

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within ...)	Responsible person's job title
<p>Slips and Trips</p> <p>Trip Hazard: Various potholes and loose paving slabs throughout rear carpark.</p>	<p>Staff, customers, visitors and members of the public.</p> <p>Could be at risk, when walking in the car park Cut, bruises, broken bones and sprains may happen by tripping over potholes or loose / damaged paving.</p>	<p>Nothing</p>	<p>Temporary cones and barrier tape to be used to close off the car park (already have these in storage)</p> <p>Rear carpark to be sectioned off with heras fencing to restrict unauthorised access until full repair has been complete.</p> <p>Full rear and side of carpark to be fully tarmaced</p> <p>Weekly documented inspection of carpark to commence once remedial works have been complete. Any identified damage to be recorded and remedial actions to be complete in a timely manner.</p>	<p>1 day</p> <p>3 days</p> <p>3 months</p> <p>3 months</p>	<p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p>
<p>Slips and Trips</p> <p>Trip Hazard: Various amounts of debris including glass bottles (some broken)</p>	<p>Staff, customers, visitors and members of the public.</p> <p>Could be at risk as they walk through the car park and trip on the debris and fall.</p>	<p>Nothing</p>	<p>All debris and bottles to be removed immediately</p> <p>Weekly housekeeping to include picking up litter throughout carpark.</p> <p>Inspections to take place weekly & records of completed inspections to be</p>	<p>1 day</p> <p>1 week</p> <p>1 week</p>	<p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p>



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situated throughout the rear and side carpark.	Likely injuries may include cuts, bruises, broken bones and sprains.		logged and kept for future reference and mitigation.		
Hazardous substances Biological Hazard: Visual signs of rodent faecal material within rear / side external carpark and bin stores.	Staff, customers, visitors and members of the public Potential risk of catching Leptospirosis / Weil's disease from infected rat urine if a person comes into contact with it. Potential fatality or serious illness / liver damage or failure could result	Limited number of rodent traps are situated around the area.	Increase the number of rodent traps to an acceptable level and ensure they are inspected and cleaned out in a timely manner Ensure full car park and bin store are regularly cleaned and any debris / food waste is removed. All waste to be securely locked within the correct waste disposal units. Ensure adequate PPE is worn whilst carrying out housekeeping / cleaning duties throughout the car parks and bin store. This includes protective eye wear, Protective gloves and steel toe-capped boots.	2 weeks 1 week 1 week	Hotel Manager Hotel Manager Hotel Manager

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			Spot checks to be carried out at least every 2 weeks by the hotel manager to ensure the area is kept clean and tidy.	1 week	
Hazardous substances Biological Hazard: Visual signs identified of drug use by members of the public within the rear external carpark. Discarded drug paraphernalia was identified.	Staff, customers, visitors and members of the public Potential injuries may include Hepatitis B, Hepatitis C and Human Immunodeficiency if a person came into contact with for example a hypodermic syringe (Needlestick injury)	Nothing in place	Source a contractor that specialises in sharps collection and arrange for them to clear the area of sharps. Litter picker to be purchased for picking up the paraphernalia and sharps boxes to store the syringes. Sharps procedure and safe system of work for sharps collection to be created and briefed out to all employees especially the cleaning team. In house sharps training to be carried out by the corporate group in-house H&S Team Regular weekly documented cleaning to be carried out within the car park area to take place by the hotel cleaning team. Adequate PPE to be worn whilst carrying out these duties. This includes puncture resistant gloves,	1 week 3 weeks 3 weeks 3 weeks 3 weeks	Hotel Manager Hotel Manager Hotel Manager Hotel Manager Hotel Manager



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			<p>boots and safety eye wear (safety glasses).</p> <p>CCTV system to be installed throughout carpark to ensure safety of staff and member of public is upheld and also to act as a deterrent to potential drug users</p>	3 months	
<p>Electricity</p> <p>Overloading: Various extensions leads were being used within kitchen area to power up appliances such as microwaves toasters and kettles. Inadequate number of 13amp socket outlets available</p>	<p>Staff, Customers and visitors</p> <p>Potential risk of overloading and risk of electric shock. Other hazards / risks may be burns, arcing and fire, and possible fatality</p>	<p>Full inspection and testing regime (EICR) of electrical system is carried out every five years or as dictated by risk assessment</p> <p>All portable electrical appliances tested annually and have satisfactory completion sticker attached</p>	<p>Install adequate amount of additional 13amp double sockets within kitchen area ensuring that this work is certified and completed by a competent electrician</p> <p>Ensure full electrical system has compliant electrical installation conditioning report and that all identified remedials have been completed or have an action plan in place for completion</p>	<p>1 month</p> <p>3 months</p>	<p>Hotel Manager</p> <p>Hotel Manager</p>
<p>Fire</p> <p>Customers, staff and visitors all have access to kitchen facilities</p>	<p>Staff, Customers and visitors</p> <p>The kitchen unit could catch fire due to the taster directly</p>	<p>Fire blanket is installed in kitchen area</p> <p>Fire alarm system is an L2 category and is full serviced annually to ensure it satisfies</p>	<p>Remove electric toaster from underneath kitchen units and reposition to safer place with adequate ventilation for heat.</p>	Immediately	Hotel Manager



