Health Safety & Quality Control International



Unit 6 Turnham Green Terrace Mews Chiswick

London W4 1QU

Tel: 0208 7478701

Registered Company: 01284824

***Risk Assessment***

***Risk Assessment Details***

Risk Assessment Number 0011100004

Risk Assessment Date 29-May-2014 Risk Assessment Author

Project/Contract Start Date

Expected job duration Client contact

**Description** Bar Tending

Site Address

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Signatures*** | | | | |
|  | **Name** | **Title** | **Signature** | **Date** |
| **Document Author** |  |  |  | 15/07/14 |
| **Authorised by** |  |  |  |  |
| **Data protection statement**  The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Health Safety  & Quality Control International.  It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.  **Important Note:**  It is the duty of all employees under regulation 14 of the "Management of Health and Safety at Work (Amendment) Regulations 2006" to inform the employer of any circumstances that may indicate any shortcomings in this assessment. | | | | |

**Main Contractor**

***Hazards and Control Procedures :***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Manual Handling: | | **2** | **4** | **8**  **-Medium Priority** |
|  | Do not carry more than you can comfortably handle |  | | |
|  | When bending and crouching bend from your knees not your back |
|  | When handling hot items ensure correct gloves are worn |
|  | When handling liquids do not overfill containers, bowls and tubs |
|  | Staff are trained in rolling and stillaging casks and in lifting techniques |
|  | Staff will use sack trucks / trolleys whenever possible for moving bottle crates |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Slips, Trips and Falls: | | **2** | **4** | **8**  **-Medium Priority** |
|  | Manage all cables and equipment so the do not cause trip hazards in the working areas |  | | |
|  | All trousers are to be properly fitting so they do not drag on the floor when worn |
|  | Bar floor areas only washed out of hours staff know about proper use of detergents, correct detergent rates to avoid residue. |
|  | Drainage channels and drip trays provided where spills likely |
|  | Equipment maintained regularly to prevent leaks onto floor |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Poor Lighting: Bruising, Cuts, Broken Limbs - Increased chance of Slips Trips and falls | | **1** | **3** | **3 -Low Priority** |
|  | All lights are to be turned on when working in the kitchen, management must be notified immediately if bulbs require replacing as poor lighting leads to slips and trips |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Working in busy areas: | | **2** | **3** | **6 -Low Priority** |
|  | People carrying hot liquids always have priority when moving around, be aware of the movements of yourself and others. Check you can move before picking up items and turning around |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Burns, Scalds and Cuts: | | **2** | **3** | **6 -Low Priority** |
|  |  |  | | |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Handling Hot Food: | | **2** | **3** | **6 -Low Priority** |
|  | Use tongs or other implements or remove hot food from equipment. Do not use your bare hands |  | | |
|  | Plates and items which have been on hot plates or in warmers will be hot, use a towel as a minimum to protect your hands whilst handling equipment |
|  | Hot food straight out of the microwave may be liable to blow up, handle food with extreme care |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Rolling Barrels: Badly handled barrels cause manual handling issues | | **2** | **4** | **8**  **-Medium Priority** |
|  | Ensure correct PPE is worn during the loading / unloading |  | | |
|  | Whenever possible roll barrels if lifting is required use good manual handling techniques and dual lift wherever possible |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Falls From Height: Death or serious injury | | **1** | **5** | **5 -Low Priority** |
|  | Check that cellar hatches have been closed after delivery and ensure other people are excluded from area while hatch open and in use |  | | |
|  | Ladders to be suitable, regularly inspected, and used only for light work of short duration by trained staff |
|  | All other work at height, such as maintenance work is done by contractors under a permit to work system and using trained staff and appropriate equipment |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Violence: Stress and or physical injury | | **1** | **4** | **4 -Low Priority** |
|  | Staff adhere to legal requirement not to sell alcohol to intoxicated customers |  | | |
|  | Staff trained in good, polite behaviour and how to avoid confrontation and understand company policy in regard to calling police etc |
|  | Staff made aware of barred customers |
