch to the roof will be kept locked with the key held in the managing directors office. Signage is displayed to prevent any unauthorised access to the roof. Access to the roof and removal and return of the key will be monitored and recorded in the office diary and can only be authorised by Mr Bailey or Mr lakomov.</p> <p>There is no requirement other than 6 monthly water testing for Hotel Personnel to access the roof and any other access will be <u>avoided</u>.</p> <p>Access to the roof is restricted to authorised personnel,</p> <ul style="list-style-type: none"> • David Bailey as Managing Director, • Theo lakomov as Operations Manager • Philip Constandinos as H & Advisor with responsibility for water testing. <p>These will be the only personnel permitted access to the roof. PJC will undertake Safe Working at Height Training - HS3 CSS Worksafe Ltd and will attend whenever either Mr lakomov or Mr Bailey are required to access the roof.</p> <p>A discussion of the roof access activity will be carried out between all personnel involved and recorded notes attached to this Risk Assessment.</p> <p>Access will only be permitted when wearing Froment Full Body Harnesses with dual attachments which are designed and tested to EN361. The harnesses will be inspected prior to each use. (Monitoring & recording documentation attached) and compatibility to the anchor points will be established. <i>(In the event that they are not compatible alternative harnesses will be purchased).</i></p> <p>Persons will access the roof in pairs with a third person observing, either from the loft or from the ground, equipped with a cell phone, to give assistance, raise the alarm or to call Emergency Services in the event of an accident.</p> <p>Harnesses will be for individual use only and the fit and suitability will be confirmed by PJC prior to any use. <i>(Training Course provides certification as a Competent Person).</i></p>

	<p>PJC will inspect anchor points and fall restraint harnesses prior to any use Access will not take place in inclement weather conditions or in poor light.</p> <p>It is intended that Safe Area marking will be displayed, restricting access to the immediate vicinity of the water tanks and away from roof edges.</p> <p>Any tools or equipment, (water testing kit) will be carried in a satchel type bag leaving hands free.</p> <p>Personnel accessing the roof will be required to wear safety shoes, hi-viz jacket and hard hat.</p> <p>It is anticipated that access of Hotel Personnel, will only be required for the purpose of 6 monthly inspecting of the water tanks. Any access to carry out repairs to the roof, maintain air conditioning units or to adjust the satellite receiver aerial will be contracted out to specialist professional companies and undertaken by trained personnel who will be required to provide proof of Work at Height Training, supply their own fall restraint harnesses that must be compliant with EN361 and suitable to be used with the Hotels anchor points. In the event of contractors having to access the roof they will be made aware of the Hotels Risk Assessment.</p> <p>In the event of any substantial works, access may be afforded by towers or by scaffolding. A separate Risk Assessment specific to these works and in accordance to the contractors Method Statement will be prepared prior to commencement of any such works.</p>
<p>Comments and Recommendations</p>	<p>Sign with regards the sky light; adhesive signage advising;</p> <p style="text-align: center;">‘Fragile Material : Danger of Falling : Keep Off:’</p> <p>Monitor, review and revise this Risk Assessment where there are changes in the premises, plant, equipment, materials, personnel or regulations.</p>

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LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT
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1	Extremely unlikely/
2	Unlikely.
3	Likely
4	Extremely likely
5	Almost certain.
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT
0	No physical harm, loss or damage
1	Minor injury, damage or loss
2	Moderate injury, damage or loss.
3	Serious injury, damage or loss.
4	Very serious injury, damage or loss
5	Fatality, disabling injury, illness, catastrophic damage or loss.
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.
0-1	No action required.
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical
16-19	Refer hazard to Company Health & Safety Manager Immediately.
20-25	Cease activity immediately and report to Company Health & Safety Manager.
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 5	
	15
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 5	
	10

Safety Harness & Anchor Point Checklist

Examples of damage; Check whether there are signs of the following:-	Date checked prior to use. _/_/___	Date checked prior to use. _/_/___	Date checked prior to use. _/_/___	Date checked prior to use. _/_/___
Knots other than those intended by the manufacturers.				
Localised abrasions to surface or edges.				
Cuts to the webbing, stitching or edges.				
Chemical contamination that may weaken the webbing, indicated by flaking or discoloration.				
Heat or friction damage indicated by hardening, reduced flexibility or possibly glazed appearance.				
Damaged or deformed fittings.				
UV (Sunlight) degradation, sometimes indicated by fading of colour or flaking. (Do not store in direct sunlight.				
Partially deployed Energy Absorber.				
Dirt, dust, grit, sand or grease contamination.				
Inspect anchor points, ensure there is no movement or give in the anchor point. Ensure there is no corrosion or oxidation and that the anchor point affords easy movement of harness coupling				

Thorough inspection of harnesses, coupling & lanyards must be undertaken prior to each use.

- **Do not re-use a lanyard that has been used to arrest a fall.**
- **Check anchor points thoroughly before hooking on.**

Roof Access Monitoring.