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<p>which include toasters, oven's, kettle's and microwave. The kitchen is used at all times, including during the night when many customers may be under the influence of alcohol. An electric toaster is also situated directly underneath wooden kitchen units.</p>	<p>underneath it or an appliance could be left on an unattended or used incorrectly, which could lead to burns, smoke inhalation and fatalities. Serious damage to equipment and property.</p>	<p>statutory compliance levels (Smoke detection in the kitchen, which is not suitable for kitchen areas)</p>	<p>Ensure fire blanket is in full working condition and has been serviced within the past 12 months</p> <p>Access to kitchen to be authorised to only members of staff and not to be used by customers or visitors. Electronic keypad to be installed on door to restrict unauthorised access. Communications to be sent to all customers informing them of this change to company policy.</p> <p>Replace smoke detector with heat detector within kitchen facility</p>	<p>Immediately</p> <p>1 month</p> <p>1 week</p>	<p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p>
<p>Electricity</p> <p>Exposed electrical conductors visible from light fitting outside kitchen area.</p>	<p>Staff, Customers and visitors</p> <p>Potential risk of electric shock if a person comes into contact with the conductors. Also, possible burns, arcing and fatality risk. Other risks may be arcing leading to fire.</p>	<p>Full inspection and testing regime (EICR) of electrical system is carried out every five years or as dictated by risk assessment</p>	<p>Damaged light fitting to be replaced immediately</p> <p>Review the last Electrical Inspection Condition Report (EICR) to ensure all Cat 1 and Cat 2 remedials have been complete</p> <p>Carry out monthly documented building walk to ensure any damaged equipment / accessories are repaired within a timely manner</p>	<p>Immediately</p> <p>1 month</p> <p>1 month</p>	<p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p>



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<p>Work related violence</p> <p>Verbal & Physical Abuse: All workers especially nightshift and lone workers are at risk of work-related violence due to the organisation being based in the City centre and the fact that the staff regular deal with customers and members of public under the influence of drugs and alcohol</p>	<p>Staff, customers, visitors and member of the public are at risk.</p> <p>Risks of verbal or physical abuse which could lead to various injuries for example cuts, stab wounds, head injuries and also possible stress, down time lost to ill-health caused by both verbal and physical abuse.</p>	<p>CCTV cameras are in operation within the inside of the property</p>	<p>All employees to be issued with lone working devices. Additional training to be provided to all employees for lone working devices. Lone working device usage to be monitored and disciplinary actions to be used for any employee not following company policy</p> <p>Ensure CCTV cameras are all working, and that the system is annually serviced</p> <p>Ensure the front door is securely locked from the outside (between 10pm and 6am) to prevent unauthorised entry from members of the public. Customers can still gain access by use of electronic key-card</p> <p>Change the hotel policy to prohibit drinking alcohol in the reception area. Alcohol can only be drunk in the guest rooms.</p> <p>Where possible reduce and avoid lone working with employees. Hotel Manager to review staffing levels and rotas to accommodate this</p> <p>All employees to be provided training on tension diffusion and conflict avoidance.</p>	<p>3 months</p> <p>1 month</p> <p>Immediately</p> <p>2 weeks</p> <p>2 months</p> <p>3 months</p>	<p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p>

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<p>Fire</p> <p>Fire and explosion: Plastic bottle containing thinners (Hazardous liquid) has been left situated on top of a radiator (which is on) within the reception area.</p> <p>(This is also a chemical hazard)</p>	<p>Staff, customers and visitors</p> <p>Injuries may be burns, smoke inhalation, multiple fatalities and damage to equipment and property if the thinners heat's up and ignites.</p>	<p>Fire alarm system is an L2 category and is full serviced annually to ensure it satisfies statutory compliance levels</p> <p>Automated fire devices are fitted throughout the property</p> <p>Fire extinguishers are fitted within the reception area</p>	<p>Remove thinners bottle immediately and reposition within COSHH cabinet or area designated for containing hazardous liquids</p> <p>Ensure weekly fire alarm tests are being carried out. Ensure annual PPM's are in place for alarm system and fire extinguishers</p> <p>Ensure all staff members have COSHH training and fire awareness training</p> <p>Conduct weekly workplace inspections to ensure good levels of housekeeping. Ensure all inspections are logged</p>	<p>Immediately</p> <p>1 week</p> <p>3 months</p> <p>1 week</p>	<p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p>
<p>Fire</p> <p>Means of escape.</p> <p>Various debris and material stored with staircase number 1. This is a primary escape route.</p>	<p>Employees, customers and visitors</p> <p>This could potentially impede escape in the event of a fire resulting in people not being able to escape, which could lead to burns, smoke inhalation and multiple fatalities.</p>	<p>All other means of escape are not impeded by obstructions or stored materials.</p>	<p>All stored material and debris to be removed from staircase 1 and stored in an appropriate location to ensure there is a safe means of escape in the event of an emergency.</p> <p>Full building walk to be complete to ensure all escape routes are clear from obstruction on a weekly basis.</p> <p>All employees to receive basic fire awareness training.</p>	<p>Immediately</p> <p>1 week</p> <p>1 month</p>	<p>Hotel Manager</p> <p>Hotel Manager</p> <p>Hotel Manager</p>