

Langton House Hotel	Risk Assessment	Cellar Hatch	Version 1.5	Page 1 of 2
Workplace Sector	Main Bar		Created	31/8/2022
Hazards	Fall from height		Updated	11/3/2024
Risk Assessment prepared by:	Mick Jones Cert IOSH in consultation with Eddie Langton & Langton Staff		Next Annual Review	11/3/2025

Cellar hatches can pose a serious danger and it is important that proper precautions are taken. Organisational measures are vital in ensuring that cellar hatches can be used safely. Main hazards are fall into cellar/open floor space and trips against hatch door.

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
Unattended open hatch	Staff. Fall from height Falling Objects Trip and Fall: <ul style="list-style-type: none"> <li>• <i>Serious injury</i></li> <li>• <i>Serious injury to staff below</i></li> <li>• <i>Property damage</i></li> </ul>	<ul style="list-style-type: none"> <li>• Never leave an open cellar hatch unattended</li> <li>• Provide a physical barrier to keep people away, and include warning signs</li> <li>• Ensure a safe means of access to the cellar</li> <li>• Ensure adequate lighting around cellar hatch</li> </ul>				

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### Further Control Measures

Further Information/Instruction/Training	Organisational Measures
Safety talk on the awareness of the hatch, dangers of unattended open hatch Written procedures for entering and exiting the cellar hatch Train staff in safe procedures	Organise so cellars do not need to be accessed frequently Do not use for storage of regularly required items Site cellar hatches in low traffic areas Avoid accessing cellar in busy periods
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.	

### Action List

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