Date & Time.		
Reason for roof access.		
Personnel accessing roof.	1]	2]
Person on standby to give assistance.		
Key released from office.	Sign	Time
All personnel briefed on roof access procedures		
Harnesses inspected.	Sign	
Anchor points inspected.	Sign	
Work carried out.		
Key returned to office.	Sign	Time

Date & Time.		
Reason for roof access.		
Personnel accessing roof.	1]	2]
Person on standby to give assistance.		
Key released from office.	Sign	Time
All personnel briefed on roof access procedures		
Harnesses inspected.	Sign	
Anchor points inspected.	Sign	
Work carried out.		
Key returned to office.	Sign	Time

Date & Time.		
Reason for roof access.		
Personnel accessing roof.	1]	2]
Person on standby to give assistance.		
Key released from office.	Sign	Time
All personnel briefed on roof access procedures		
Harnesses inspected.	Sign	
Anchor points inspected.	Sign	
Work carried out.		
Key returned to office.	Sign	Time

Date & Time.		
Reason for roof access.		
Personnel accessing roof.	1]	2]
Person on standby to give assistance.		
Key released from office.	Sign	Time
All personnel briefed on roof access procedures		
Harnesses inspected.	Sign	
Anchor points inspected.	Sign	
Work carried out.		
Key returned to office.	Sign	Time

Task Person Equipment Materials	Slips, Trips and Falls with reference to the Housekeeping Staff ; Guests; Visitors and Contractors. Rooms, corridors and stairways.		
Significant Hazards	Slips, Trips and Falls leading to:- Bruise, trauma, possible breaks and strains damage or loss of equipment		
Persons likely to be at risk.	All staff, guests, visitors and contactors		
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Ensure all walkways, staircases and passageways are kept clear and all floor surfaces are maintained in good order.</p> <p>Wet floors in bathrooms cause a serious risk of slip. Ensure they are mopped and dried thoroughly and where and when appropriate exhibit "wet floor signs".</p> <p>Ensure cleaning staff do not obstruct corridors with cables or Hoover.</p> <p>Always try to keep Hoover cables to the side of corridors and stairways.</p> <p>Do not leave equipment un-attended.</p> <p>Do not obstruct walkways with piles of laundry that may cause guests to trip.</p>		
Comments and Recommendations	Training and instruction to ask staff to report any dangerous obstructions or surfaces immediately.		
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LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT
0	Almost impossible.
1	Extremely unlikely/
2	Unlikely.
3	Likely
4	Extremely likely
5	Almost certain.
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT
0	No physical harm, loss or damage
1	Minor injury, damage or loss
2	Moderate injury, damage or loss.
3	Serious injury, damage or loss.
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5	Fatality, disabling injury, illness, catastrophic damage or loss.
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.
0-1	No action required.
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical
16-19	Refer hazard to Company Health & Safety Manager Immediately.
20-25	Cease activity immediately and report to Company Health & Safety Manager.
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 2	
	6
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2	
	4

Task Person Equipment/Materials	Slips, Trips and Falls with reference to the Offices Reception ground floor Corridors and Public Areas.
Significant Hazards	Slips, Trips and Falls leading to:- Bruise, trauma, possible breaks and strains damage or loss of equipment
Persons likely to be at risk.	All staff, guests, visitors and contactors
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Ensure all walkways, staircases and passageways are kept clear and all floor surfaces are maintained in good order particularly where there is a change of surface, for example hard wood or tile floor to carpet.</p> <p>Clean up spillages immediately. Where and when appropriate exhibit "wet floor signs".</p> <p>Ensure cleaning staff do not obstruct corridors with cables or vacuum cleaner.</p> <p>Always try to keep vacuum cleaner cables to the side of corridors and stairways.</p> <p>Do not leave equipment un-attended.</p> <p>Do not obstruct walkways with stores or equipment that may cause difficulty for others to negotiate.</p> <p>Do not leave trailing cables that may cause trips in offices, stores, passageways and public areas.</p> <p>Exhibit 'Cleaning in Progress' signs where appropriate.</p>
Comments and Recommendations	Training and instruction to ask staff to report any dangerous obstructions or surfaces immediately.

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4	Extremely likely
5	Almost certain.
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ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.
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2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical
16-19	Refer hazard to Company Health & Safety Manager Immediately.
20-25	Cease activity immediately and report to Company Health & Safety Manager.
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 2	
	6
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2	
	4

Task Person Equipment Materials	Slips, Trips and Falls with reference to the Kitchens Stores, Service Corridor and direct access to the Restaurant.
Significant Hazards	Slips, Trips and Falls leading to:- Bruise, trauma, possible breaks and strains damage or loss of equipment
Persons likely to be at risk.	All staff, visitors and contactors.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Ensure all walkways, staircases and passageways are kept clear and all floor surfaces are maintained in good order particularly where there is a change of surface, for example hard wood or tile floor to carpet.</p> <p>Clean up spillages immediately. Where and when appropriate exhibit "wet floor signs".</p> <p>Ensure cleaning staff do not obstruct corridors with cables, vacuum cleaners or other cleaning equipment.</p> <p>Always try to keep vacuum cleaner cables to the side of corridors and stairways.</p> <p>Do not leave equipment un-attended.</p> <p>Do not obstruct walkways with stores or equipment that may cause difficulty for others to negotiate.</p> <p>Do not leave trailing cables that may cause trips in offices, stores, passageways and public areas. Exhibit 'Cleaning in Progress' signs where appropriate.</p>
Comments and Recommendations	Training and instruction to ask staff to report any dangerous obstructions or surfaces immediately.