|  | Company engage in an information sharing scheme with police and other licensed premises in the area |
|  | Regular glass collection glass policy implemented for very busy events or as appropriate |
|  | Gaming machines & tills emptied after closing and out of customers sight |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Contact with moving vehicle: Serious injury if struck by moving vehicle | | **1** | **5** | **5 -Low Priority** |
|  | During loading / unloading appropriate signs will be placed to restrict vehicle customer interface |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Gas: Death or serious injury from fire or explosion | | **1** | **5** | **5 -Low Priority** |
|  | Boiler & other gas appliances will be checked and serviced annually by a Gas Safe registered engineer |  | | |
|  | Staff trained to recognise and report defects |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| CO2 Leakage: Staff may be overcome during barrel /soft drinks changing | | **1** | **5** | **5 -Low Priority** |
|  | Only fully trained staff by the brewery, pub company or manager will be allowed to change barrels |  | | |
|  | Staff will follow safe working practices, in line with BBPA guidance |
|  | Keep the cellar well ventilated with adequate, low-level, ventilation at all times |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Pressurised Equipment: Risk of explosion from over-pressurised beer pump systems or faulty  / damaged cylinders leading to serious injury or death | | **1** | **5** | **5 -Low Priority** |
|  | Pressurised systems will be designed, installed and maintained in line with BBPA s Code of Practice 2006. |  | | |
|  | Only trained staff who have undergone training will be permitted to use the system |
|  | System inspected by competent engineer every five years or to schedule produced by the competent engineer |
|  | The certificate is displayed stating date of next inspection; and any damage reported immediately |
|  | Gas cylinders are only obtained from reputable suppliers and will be stored correctly in a secure, dry place |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Noise: Damage to hearing from live / recorded music | | **1** | **5** | **5 -Low Priority** |
|  | Bands and DJs speakers located in function room and focused on dance floor, away from seating areas and bars |  | | |
|  | Staff allowed to take regular rest breaks in designated quiet area to reduce noise exposure |
|  | Ear plugs will be provided for staff when glass collecting / serving in noisy areas |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Electrocution: Death or serious injury from electric shock due to faulty wiring / damaged equipment | | **2** | **4** | **8**  **-Medium Priority** |
|  | Wiring checked every five years by a qualified electrician |  | | |
|  | Regular PAT done by a qualified electrician |
|  | Staff trained to spot damaged equipment, plugs, cable and fittings, all damage should be reported immediately |
|  | Staff told where fuse box is to turn off electricity in the event of an emergency |
|  | Fuse box/consumer unit kept accessible at all times and is fitted with 30mA RCD protection |
|  | Ensure induction talk for any new staff or temporary staff includes how to turn off the electricity |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Hazardous Substances: Chemical burns or dermatitis as a result of contact with cleaning chemicals | | **1** | **3** | **3 -Low Priority** |
|  | All products safety data sheets checked to see what PPE is necessary for use with the chemicals |  | | |
|  | Chemicals used will be reviewed with reps/supplier every six months to see if safer alternative available |
|  | Staff told about skin care when washing glasses, handling dishwasher chemicals etc |
|  | Chemicals always kept in original labelled containers, any containers for decanted chemicals will be clearly marked |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Name** | **Control Procedure** | **Probability** | **Severity** | **Risk Ranking** |
| Asbestos Containing Materials: Death or serious injury if exposed to airborne fibres | | **1** | **5** | **5 -Low Priority** |
|  | Position and condition of all Asbestos containing materials will be marked, recorded and explained to manager and staff |  | | |
|  | Staff told to report any accidental damage immediately |

|  |  |  |
| --- | --- | --- |
| **Probability** | **Severity** | **Risk Ranking (P \* S)** |
| 1 Highly Unlikely | 1 Trivial | < 1 - No Action Required |
| 2 Unlikely | 2 Minor injury | > 2 - Low Priority |
| 3 Possible | 3 Over 3 Day injury | > 8 - Medium Priority |
| 4 Probable | 4 Major injury or condition | >10 - High Priority |
| 5 Certain | 5 Incapacity or Death | >15 - Urgent Action Required |

***Required PPE***

***Sign Off Sheet***

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

**Print Name**

**Signed**

**Date**