

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 7
Risk Assessment	Extractor Hood	Created	24/8/2022
Workplace Sector	Kitchen	Reviewed	24/8/2024
Hazards	Fire from accumulated grease, Hot Surfaces, Work at Height, Manual Handling, spillage/slips during cleaning	Next Annual Review	24/8/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

The main hazard associated with extractor hoods is fire caused by the ignition of accumulated grease and fat in the hood and ducting. We will consider the following risk factors and hazards and identify all persons who may be at risk.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Fire in hood and/or ducting system	Staff, Visitors, Customers Fire resulting in: <ul style="list-style-type: none"> • Burns • Smoke Inhalation • Serious injury • Death • Damage to Property and Equipment 	<ul style="list-style-type: none"> • Staff trained in safe procedures for cleaning • The inside surfaces of ducting and fan blades are cleaned regularly • The ducting serves only the kitchen with no connection with the rest of the premises • Automatic fire suppression systems are available on the canopy where practical 				
Cleaning Operations (Hot Surfaces)	Staff. Contact with hot surfaces resulting in: <ul style="list-style-type: none"> • Burns • Scalds 	<ul style="list-style-type: none"> • Make sure that the canopy has cooled for a suitable amount of time after last use prior to cleaning. • Two hours is recommended. 				

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<p>Cleaning Operations (Manual Handling)</p>	<p>Staff.</p> <p>Manual Handling: Overreaching and stretching, contact with sharp edges</p> <ul style="list-style-type: none"> • <i>Back injury</i> • <i>MSD</i> • <i>Cuts</i> 	<ul style="list-style-type: none"> • Staff trained in safe manual Handling techniques. • Only trained staff, using a safe means of access where necessary, should clean grease and oil from hoods, • Fume ducts and extraction equipment access equipment has been supplied for the task - so the canopy can be reached without needing to overstretch. • Inspect for sharp edges before cleaning 				
<p>Cleaning Operations (Water and Detergent Spills)</p>	<p>Staff, Visitors</p> <p>Contact with wet/slippery surfaces or floor:</p> <ul style="list-style-type: none"> • Slips, Trips and Falls: • <i>Major Injury</i> 	<ul style="list-style-type: none"> • Spillages must be cleaned up immediately, ensuring floor areas around equipment are completely clean and dry. 				

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Cleaning Operations (Work at Height)	Staff. Work at Height: Falls from height <ul style="list-style-type: none"><i>Serious injury</i>	<ul style="list-style-type: none">Operatives to erect access equipment e.g. stepladders or ladders in the correct and safe manner.If working above 2 meters height ladders must be footed or an approved ladder stopper or stabiliser used.Operatives to take care if leaning ladder on to canopy cover: if possible position ladder on to nearest solid surface instead, e.g. a wallOperatives are not to stand on any kitchen work surfaces, drainers, stoves or ovens, place suitable boards over the equipment if required.				

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<p>Cleaning Operations (Use of Chemicals and Detergent)</p> <p>Some chemicals are highly hazardous, and must be used correctly.</p>	<p>Staff</p> <p>Incorrect use of cleaning chemicals:</p> <ul style="list-style-type: none"> • <i>Skin irritation</i> • <i>burns</i> • <i>eye injury</i> • <i>inhalation injuries</i> 	<ul style="list-style-type: none"> • Training in the safe cleaning procedures. • Correct handling and storage • Concentrated detergent can burn skin and eyes. • Always wear the protective clothing provided when handling, diluting or cleaning up spilled detergent • SDS Available and hazards explained to staff 				
<p>Electrical Fault</p>	<p>Staff, Visitors, Customers</p> <p>Risk of Fire, and/or Electric Shock resulting in:</p> <ul style="list-style-type: none"> • <i>Burns</i> • <i>Scalds</i> • <i>Smoke Inhalation</i> • <i>Serious injury</i> • <i>Death</i> • <i>Damage to Property and Equipment</i> 	<ul style="list-style-type: none"> • Maintenance must be carried out regularly by a competent qualified person. • Any indication of hood/ducting damage or loss of function must be reported, and maintenance carried out immediately 				

Safety Considerations for Kitchen Extraction Systems

- Kitchen extract (exhaust) systems are particularly affected by the deposition of grease and oil on internal surfaces from the canopy, including any ductwork, through to the fan and discharge, since no filter can be 100% effective
- Under certain circumstances flame, or high temperature within the duct, can ignite the grease causing fire to spread rapidly through the duct. Flame and heat within the duct can ignite surrounding materials at various points along the ductwork path and transfer fire in ways that are difficult to predict and control by designers, installers and ultimately fire fighters. There are many cases where a small kitchen fire has been propagated by grease laden extract systems, causing major building destruction well beyond the confines of the kitchen.
- Grease extract systems must be regularly inspected & cleaned to ensure that any fire hazards are removed
- Forensic fire investigators report frequent instances of kitchen extract ventilation being the source or propagation route of fire
- Accumulated grease also provides a hygiene hazard and can lead to foul odour, pest infestation and in some cases unhygienic 'backwash' of air into the cooking area. Leakage of oil from damaged or poorly- installed ductwork can spread these hazards to building areas such as ceiling voids and service shafts.

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Extractor Safeguards

- Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance, etc.
- A grease filter should be installed in the ventilation hood in a readily accessible position. If low level extract ducting is installed a grease trap (sump) should be provided
- The ducting should serve only the kitchen with no communication with the rest of the premises
- Clean cooker surfaces and hoods, and empty and clean oil and condensation channels regularly
- Remove and clean filters regularly, where there is heavy use, a spare set should be available. Clean the inside surfaces of ducting, and fan blades, on a regular basis
- Never hang combustible articles such as clothes, towels and cloths over or near cooking equipment with a fume ventilation hood
- Only trained staff, using a safe means of access where necessary, should clean grease and oil from hoods, fume ducts and extraction equipment
- Clean the inside surfaces of ducting, and fan blades, on a regular basis, e.g. in line with section 7 of the TR/19 HVCA Guide to Good Practice - Internal Cleanliness of Ventilation Systems.
- Before you clean ducting, switch the fan off and allow sufficient cooling time

Further Control Measures

Information, Instruction & Training	Personal Safety
<ul style="list-style-type: none"> • Fire Safety Awareness Training • Manual Handling Training • Train staff in safe procedures for cleaning • Training should stress the potential seriousness of fires in ventilation ductwork, and how to use the firefighting equipment available • Train staff to report maintenance issues or any problems they experience when using extractor 	<ul style="list-style-type: none"> • Spillages are managed immediately • You must undergo specific instruction and training in the proper cleaning of extractor hoods • Wear PPE to protect yourself from injury. • Tie long hair back or wear PPE such as a hat or cap. • Use rubber gloves used when working with very hot water • Ensure ladders/steps are safe and secure • Never mix cleaning chemicals • Ensure all machines are isolated from power before cleaning • Allow sufficient cooling time before cleaning

Action List

Hazard	Control Required	Assigned to (name):	Action By (date):	Completed	Date Completed