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4	Extremely likely
5	Almost certain.
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16-19	Refer hazard to Company Health & Safety Manager Immediately.
20-25	Cease activity immediately and report to Company Health & Safety Manager.
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 2	
	6
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2	
	4

Task Person Equipment Materials	Slips, Trips and Falls with reference to the Housekeeping Staff, Porters, Guests and Contractors on Stairs.
Significant Hazards	Slips, Trips and Falls leading to:- Bruise, trauma, possible breaks and strains damage or loss of equipment
Persons likely to be at risk.	All staff, guests, visitors and contractors
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Ensure all walkways, staircases and passageways are kept clear and all floor surfaces are maintained in good order.</p> <p>Ensure cleaning staff do not obstruct corridors with cables or Hoover.</p> <p>Always try to keep Hoover cables to the side of corridors and stairways.</p> <p>Do not leave equipment un-attended.</p> <p>Do not obstruct walkways with piles of laundry that may cause guests to trip.</p> <p>Inspect hand rails & banisters regularly and frequently and ensure they are always secure and in good order. Report immediately any faults or damage..</p> <p>Inspect treads and risers regularly and frequently and ensure they are in good order. Report immediately any faults or damage.</p> <p>Ensure lighting and emergency lighting on stairs is always in good working order. Report immediately any faults or damage.</p>
Comments and Recommendations	Training and instruction to ask staff to report any dangerous obstructions or surfaces immediately.

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2	Unlikely.
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5	Almost certain.
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT
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	6
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2	
	4

Task	Stoves, Grills, Ranges and Fryers		
Significant Hazards	<ol style="list-style-type: none"> 1. Scalds and burns ranging from minor to severe. 2. Muskolo/skeletal disorders from inappropriate manual handling. 3. Serious potential fire hazard. 		
Persons likely to be at risk.	<ol style="list-style-type: none"> 1. All staff particularly kitchen staff. 2. All staff particularly kitchen staff. 3. All staff, visitors, guests and emergency services personnel. 		
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>All new staff to be correctly trained and instructed on kitchen procedures. Regular and frequent cleaning and maintenance. Staff instructed on manual handling techniques, with particularly reference to lifting hot and heavy pans. Staff instructed on procedure to deal with minor flare up's or pan fires. Regular and frequent inspection to ensure no build up of grease or carbon, blockages in extract flues, faulty gas jets or gas thermocouples that may lead to serious fire. Regular and frequent inspection of all plugs, cables, electrical connections and switches. Staff instructed on Action in the event of Fire. Correct signage for Action in the event of Fire. Maintained and inspected Fire Safety Equipment.</p>		
Comments and Recommendations	The hazards apparent in this area can be controlled by vigilance and discipline. Senior staff must impress on others the need for care and control when passing through this area and handling hot equipment.		
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SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT
0	No physical harm, loss or damage
1	Minor injury, damage or loss
2	Moderate injury, damage or loss.
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ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.
0-1	No action required.
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced
7-15	Record the hazard & risk ratings. Record recommended risk control measures that will reduce the risk to a rating below 7 or that is reasonably practical
16-19	Refer hazard to Company Health & Safety Manager Immediately.
20-25	Cease activity immediately and report to Company Health & Safety Manager.
WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 5	
	15
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 5	
	10

Task Job Substance	Use of Visual Display Equipment; Office duties; Use of Computers; Work station protocols
Significant Hazards	<ul style="list-style-type: none"> ➤ Eye strain. ➤ Repetitive strain Injury. ➤ Muskolo/skeletal disorders from poor seating/posture. ➤ Electric shock. ➤ Personal security/ interaction with customers. ➤ Stress from dealing with difficult, aggressive or abusive persons
Persons likely to be at risk.	All administration personnel.
Control Procedures to Eliminate or Decrease risk to acceptable level.	<ul style="list-style-type: none"> ➤ Anti glare screens fitted to all VDU's. Instruction to employees to take regular & frequent respite from watching screens. Eye tests at first sign of eyestrain, results to be entered on Employee Health Records. ➤ Use of ergonomically designed mouse and gel rests for keyboards. ➤ Correct adjustment of seating and compatible layout of individual's workstation. ➤ Customer relation training and Personal Security Training. ➤ Regular visual inspection of all plugs, cables and electrical fittings. ➤ Avoid spillage of any liquids adjacent to electrical equipment.
Comments and Recommendations	<p>It is recommended that the display screens are raised slightly to avoid the necessity of reception staff having to lean forward and look down, putting pressure on the lower back and shoulders. Raising the screens by approximately 3-5 cm will bring the top of the screens to average eye level and reduce the need to change position to get a clear view. I recommend further that reception staff adjust the angle and set up of the screen to suit the individual when taking over the desk.</p> <p>It was noted that the posture of the staff on duty at the time of my observations was not conducive to comfort and would probably lead to back and shoulder discomfort. Simply sitting back in the seat and making fuller use of the back support would probably improve their comfort. The seating supplied is basic and does not provide sufficient stable back support. It is recommended that this is replaced with seats that offer the full range of adjustment and support to shoulder height.</p> <p>The workspace seemed unnecessarily cluttered. Improvements could be made by simple actions such as pushing the keyboard forward when not in use. There may be some advantage of introducing a small file cabinet to desk top level in the centre of the desk, allowing the phone to be brought forward for easier visibility and access. This may also allow the printer to be raised to a more workable height and provide some additional storage for booklets etc that are at present taking up valuable work space. For further information, I would refer reception staff to the Health & Safety Manual, Manual Handling/ Work Station section.</p> <p>The Residual risk score of 4 indicates a probability of an incident/injury occurring but the severity should be of a medium nature. Attention to the control procedures and good communication between employees and management should avoid problems in this area. If any member is suffering discomfort they think may be caused by their work station they should discuss this with their Manager without delay.</p>

