

**Risk Assessment – Temporary Working at Height 11 MAY 21**

Hazard	Those at risk	Risks	Controls	Review
Cellar	FOH Staff	Falls from reaching for goods on top shelf  Falling Broken bones Bruising Concussion	Most items for regular use stored at a level that is accessible without use of step ladder  Low level step ladders provided and maintained in cellar  Staff trained to use step ladder  Cellar regularly tidied so that floor space is accessible to prevent over reaching  Goods unpacked into smaller quantities so no heavy lifting from height.	If there is a subsequent accident.  If any new fittings are installed  Annually if no significant incidents occur.  Reviewed 18/2/14  Reminder to staff to make regular use of step ladder  Step ladder checked March 2015  Review 16/3/18 No changes  Reviewed 24 July 2019 no changes Step ladder checked  Review 11 May 2021 No change
Hazard	Those at risk	Risks	Controls	Review

Changing light bulbs	All staff	Falling Broken bones Bruising Concussion	<p>Any light bulbs that are not accessible using a low level step ladder are changed by Maintenance provider</p> <p>Staff trained to report maintenance issues</p> <p>Weekly meeting provides an opportunity to organise maintenance issues</p> <p>Staff trained to have two people when using the low level step ladders and never to over reach</p>	<p>If there is a subsequent accident.</p> <p>If any new fittings are installed</p> <p>Annually if no significant incidents occur.</p> <p>Reviewed 18/2/14</p> <p>Reminder to staff to make regular use of step ladder</p> <p>Reviewed March 15</p> <p>Review 16/3/18</p> <p>Reviewed 24 July 2019</p> <p>Need to implement better maintenance record books even though maintenance is being done</p> <p>Review 11 May 2021</p> <p>Closed 2 days a week Directors on duty handling repairs and bulb changes</p> <p>Review if things change</p>
Hazard	Those at risk	Risks	Controls	Review

<p>Cleaning Front of house</p>	<p>All FOH staff</p>	<p>Falling from height while cleaning</p>	<p>All cleaning is done at floor level and suitable equipment such as pole extensions are used for high ceilings</p> <p>Cleaning Company contracted twice a week to deep clean</p> <p>From 2019 the cleaning company visit 4 times a week.</p>	<p>If there is a subsequent accident.</p> <p>If any new fittings are installed</p> <p>Annually if no significant incidents occur.</p> <p>Reviewed 18/2/14</p> <p>Reviewed March 15</p> <p>Engaged cleaning company</p> <p>Review 16/3/18 Ask for working method and insurance for clean company</p> <p>Review 24 July 2019</p>
<p>Kitchen cleaning</p>	<p>All Kitchen staff</p>	<p>Falling from height while cleaning canopy or walls</p>	<p>Kitchen is cleaned as a team and supervised at all times</p> <p>Very specific training is given to members of staff who clean the canopy and walls at height</p>	<p>If there is a subsequent accident.</p> <p>If any new fittings are installed</p> <p>Annually if no significant incidents occur.</p> <p>Review 16/3/18</p> <p>No changes</p> <p>Reviewed 24 July 2019</p> <p>Review 11 May 2021</p> <p>No staff changes</p>