

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 3
Risk Assessment	Broken Glass & Crockery	Created	24/8/2022
Workplace Sector	Kitchen	Reviewed	24/8/2024
Hazards	Handling Broken Glass/Ceramics: Wounds from sharp edges.	Next Annual Review	24/8/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

Contact with broken glass and crockery can cause cuts, lacerations and other serious injuries. 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
Handling Broken Glass or Crockery	Staff. <ul style="list-style-type: none"> • Cuts • Lacerations • Serious Injury 	<ul style="list-style-type: none"> • Correct careful handling of broken items • Correct PPE • Broken items immediately placed in designated bin 				
Emptying waste bins containing Broken Glass or Crockery	Staff. <ul style="list-style-type: none"> • Cuts • Lacerations • Serious Injury 	<ul style="list-style-type: none"> • Training in correct careful handling of broken items • Correct PPE • Use of properly identified designated bins 				
Manual Handling of glass waste bins	Staff. <ul style="list-style-type: none"> • Slips, Trips, Falls • Back injury • Cuts • Lacerations • MSD 	<ul style="list-style-type: none"> • Correct Manual Handling Techniques • Correct careful handling of broken items • Training in handling of bottle skips 				
Using cracked or chipped glass or crockery	Customer, Staff. <ul style="list-style-type: none"> • Cuts • Lacerations • Serious Injury 	<ul style="list-style-type: none"> • Inspection of glass and crockery before use. • Ongoing monitoring of condition of all glass and crockery in service. 				

Further Control Measures

Information, Instruction & Training	PPE
<ul style="list-style-type: none"> • Manual Handling Training • Instruction in correct cleaning procedure • Instruction in emptying bottle skips procedure 	<ul style="list-style-type: none"> • Wear cut-resistant gloves when dealing with broken glass or potential broken glass, e.g. Bottle Skips, Broken Bins • Wear eye protection when transferring glass into skips from Bottle Bins
Broken Glass Safeguards	Bottle Skips
<ul style="list-style-type: none"> • Chipped, cracked or broken glasses should not be thrown into bins with plastic liners • Damaged glasses must be put into a specified container • If you find a glass that is chipped or cracked, dispose of it in the container labelled 'Broken Glass' • Broken glass should be cleaned up as soon as possible • The area immediately around the broken glass should be secured • The area should be thoroughly swept and vacuumed • If you accidentally serve a drink in a damaged glass do not pour it into a fresh glass but replace the whole drink 	DO NOT: <ul style="list-style-type: none"> • Plunge your hands into bottle skips without looking • Throw bottles into skips • Lift bottle skips and pour contents into the external bins, unless gloves and eye protection are being worn to prevent injury from glass shards.
Further Controls	Personal Safety
	<ul style="list-style-type: none"> • PPE is supplied and worn • Spillages are managed immediately

Action List

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