

**Melton College**

135 Holgate Road, York, YO24 4DH

**Location: Bishop's Residence**

<b>Title</b> : Bishops Residence	<b>Date of Assessment</b> : 05/08/2020	<b>Risk Assessor</b> : Nicky Robson
<b>Risk Assessment Reference</b> : BR01	<b>People involved in making this assessment</b> : Andrew Hjort, Nicky Robson	
<b>Task/ Process</b> : Managing the premises.	<b>People at Risk</b> : Employees, Contractors, Members of the Public, Residents	

<b>Hazard : Fire</b> Risk of death through heat and smoke in event of a fire in the kitchen and people inside are trapped and cannot escape.
<b>Control Measures:</b>
1. Fire risk assessment in place and is reviewed periodically (at least annually) or when a structural change or change to work practice has taken place.

<b>Hazard : Hazardous Substances</b> Staff handling hazardous substances such as dishwasher or glass washer detergents, or floor cleaning products etc may risk becoming ill or reactions from coming into contact with these substances e.g. dermatitis
<b>Control Measures:</b>
1. Documented training procedure in place for using glass washer and dishwasher detergents. Only trained and authorised staff utilise these substances.
2. Low hazard substances are used wherever practical in accordance with the hotel's environmental policy.
3. Domestic cleaning substances used in conjunction with the instructions on the label.
4. Inventory of all hazardous substances used in the hotel is maintained with Safety Data Sheets available. Where appropriate hazardous substance risk assessments are completed and reviewed at least annually.
5. Chemicals are always stored securely in their own propriety labelled container.
6. Gloves are worn when handling oven cleaning agents.
7. First aid kits are available in the kitchen and reception with good access to cold running water in kitchen only

<b>Hazard : Manual handling</b> Risk of back or muscle strain from carrying heavy and bulky items e.g. food deliveries, crates etc.
<b>Control Measures:</b>
1. Documented manual handling training is delivered to all staff as part of their induction into the hotel.
2. All staff are instructed to seek assistance when handling heavy or awkward loads.
3. Staff are instructed to break down heavy loads into lighter units wherever possible.

<b>Hazard : Uneven, Wet or Slippery Floors</b> Persons could slip if the floor is wet or trip over poorly stored equipment and or trailing cables etc.
<b>Control Measures:</b>

1. Floor mats are placed at the main entrance in wet weather.
2. Staff are trained to ensure that good housekeeping standards are maintained at all times.
3. No trailing cables across pedestrian routes at any time when the dining room is open.
4. Residents are informed that they must clean as they go and any spills or wet floors are cleaned up immediately. Wet floor warning signs are available and displayed as necessary.
5. Floors and pedestrian routes are maintained in good order.
6. All work areas are subject to routine checks by manager or when the residence is occupied.

**Hazard : Gas Appliances and Equipment** Risk of death from explosion or gas leaks from poorly maintained gas appliances

**Control Measures:**

1. Gas appliances are subject to annual inspection and test by a qualified Gas Safe Registered Engineer and "Certificate of Gas Safety" issued as appropriate.
2. Staff are instructed to call emergency gas service engineer if they smell gas, and extinguish all naked flames and if possible switch gas off at the mains.
3. Emergency gas supply shut off switch located by the main door leading from the kitchen.

**Hazard : Kitchen Utensils** e.g. sharp knives Risk of cuts or lacerations from handling sharp kitchen utensils.

**Control Measures:**

1. Sharp knives are not left in washing up bowls/ sinks whilst still filled with water.
2. When carrying knives, staff are trained to always have the blade facing downwards.
3. Knives are always cleaned by wiping the blunt side, with the blade facing away from the body.

**Hazard : Handling Glassware** Risk of cuts or lacerations from handling broken glass.

**Control Measures:**

1. Glasses are always handled with care when being polished or loaded/ unloaded from the dishwasher. Broken or damaged glasses are disposed of in an appropriate waste bin.
2. Broken glass is cleared up immediately using a dust pan and brush, and not picked up by hand.

**Hazard : Handling Crockery** Risks to cuts to hands from handling broken or damaged crockery

**Control Measures:**

1. Damaged crockery is taken out of use immediately.
2. Crockery is stacked at sensible heights to prevent it from toppling over.

**Hazard : Large Windows and Glazed Units** Risk of injury through contact with broken or damaged

**Control Measures:**

1. Where windows or doors are full length glazed units there are markings or labels placed in a way to make the hazard obvious.

**Hazard : Carrying Hot Drinks** Risk of burns or scalds through contact with hot liquids

**Control Measures:**

1. Cups or glasses are not overfilled

2. Hot drinks are not to be carried between rooms or around the building

3. Where there are drink making facilities in guest room, then hot drinks can be made but have to be consumed in room

**Hazard : Challenging and Threatening Behaviour** Risk of injury to staff if confronted by threatening or aggressive customers

**Control Measures:**

1. 1.2. Any issues with residents are escalated to management

**Hazard : Infection** Coronavirus(Covid 19 Virus) - Possible transmission of virus either to or from a guest.

**Control Measures:**

1. Sanitiser bottles are placed in Reception, Dinning area and guest rooms.

2. Guests are reminded through posters in communal areas and in each guest room the recommended hand hygiene steps to prevent the spread of Coronavirus

3. Guests are reminded through posters in communal areas and in each guest room the recommended way of wearing and fitting face masks

4. Additional cleaning by way of sanitising each guest room once guest has checked out of the room. This will be in addition to the normal cleaning routine.

5. All used bedding and towels will be double bagged when removed from guest room. They will be sent to laundry provider in a double bag plus their company bag. All laundry is washed above 60c.

6. All staff have been made aware of good hygiene practices and are required to follow the hand washing guide

7. All staff have been made aware of good hygiene practices and are required to follow the wearing of a face mask guide

8. Guest room keys are cleaned and sanitised before guest arrives and placed into a sealed envelope. Keys are cleaned and sanitised again when guest leaves.

9. Current Government social distancing guidance/advice will be maintained and adhered to.

**Documents Associated with this Risk Assessment:**

**Review Date :** 04/12/2020 **Reviewer :** Nicky Robson