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	Assessment Reviewed by	Philip Constandinos First 4 Health & Safety	Date 31/10/2016

LIKELIHOOD RATING. (RISK)	QUALITATIVE EQUIVALENT
0	Almost impossible.
1	Extremely unlikely/
2	Unlikely.
3	Likely
4	Extremely likely
5	Almost certain.
SEVERITY RATING. (HARM/DAMAGE)	QUALITATIVE EQUIVALENT
0	No physical harm, loss or damage
1	Minor injury, damage or loss
2	Moderate injury, damage or loss.
3	Serious injury, damage or loss.
4	Very serious injury, damage or loss
5	Fatality, disabling injury, illness, catastrophic damage or loss.
ACTION RATING.	RISK ACTION TABLE. QUALATIVE EQUIVALENT.
0-1	No action required.
2-6	Record the hazard & risk ratings. Recommend risk control measures if risk rating may be reduced
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16-19	Refer hazard to Company Health & Safety Manager Immediately.
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WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 2	
	6
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2	
	4

Task	Walkways, passage ways and general work area.
Significant Hazards	Slips trips and falls. Impeded escape in the event of Emergency Evacuation
Persons likely to be at risk.	All staff particularly waiting and kitchen staff. Delivery Personnel Guests and visitors. Contractors
Control Procedures to Eliminate or Decrease risk to acceptable level.	Keep all floors, walkways and doorways clear at all times. Spillages must be cleaned up immediately and wet floor sign exhibited when appropriate. Staff working in this area should wear appropriate non slip foot wear. Maintain and clean floors regularly and frequently.
Comments and Recommendations	The hazards apparent in this area can be controlled by vigilance and discipline. Senior staff must impress on others the need for care and control when passing through this area.

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SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE 2		4

Task	Knives, Cleavers', Sharp Cutting Tools and Slicers'.		
Significant Hazards	Cut trauma possible minor amputation of fingers or thumbs		
Persons likely to be at risk.	All staff particularly waiting and kitchen staff.		
Control Procedures to Eliminate or Decrease risk to acceptable level.	<p>Only authorised and correctly instructed personnel to use these tools. Maintain and sharpen knives to avoid the need to use excessive pressure. Store knives and cutting tools safely and correctly. Advise kitchen porters to show care and caution when handling sharp tools. Ensure the slicer is regularly, cleaned serviced and maintained. Use of the slicer must be restricted to only trained and competent persons. Never remove or disarm failsafe guards.</p>		
Comments and Recommendations	The hazards apparent in the use of this equipment can be controlled by vigilance, discipline and good training. Senior staff must impress on others the need for care and control when using sharp tools and ensure when tools are not being used they should be stored away to avoid inappropriate use		
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WITHOUT CONTROL MEASURES, LIKELIHOOD SCORE 3 X SEVERITY SCORE 3	
	9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE3	
	6



First 4 Health & Safety

57 Primrose Gardens : Creekmoor : Poole : Dorset : BH17 7BF
 tel +44 (0)1202 889557 : mob +44 (0)7887 776733 : pc@first4h-s.co.uk

Risk Assessment for Hotel Miramar. East Overcliff Drive, Bournemouth, Dorset. BH1 3AL Principle: David Bailey, Managing Director

Hotel establishment comprising

Ground Floor: Restaurant to accommodate 100 persons, Bar with adjoining lounges and public rooms, Garden Suite Total 220 (Oak Room 50 & Garden room 120), Terrace Lounge 150, toilets and disabled toilet, kitchens, store rooms, staff welfare facilities, still room wash up and storage rooms.

Basement: Storage and hot water tanks.

First and second floors: Comprising guest room accommodation for 90 persons, comprising 3 single rooms; 33 double rooms; 7 family rooms (3 – 4beds); 1 room adapted for disabled use. Housekeeping Office; Linen stores: .Staff maximum 50 at any one time.

Attached;

- Plans.
- Training Register.
- Emergency Evacuation Procedures.
- Fire Safety Information/ Instruction for staff.
- Fire Warden Rosta.

Task Job Substance Member of staff	Fire Prevention and Safety; Emergency Evacuation of Staff, Visitors, Guests and Contractors.
Significant Hazards	<ul style="list-style-type: none"> ➤ Smoke inhalation leading to collapse and possible fatality. ➤ Burn Trauma leading to serious injury and/or possible fatality. ➤ Stress caused by alarms and panic. ➤ Slips trips and falls leading to injury. ➤ Loss of personal items. ➤ Exposure to weather. ➤ Injury to Emergency Services Personnel needing to search for guests or staff that have not been accounted for.
Persons likely to be at risk.	All staff, visitors, guests and contractors. Emergency Services Personnel. Adjoining premises.

- Example of tri-lingual Fire Evacuation Procedures exhibited in all rooms.
- Records of Fire Safety Equipment testing/inspection and maintenance

Control Procedures to Eliminate or Decrease risk to acceptable level.

