

Risk Assessment – Slips Trips and Falls 11 MAY 21

Hazard	Those at risk	Risks	Controls	Review
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<p>Food debris on the floor in the kitchen.</p> <p>Liquid spillages on the floor in the kitchen.</p> <p>Loose surfaces in the flooring in the kitchen.</p>	<p>All those using the kitchen area</p>	<p>Slips, trips and falls</p> <p>Associated injuries.</p> <p>Bruises</p> <p>Cuts</p> <p>Burns</p> <p>Broken bones</p>	<p>All new staff given a full induction</p> <p>Staff made aware of their responsibilities with regards to clearing up spillages</p> <p>Wet floors and surfaces adequately signed with suitable warning notices.</p> <p>Adequate waste receptacles are installed and emptied regularly.</p> <p>Kitchen floors washed and degreased after each service.</p> <p>Kitchen floors washed during service if a spillage occurs.</p> <p>Tiled floor covering in the kitchen to be maintained.</p> <p>An adequate supply of absorbent paper towelling to help with cleaning up spillages.</p> <p>Kitchen floor drains are kept free running to aid the removal of liquids from the floor.</p> <p>Floor squeegees provided and maintained.</p> <p>“Cleaning in Progress” signs are put in place before kitchen and floor cleaning is carried out.</p> <p>Kitchen “Out of Bounds” during cleaning of floor.</p> <p>Only authorised staff allowed into the main kitchen during service.</p> <p>No running allowed.</p>	<p>If there is a subsequent accident.</p> <p>If the layout of the kitchen changes.</p> <p>If the tasks in the kitchen change.</p> <p>If any new equipment is installed.</p> <p>Annually if no significant incidents occur.</p> <p>Review undertaken and a recommendation that all staff working in the kitchen are in possession of suitable non-slip footwear upon commencement of their employment.</p> <p>Review undertaken Nov 13 new mats for entrance purchased</p> <p>Review undertaken 18/2/14 no changes, prior to new kitchen installation</p> <p>Review undertaken March 2015 New Kitchen installed providing better storage and lighting better non slip flooring, all under one roof, delivery area and prep area</p> <p>Review 15/3/2018 Some cracked step tiles have been repaired</p> <p>Review 23/07/2019</p> <p>Review 4 March 2020 No changes</p> <p>Review 11 May 2021 No changes</p> <p>A reminder to new and existing staff members regarding spills and reporting</p>
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Trips due to blocked walkways. (Kitchen)	All those using the kitchen area.	Slips, trips and falls. Associated injuries. Bruises Cuts Burns Broken bones	All new staff given a full induction Staff made aware of their responsibilities in keeping walkways and passages clear and free from rubbish. Adequate storage for food, equipment, chemicals and all other deliveries. Goods unpacked on delivery and waste packaging removed to the external rubbish bins promptly.	If there is a subsequent accident. If the layout of the kitchen changes. If the tasks in the kitchen change. If any new equipment is installed. Annually if no significant incidents occur. Review 18/2/14 Review March 15 New area for deliveries and more storage space better facilities no changes required Review 15/3/18 Review 23/07/19 Review 4 March 2020 No changes Review 11 May No change

<p>Trips from uneven surfaces and steps. (General).</p> <p>Trips from trailing wires. (General).</p> <p>Trips in the gravel Car park.</p> <p>Trips from uneven surfaces and steps. (General).</p> <p>Trips from trailing wires. (General).</p> <p>Trips in the gravel Car park.</p>	<p>All those using the building.</p> <p>All those using the building.</p>	<p>Slips, trips and falls.</p> <p>Associated injuries.</p> <p>Bruises Cuts Burns Broken bones</p> <p>Slips, trips and falls.</p> <p>Associated injuries.</p> <p>Bruises Cuts Burns Broken bones</p>	<p>All areas to be well lit.</p> <p>All thresholds well maintained and clearly marked.</p> <p>Steps into the kitchen to be clearly marked with a non-slip grip.</p> <p>Steps located externally are well lit and marked with different material.</p> <p>Height differentials to be highlighted with pot plants.</p> <p>Step to the lower dining area is highlighted by a different floor covering. The step is lit with a spot light. Customers are always escorted to this area and staff are trained to warn of the step.</p> <p>A non-slip portable ramp is available for use by disabled and elderly guests.</p> <p>Adequate provision of electrical sockets throughout the building to ensure safe systems of work when using electrical equipment.</p> <p>Gravel surfaces well maintained and re-surfaced twice per year.</p> <p>Gravel area well lit during the hours of darkness.</p> <p>Gravel area has a motion sensor light to illuminate the area when people arrive.</p> <p>Extra lighting added to car park in 2013</p> <p>Gardener levels</p>	<p>If there is a subsequent accident.</p> <p>If the general layout of changes.</p> <p>If the general tasks and usage change.</p> <p>If any new equipment is installed.</p> <p>Annually if no significant incidents occur.</p> <p>If there is a subsequent accident.</p> <p>If the layout of the kitchen changes.</p> <p>If the tasks in the kitchen change.</p> <p>If any new equipment is installed.</p> <p>Annually if no significant incidents occur.</p> <p>Reviewed 18/2/14</p> <p>Review March 15 Gardener now regularly maintaining car park</p> <p>Review 15/3/2018</p> <p>Planning permission granted to add a porch and improve outside entrance. Funds not available at the moment. Keep all other controls in place</p> <p>Review 23/07/19 Drawings being organised still funding issue</p> <p>Reported entrance to car park to council 17 Jan 2020 8 weeks to repair, Assessed no need for any precautionary measures so far as access is still manageable without</p>
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Hazard	Those at risk	Risks	Controls	Review
<p>Food debris on the floor at the Front of House and Public areas</p> <p>Liquid spillages on the floor at a the Front of House and Public areas</p> <p>Loose surfaces in the flooring at the Front of House and Public areas</p>	<p>All those passing through and working at the Front of House</p> <p>Customers</p>	<p>Slips, trips and falls</p> <p>Associated injuries.</p> <p>Bruises</p> <p>Cuts</p> <p>Burns</p> <p>Broken bones</p>	<p>All new staff given a full induction</p> <p>Staff made aware of their responsibilities with regards to clearing up spillages</p> <p>Wet floors and surfaces adequately signed with suitable warning notices.</p> <p>Floors washed and degreased if oily spillage</p> <p>Adequate cleaning materials and cloths available to quickly remove spillage</p> <p>Floors cleaned every day and deep cleaned twice a week by a professional company</p> <p>Floors checked and maintained any staff trained to report any potential trip hazard requiring maintenance</p> <p>“Cleaning in Progress” signs are put in place before kitchen and floor cleaning is carried out.</p> <p>No running allowed.</p> <p>Adequate staff on duty to reduce pressure.</p>	<p>If there is a subsequent accident.</p> <p>If the layout of the kitchen changes.</p> <p>If the tasks in the kitchen change.</p> <p>If any new equipment is installed.</p> <p>Annually if no significant incidents occur.</p> <p>Reviewed 18/2/14</p> <p>Review March 15 Reminder for all part time team to be aware of cleaning up any spillage immediately</p> <p>Review 15/3/2018</p> <p>Remind all team to be aware of vulnerable guests such as the elderly and disabled entering the building and offer to assist if required</p> <p>Review 23/07/2019 Training continues Senior person on duty every service. Training ongoing</p> <p>Review 4 March 2020</p> <p>Check training and reminder methods</p> <p>Review 11 May 2021</p> <p>New staff arriving need training and reminder ref closure</p>