

Langton House Hotel	Risk Assessment	Broken Glass & Crockery	Version 1.5	Page 1 of 2
Workplace Sector	All Areas		Created	31/8/2022
Hazards	Handling broken items with sharp and pointed edges.		Updated	10/3/2024
Risk Assessment prepared by:	Mick Jones Cert IOSH in consultation with Eddie Langton & Langton Staff		Next Annual Review	10/3/2025

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, Visitors <ul style="list-style-type: none"> Cuts Lacerations Serious Injury 	<ul style="list-style-type: none"> Prompt action by staff Discourage visitors from assisting 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 sharp 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 sharp items Training in handling of bottle skips 				

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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

All hazards and risks detailed above have been considered and adequate control measure are in place as indicated. Controls not in place are scheduled to be carried out and included in the current Action List in found in Appendix B of the Langton House Hotel Safety Statement 2024.