Maintenance of all Fire Safety Equipment to include :-

- Smoke & Heat Detectors.
- Alarm Systems
- Fire Doors and automatic closers.
- Automatic shutters to kitchen:
- Fire Extinguishers and Fire Blankets.
- Fire Escape Routes
 - Regular and frequent Fire Safety Training for all staff.
 - Regular and frequent Fire Safety Inspections of the premises and set procedure for dealing with any remedial action that is required.
 - Regular and frequent Emergency Evacuation Drills to familiarise the employees with the procedure.
 - Clear and obvious instructions of action to be taken in the event of fire. (Multilingual in guest rooms).
 - Notices showing Emergency Evacuation procedures in each work area.
 - Procedure for ensuring all staff, visitors, guests and contractors, including those with disabilities, have reacted to the Fire Alarm. (Register and Visitors Book).
 - Where possible and without endangering staff, a Fire Warden system of clearing premises of guests and staff. On a daily basis identify individual members of staff to be responsible for clearing specific areas. Allow for holidays days off etc.
 - Prepare a 'Grab Bag' essentials are register, visitors book, phone. Also recommended are torches with batteries separate, luminescent sashes or jackets for Fire Wardens, umbrellas or plastic capes for bad weather, First Aid Kit for minor injuries.

All the above safety actions need to be recorded in the Fire Safety Log Book to show compliance.

Comments and Recommendations	<p>Fire is the most serious hazard facing most premises. It is recommended that a formal arrangement of duty Fire Wardens is organised. Their responsibility will be, without jeopardising their own safety, to ensure that in the event of discovering fire or the Fire Alarm sounding, ALL PERSONS evacuate the buildings and go to the Assembly Point, doors and windows are closed. This system will need to provide for holidays, days off and other absences.</p> <p>Warden System now operating with wardens posted for lunch and dinner shifts.</p>		
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	9
SUBJECT TO CONTROL MEASURES, LIKELIHOOD SCORE 2 X SEVERITY SCORE3	
	6

		Y	N	N/A
8.01	Has a Fire Risk Assessment been carried out? If so when? April 2006 R & R annually Last review 31/10/2016	Y		
8.02	Has there been a Review and Revision of any previous Fire Risk Assessment? As above	Y		
8.03	Is there an existing Fire Certificate with Plan?	Y		
8.04	Are there appropriate procedures for Emergency, Serious Danger, Fire? Evacuation procedure demonstrated by staff training, signage and instruction for guests clearly exhibited.	Y		
8.05	Are all staff, visitors, contractors, customers and others that may be affected by the work activities made aware of the Emergency Procedures.? By signage and instruction for contractors that may be working on site.	Y		
8.06	How are they made aware? By instruction By training By signage By information notices			
8.07	Are the premises secure from unlawful entry? Regular reminders, verbally and by signage should be given to staff responsible for closing down and on night duty to be vigilant & careful.	Y		
8.08	Is there adequate provision for contained waste disposal? Under normal conditions, staff must be reminded that at busy times they must compact the rubbish down and ensure that it is contained by the bins and that the bin lids close securely.	Y		
8.09	Is flammable waste removed to a place of safety? Waste oil is collected by a specialist company and stored away from the building.	Y		
8.10	Are there procedures for contacting emergency services? These are laid out in the Fire Safety Instructions and senior staff will be given regular and frequent instruction on procedure to contact the Emergency Services.	Y		
8.11	Have all employees been instructed on the procedures to be followed in the event of a fire? Fire safety instruction has been given to employees. Details attached.	Y		
8.12	Has provision been made to meet and guide Emergency Service vehicles? These are laid out in the Fire Safety Instructions and senior staff will be given regular and frequent instruction on procedure to contact the Emergency Services.	Y		
8.13	Has provision been made to advise Emergency Services of all relevant information I e location of combustible/flammable materials, gas cut off valve, Location of 'safe havens' plans, floor layouts? Plans attached to this Risk Assessment. Gas cut of valve located in kitchen store and signage displayed.	Y		
8.14	Are there regular inspections of all equipment to include cables, plugs sockets and is this recorded and monitored with a procedure to deal with any reported faults? Routine in-house inspection with PAT testing and regular maintenance by a qualified electrician,	Y		
8.15	Has Portable Electric Appliance testing been carried out by a qualified and competent and qualified electrician? When? PAT Testing Company. Updated annually.	Y		

8.16	Has there been a full inspection of all electrical installations in the past 5 years by a competent and qualified electrician? When?	Y		
	Spreadbury Construction/Greenwood Associates.			
8.17	Is there provision for inspection, servicing and maintenance of all gas equipment and fittings by a qualified and competent gas engineer? When was the last time this took place?	Y		
	Annually. Hamworthy Engineering. Annual contract.			
8.18	Is there a 'No Smoking' policy within the premises?			
	The Restaurant and all Lounges are designated 'No Smoking' as are all kitchens, stores, prep rooms and offices. All guest rooms on the 2nd floor are designated 'No Smoking' In line with legislation introduced in 2007, the whole of the Hotel will become 'No Smoking'.	Y		
8.19	If smoking is permitted, where?			
	External smoking areas.			
8.20	Have measures been taken to protect against arson attack?	Y		
	Refuse is contained. Exterior is monitored by CCTV & doors are secured.			
8.21	Are all combustible/flammable materials stored safely away from any heat source.?	Y		
	Separate chemical store away from any heat source.			
8.22	Is Fire Safety Equipment provided?	Y		
	Comprehensive range of Fire Safety Equipment & Signage supplied. Check list attached.			
8.23	Smoke/Heat Detectors? (Individual battery powered or linked system?) When was it last tested and by whom?	Y		
	Tested by Abbey Fire; Ongoing service contract in place.			
8.24	Fire Alarm System with audible alarm. (Automatic or 'Break Glass'?) Is the linked to a monitoring centre? When was it last tested and by whom?	Y		
	System installed. Not linked to monitoring system. Tested by Abbey Fire; Ongoing service contract in place.			
8.25	Fire Extinguishers? Do these items carry appropriate signage on there use? When were they last serviced and tested and by whom?	Y		
	Water; Powder; Foam; CO^o Full instruction signage is exhibited and is on extinguishers.			
8.26	Fire Blankets	Y		
	Located adjacent entrance to Kitchen			
8.27	Emergency Lighting system? When was the system last serviced and tested and by whom/	Y		
	Tested by Abbey Fire; Ongoing service contract in place.			
8.28	Are there fire doors offering ½ hour resistance fitted in relevant areas?	Y		
	Fire Doors with closers fitted throughout			
8.29	Are stair wells suitably protected by fire resistant material in order to impede the spread of fire and smoke between floors.?	Y		
	Principle doors and shutters to kitchen fitted with automatic closers.			
8.30	Are all emergency routes unobstructed, clear and available for use?	Y		
	Emergency routes are clear and staff are instructed to keep routes clear at all times.			

