



Health & Safety

Risk Assessments





Aim of Section

- To provide a framework for compliance with the legal requirements to manage Health & Safety.
- To list those persons considered "competent" by the company to assist with matters relating to health and safety.
- To carry out risk assessments of the premises and the various employees' occupations with the organisation.
- To document the arrangements for planning, organisation, control, monitoring and reviewing health & safety.
- To provide a work place inspection check list.
- To provide a records audit check list.
- To provide a system of control for external contractors.



What & who is a competent person?

- The hotel shall appoint one or more 'competent persons' to assist in undertaking the measures needed to comply with the legal requirements.
- A person shall be regarded as competent where he/she has sufficient training and experience of knowledge and other qualities to enable them to assist in undertaking the measures.
- Our Competent person is: GARY HUGHES





What is a Risk Assessment?

- A risk assessment is simply a careful examination of what, in your work, could cause harm to people. So that you can weigh up whether you have taken enough precautions or should do more to prevent harm.
- Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.



The severity of the hazard!

You will need to decide on the severity of the risk, the number of people affected and the likelihood of the hazard causing harm.

	Severity of injuries	Numbers affected	Likelihood
LOW	MINOR	ONE	UNLIKELY
MEDIUM	Significant	Few	Possible
HIGH	Major	Many	Likely



How to assess the risks in your work place!

- STEP 1

IDENTIFY THE HAZARD - associated with the task under the column headed "hazards involved"

- STEP 2

DECIDE WHO MIGHT BE HARMED & HOW - don't forget young workers, new & expectant mothers, cleaners, contractors, inexperienced staff & members of the public

- STEP 3

EVALUATE THE RISKS & DECIDE ON PRECAUTIONS

- STEP 4

RECORD YOUR FINDINGS AND IMPLEMENT THEM

- STEP 5

REVIEW YOUR ASSESSMENT AND UPDATE IF NECESSARY

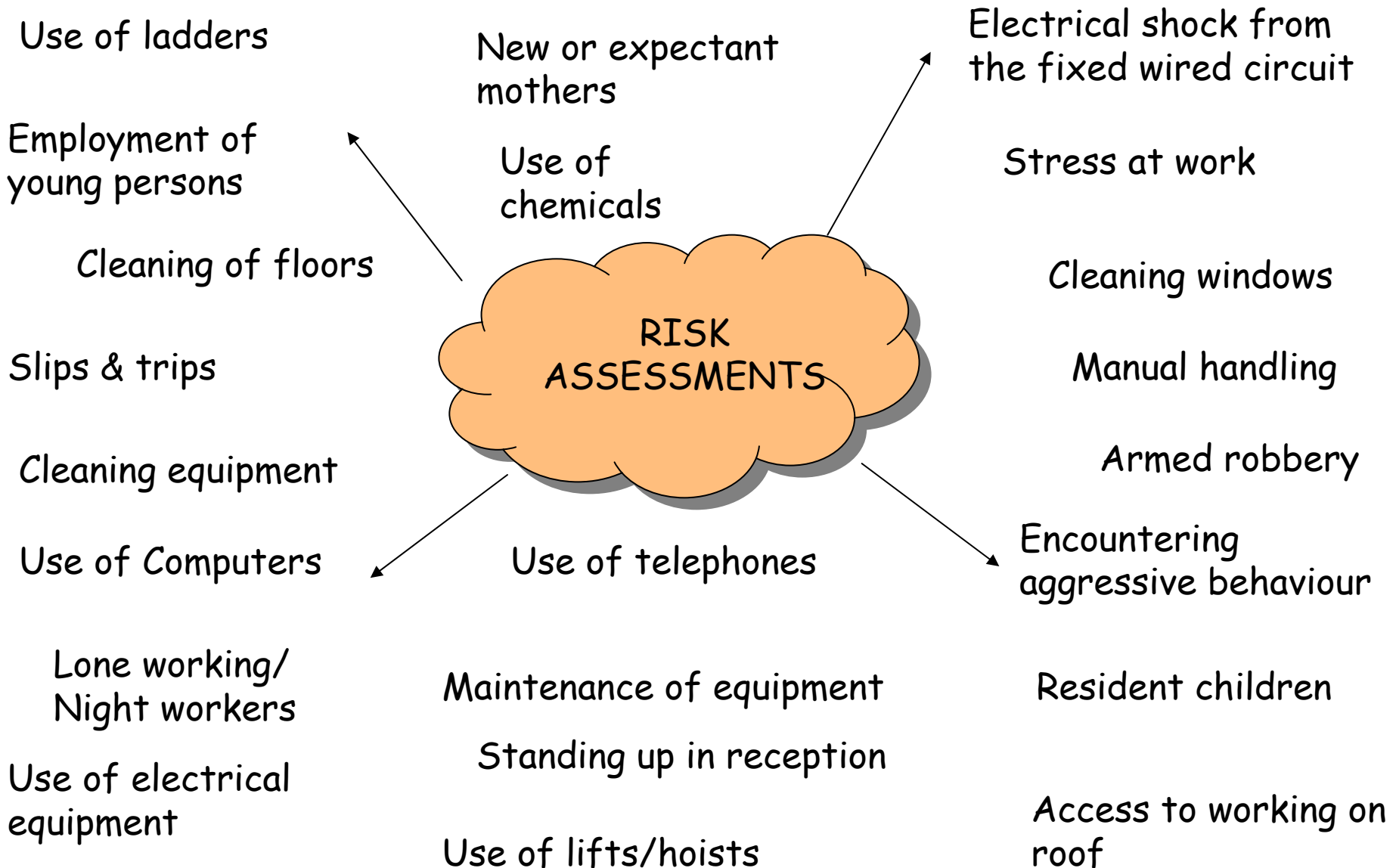


How to control the risk!

- 1. Try a less risky option.
- 2. Prevent access to the hazard (e.g. by guarding).
- 3. Organise work to reduce exposure to the hazard.
- 4. Issue PPE.
- 5. Provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).



Receptions: Risk Assessments





Risk Assessments

- Record your findings

Risk assessments must be suitable and sufficient. You need to be able to show that:

- A proper check was made
- You asked who might be affected
- You dealt with all the obvious significant hazards, taking into account the number of people involved
- The precautions are reasonable and the remaining risk is low



Receptions: Risk Assessments

We will now go through Receptions
Detailed Risk Assessments:

All staff must be trained in the hazards
and control measures for the tasks they
are required to undertake.