8.31	Are fire doors fitted with self-closing devices? Have any of these been disabled?	Y		
	Principle doors to protect stairwells fitted with automatic closers.			
8.32	Do any fire doors have automatic self-closing devices triggered by the alarm system? If so, have they been serviced and tested, when and by whom?	Y		
	Tested by Abbey Fire; Ongoing service contract in place.			
8.33	Are all final exits outward opening? Are they easily opened and not locked/operated by crash bar/pad?	Y		
	Doors are tested by David Grant as part of routine Fire Safety Check.			
8.34	Do final exits lead to a place of safety that allows onward escape? Are signs exhibited to indicate Exits?	Y		
	All exit doors lead directly to open footways and are clearly signed as emergency exits with illuminated Running Figure Signs.			
8.35	Are there any sliding or revolving doors on route of emergency exit?	Y		
	Automatic sliding doors at main entrance.			
8.36	Is there appropriate and compliant Emergency Evacuation Direction Signage placed correctly to guide all employees, visitors, contractors, customers and others to the nearest safe exit? Is this luminescent or illuminated?	Y		
	There is fully direction signage throughout. Multi lingual signage located in all bedrooms.			
8.37	Have all employees received training, instruction and information regarding Emergency Evacuation and Fire Safety procedures? When was this last updated?	Y		
	Majority of employees have received instruction. By the nature of the work force this must be ongoing.			
8.38	Do all new employees receive induction training with emphasis on orientation and Fire Safety procedures?	Y		
	This is induction/orientation training iby senior members of staff.			
8.39	Is all training and instruction recorded?	Y		
	Employee Training Records and Course attendance records.			
8.40	Has there been an Evacuation Drill carried out in the last 6 months? Do the records show <ul style="list-style-type: none"> • Reaction by staff and others to the alarm? • Time of evacuation? • Was any exit obstructed, if so did staff attempt to use this exit? • Did any person not respond to the alarm? 	Y		
	Generally good improvements have been noted & will be addressed. Yes			
8.41	Are notices posted to show Fire/Emergency Evacuation Procedures and are they clear for all persons visiting the premises?	Y		
	Yes. Notices are shown throughout back areas and Guest Rooms. More prominence needs to be given to Notices in Public Areas. Multi lingual signage located in all bedrooms.			
8.42	Is there a Fire Warden System to aid a safe and speedy evacuation? If so is this posted daily to accommodate persons absent?	Y		
	Senior members of staff have been given more specific instruction.			
8.43	Is provision made for disabled persons? In the event of them not be able to immediately evacuate are there 'Safe Havens' available that offer protection until they can be rescued by Emergency Service Personnel?	Y		
	There are Safe Havens in the Stair Wells and adjacent to the Emergency Escape on 1st Floor			

8.44	Is the Assembly Point clearly indicated and employees and others advised to remain at the Assembly Point until otherwise instructed?	Y		
	The Assembly Point is located at the front adjacent to the car park Employees have been instructed and there is signage throughout to indicate this. Replacement signage is recommended.			
8.45	Are all employees made aware of Risk Assessment findings?	Y		
	Copies of this Risk Assessment will be kept at the Kitchen 'Chefs Desk' and at the Main Reception and are to be included in the 'Grab Bag'.			
8.46	Is there provision for reviewing and revising this Risk Assessment regularly or when there have been significant changes in personnel, premises, plant, equipment, materials or legislation?	Y		
	This Risk Assessment will be reviewed and Revised every 6 months or when there are changes in premises, personnel, equipment, plant, materials or regulations.			

EMERGENCY EVACUATION PROCEDURES.

HOTEL MIRAMAR, EAST OVERCLIFF DRIVE, BOURNEMOUTH, BH1 3AL.

(ACCESS FROM GROVE ROAD).

- THE FIRE ALARM WILL SOUND AS A SEQUENTIAL SIREN.
- DIAL 999 FOR THE FIRE BRIGADE AND ANY OTHER EMERGENCY SERVICE REQUIRED. ENSURE YOU GIVE ADDRESS ABOVE CLEARLY & CORRECTLY.
- EVACUATE THE BUILDING IMMEDIATELY VIA NEAREST SAFE EXIT.
- FIRE WARDENS, WITHOUT JEOPARDISING THEIR OWN SAFETY, ARE TO IDENTIFY THE LOCATION OF THE FIRE, ENSURE THEIR DESIGNATED AREA IS CLEARED OF STAFF, GUESTS, VISITORS AND CONTRACTORS AND WHERE POSSIBLE CLOSE DOORS AND WINDOWS AS THEY EXIT.
- DO NOT STOP TO COLLECT POSSESSIONS.
- DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS IT IS IMPEDING EVACUATION.

**EVACUATE TO ASSEMBLY POINT;
LAWN TO RIGHT OF CAR PARK.**

ENSURE ALL PERSONS REMAIN AT ASSEMBLY POINT UNTIL INSTRUCTED OTHERWISE BY MANAGEMENT OR EMERGENCY SERVICES.

- Do not re-enter the building until Fire Brigade have given 'ALL CLEAR'.

EMERGENCY NUMBERS

IN THE CASE OF ANY EMERGENCY DIAL 999 AND ASK FOR EITHER POLICE, FIRE BRIGADE OR AMBULANCE.

FIRE WARDEN CHECK LIST

**(DUTY FIRE WARDEN WILL BE SENIOR MEMBER OF STAFF
FOR EACH DEPARTMENT.)**

ZONE 1: KITCHEN & GARDEN SUITE

ON DISCOVERING A FIRE

RAISE THE ALARM, REPORT TO RECEPTION.

OR HEARING THE ALARM,

REPORT TO RECEPTION TO IDENTIFY LOCATION OF FIRE

WITHOUT ENDANGERING YOURS OR OTHERS SAFETY

EVACUATE ALL PERSONS BY NEAREST, SAFE EMERGENCY EXIT.

**DO NOT ALLOW GUESTS OR STAFF TO STOP TO COLLECT
PERSONAL POSSESSIONS.**

TURN OFF GAS SUPPLY IN DRY STORE.

TURN OF ALL ELECTRICAL EQUIPMENT.

**IF POSSIBLE, WITHOUT JEOPARDISING YOUR SAFETY,
CLOSE ALL DOORS AND WINDOWS.**

**ENSURE ALL PERSONS REMAIN AT ASSEMBLY POINT UNTIL
INSTRUCTED OTHERWISE BY MANAGEMENT OR EMERGENCY
SERVICES.**

NOTE: For purpose of FIRE DRILLS.

Pretend to turn off GAS & ELECTRICAL EQUIPMENT

FIRE WARDEN CHECK LIST

**(DUTY FIRE WARDEN WILL BE SENIOR MEMBER OF STAFF
FOR EACH DEPARTMENT.)**

ZONE 2: RESTAURANT, LIBRARY, BAR, LOUNGE & CLOAKROOMS

ON DISCOVERING A FIRE

RAISE THE ALARM, REPORT TO RECEPTION.

OR HEARING THE ALARM,

REPORT TO RECEPTION TO IDENTIFY LOCATION OF FIRE

WITHOUT ENDANGERING YOURS OR OTHERS SAFETY

EVACUATE ALL PERSONS BY NEAREST, SAFE, EMERGENCY EXIT.

**DO NOT ALLOW GUESTS TO RETURN TO ROOMS FOR ANY
PURPOSE.**

**IF POSSIBLE, WITHOUT JEOPARDISING YOUR SAFETY,
CLOSE ALL DOORS AND WINDOWS.**

**ENSURE ALL PERSONS REMAIN AT ASSEMBLY POINT UNTIL
INSTRUCTED OTHERWISE BY MANAGEMENT OR EMERGENCY
SERVICES.**

NOTE: For purpose of FIRE DRILLS.

Restaurant & Portering Staff advise guests this is a Fire Drill and we would like them to participate but do not insist. Politely stress that their co-operation will help to make our procedures safer and may avoid any serious injuries or deaths in the event of a real incident.

FIRE WARDEN CHECK LIST

(DUTY FIRE WARDEN WILL BE SENIOR MEMBER OF STAFF FOR EACH DEPARTMENT.WHEN HOUSEKEEPING STAFF NOT AVAILABLE SENIOR PORTER WILL BE RESPONSIBLE.)

ZONE 3: FIRST FLOOR GUEST ROOMS 101- 124, CORRIDORS & STAIR WELLS, HOUSEKEEPING OFFICE & LINEN STORES

ON DISCOVERING A FIRE

RAISE THE ALARM, REPORT TO RECEPTION.

**OR HEARING THE ALARM,
REPORT TO RECEPTION TO IDENTIFY LOCATION OF FIRE**

WITHOUT ENDANGERING YOURS OR OTHERS SAFETY

**EVACUATE ALL PERSONS BY NEAREST, SAFE, EMERGENCY EXIT
(FIRE ESCAPE ADJACENT ROOM 124 OR
MAIN STAIRCASE IF SAFE DO NOT USE, OR ALLOW OTHERS TO USE LIFT)**

**DO NOT ALLOW GUESTS TO RETURN TO ROOMS FOR ANY
PURPOSE.**

**IF POSSIBLE, WITHOUT JEOPARDISING YOUR SAFETY,
CLOSE ALL DOORS AND WINDOWS.**

**ENSURE ALL PERSONS REMAIN AT ASSEMBLY POINT UNTIL
INSTRUCTED OTHERWISE BY MANAGEMENT OR EMERGENCY
SERVICES.**

NOTE: For purpose of FIRE DRILLS.

Housekeeping Staff advise guests this is a Fire Drill and we would like them to participate but do not insist. Politely stress that their co-operation will help to make our procedures safer and may avoid any serious injuries or deaths in the event of a real incident.

Ensure you speak to or enter every room. COLLECT CARDS.

FIRE WARDEN CHECK LIST

((DUTY FIRE WARDEN WILL BE SENIOR MEMBER OF STAFF FOR EACH DEPARTMENT.WHEN HOUSEKEEPING STAFF NOT AVAILABLE SENIOR PORTER WILL BE RESPONSIBLE.))

ZONE 4: SECOND FLOOR GUEST ROOMS 201 - 223, CORRIDORS & STAIR WELLS, LINEN STORES

ON DISCOVERING A FIRE

RAISE THE ALARM, REPORT TO RECEPTION.

OR HEARING THE ALARM,

REPORT TO RECEPTION TO IDENTIFY LOCATION OF FIRE

WITHOUT ENDANGERING YOURS OR OTHERS SAFETY

EVACUATE ALL PERSONS BY NEAREST, SAFE, EMERGENCY EXIT

(FIRE ESCAPE ADJACENT ROOM 223 OR MAIN STAIRCASE IF SAFE DO NOT USE OR ALLOW OTHERS TO USE LIFT)

DO NOT ALLOW GUESTS TO RETURN TO ROOMS FOR ANY PURPOSE.

IF POSSIBLE, WITHOUT JEOPARDISING YOUR SAFETY, CLOSE ALL DOORS AND WINDOWS.

ENSURE ALL PERSONS REMAIN AT ASSEMBLY POINT UNTIL INSTRUCTED OTHERWISE BY MANAGEMENT OR EMERGENCY SERVICES.

NOTE: For purpose of FIRE DRILLS.

Housekeeping Staff advise guests this is a Fire Drill and we would like them to participate but do not insist. Politely stress that their co-operation will help to make our procedures safer and may avoid any serious injuries or deaths in the event of a real incident.

Ensure you speak to or enter every room. COLLECT CARDS.

FIRE WARDEN CHECK LIST

**(DUTY FIRE WARDEN WILL BE SENIOR MEMBER OF STAFF
FOR EACH DEPARTMENT.)**

ZONE RECEPTION

ON DISCOVERING A FIRE

**RAISE THE ALARM, DIAL 999 FOR EMERGENCY SERVICES GIVE EXACT
ADDRESS OF HOTEL**

AND IDENTIFY THAT ACCESS IS FROM GROVE ROAD

OR HEARING THE ALARM,

**IDENTIFY LOCATION OF FIRE TO ALL DEPARTMENT FIRE WARDENS
WITHOUT ENDANGERING YOURS OR OTHERS SAFETY**

EVACUATE ALL PERSONS BY NEAREST, SAFE, EMERGENCY EXIT.

**DO NOT ALLOW GUESTS TO RETURN TO ROOMS FOR ANY PURPOSE.
ISOLATE AND LOCK LIFT.**

**IF POSSIBLE, WITHOUT JEOPARDISING YOUR SAFETY,
CLOSE ALL DOORS AND WINDOWS.**

COLLECT 'EMERGENCY GRAB BAG' TO TAKE TO ASSEMBLY POINT.

ONLY IF SAFE, BACK UP COMPUTER DISKS, LOCK CASH BOX.

**ENSURE ALL PERSONS REMAIN AT ASSEMBLY POINT UNTIL
INSTRUCTED OTHERWISE BY MANAGEMENT OR EMERGENCY
SERVICES.**

NOTE: For purpose of FIRE DRILLS.

Reception Staff advise guests this is a Fire Drill and we would like them to participate but do not insist. Politely stress that their co-operation will help to make our procedures safer and may avoid any serious injuries or deaths in the event of a real incident.

Pretend to isolate the Lift. Remember to collect GRAB BAG.

OFFICE STAFF. Test Automatic phone message. '62'.

MESSAGE. 'This is a Fire Drill we would appreciate their participation but it is not compulsory. If they wish to, could they leave by the nearest safe exit and proceed onwards to the ASSEMBLY POINT, located adjacent the ENTRANCE TO THE CAR PARK.'

EMERGENCY GRAB BAG

'DAY GLO' VESTS OR SASHES FOR FIRE WARDENS

UPDATE OF 'BED SHEET'

COPY OF FIRE CERTIFICATE PLAN

TORCHES

FIRST AID KIT

BE PREPARED TO ADVISE EMERGENCY SERVICES OF:-

LOCATION OF ANY DISABLED GUESTS.

LOCATION OF ANY FLAMMABLES.

**LIST OF ANY GUESTS OR STAFF
NOT PRESENT OR LOCATED.**

LOCATION OF GAS CUT OFF VALVE.

**(Dry store entry through kitchen entrance,
first right, first store on right).**

Distribute 'Hi-viz waistcoats to senior staff.

**Designate a member of staff to meet Emergency Services
at entrance to car park and guide them in**

- **Nominate Fire Wardens daily to their specific areas or duties.
(✓1 name per task)**
- **Allow for Morning/Breakfast, Lunch & Evening/Dinner Shifts.**
- **Fire Wardens, clear your designated area, making sure customers, guests, staff and contractors have all exited safely and if possible and safe to do so, close doors and windows as you leave.**



First 4 Health & Safety

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On behalf of First 4 Health & Safety

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