

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 7
<b>Risk Assessment</b>	<b>Maintenance Operations</b>	Created	26/8/2022
Workplace Sector	Maintenance	Reviewed	26/8/2024
Hazards	Work at Height, Manual Handling, Electricity, Fire	Next Annual Review	26/8/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

The main hazards associated with maintenance work are: Electricity, Work at Height, Slips, Trips and Falls, and Manual Handling.

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
<p><b>Work at Height:</b></p> <p><b>Ladder/Stepladder use.</b></p> <p><b>Ladder slipping</b></p> <p><b>Incorrect positioning of ladder</b></p> <p><b>Incorrect choice of ladder</b></p>	<p><b>Staff:</b></p> <p><i>Fall from height, serious injury death</i></p>	<ul style="list-style-type: none"> <li>• All staff using ladders should be trained and competent in the safe use of ladders</li> <li>• Ladder is checked before use, and unsafe ladders are taken out of use</li> <li>• Check for splits, cracks, damaged rungs, stiles, feet, platform, steps, and locking devices</li> <li>• Ladders used for access are tied at the top and extend 1 metre above the landing point unless a suitable handhold is provided</li> <li>• Ladder has no mud, debris on rungs</li> <li>• Ladder is set up on a firm level base, leaning at a suitable angle (1 in 4) and secured against slipping or moving (e.g. tied at the top or bottom; footed; use of anti-slip or other stability devices)</li> <li>• Have another worker “foot” the ladder when it is not practicable to secure the ladder in another way.</li> <li>• Ladder is positioned to ensure stability during use</li> <li>• Ladder stands in vertical alignment.</li> </ul>				

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<b>Manual Handling</b> Heavy & Awkward Loads, working in awkward postures, carry loads over long distances, working with hands above shoulder height	<b>Staff:</b> <i>Back injury, sprains and strains, serious injury</i>	<ul style="list-style-type: none"> <li>All staff trained in safe manual handling techniques</li> <li>Carry out a TILE assessment before commencing task</li> <li>Use plant and machinery to avoid manual handling where possible</li> <li>Reduce the size of the load</li> <li>Ask for help as required</li> </ul>				
<b>Use of Handtools</b>	<b>Staff:</b> <i>Cuts and bruises</i>	<ul style="list-style-type: none"> <li>Use the correct tools for the job</li> <li>Take your time</li> </ul>				
<b>Use of Hand Held Portable Electrical Equipment</b> Electricity <i>Moving parts</i> <i>Noise</i> <i>Vibration</i> <i>Dust</i> <i>Inappropriate use</i>	<b>Staff</b> Electric Shock	<ul style="list-style-type: none"> <li>Check condition of lead and plug before use.</li> <li>Use 110v or battery tools or RCD where practicable.</li> <li>Check for hidden/buried cables before drilling etc.</li> <li>Do not work where water is present without specialist advice.</li> <li>Qualified person to test all portable electrical hand tools at least annually.</li> </ul>				
<b>Use of Hand Held Portable Electrical Equipment</b> Moving parts	<b>Staff</b> <b>Entanglement –</b> <i>serious injury, cuts lacerations, amputations</i>	<ul style="list-style-type: none"> <li>Loose clothing, jewellery and long hair to be kept clear of moving parts.</li> <li>Use guards where appropriate.</li> </ul>				

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<b>Use of Hand Held Portable Electrical Equipment</b> Noise	<b>Staff, Visitors</b> <i>Hearing damage</i>	<ul style="list-style-type: none"> <li>• <b>Staff wear hearing protection</b></li> <li>• Advise nearby persons of hazard.</li> <li>• Barriers and signage for exclusion zone as required</li> <li>• Carry out noisy operations before or after business hours</li> </ul>				
<b>Use of Hand Held Portable Electrical Equipment</b> Vibration	<b>Staff</b> Hand/Arm Vibration Syndrome (HAVS) Carpal Tunnel Syndrome	<ul style="list-style-type: none"> <li>• Select power tools with lowest vibration levels.</li> <li>• Minimise the time individuals use the equipment (e.g. job rotation).</li> <li>• Restrict use of vibration inducing tools to recommended times (manufacturer's advice)</li> <li>• Ensure tools are properly stored, maintained and used according to manufacturer's instructions.</li> <li>• Supervisors should inform users of risks from vibration.</li> <li>• Arrange annual health surveillance for those identified at risk from vibration. (using equipment on a regular basis)</li> </ul>				
<b>Use of Hand Held Portable Electrical Equipment</b> Dust	<b>Staff, Visitors</b> Respiratory illness Reduced visibility Skin irritation	<ul style="list-style-type: none"> <li>• Increase ventilation to work area</li> <li>• Wear suitable PPE &amp; RPE</li> <li>• Clean work area regularly (e.g. sweep, vacuum, wash down).</li> <li>• Dust sheets/barrier as required</li> </ul>				

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<p><b>Use of Hand Held Portable Electrical Equipment</b> Inappropriate use Prolonged use (HAVS)</p>	<p><b>Staff</b> Eye/face injury Wrist/hand injury HAVS</p>	<ul style="list-style-type: none"> <li>• Check tool is appropriate for the job and used in accordance with manufacturer’s instructions.</li> <li>• Users shall be trained in the correct use of portable tools.</li> <li>• Inexperienced power tools users should be supervised or observed when first using an unfamiliar item of equipment</li> <li>• Power tools should be securely stored when not in use.</li> <li>• Tools should be maintained in good condition.</li> <li>• Limit use/rotate tasks to recommended manufacturers daily exposure levels in regard to Hand Arm Vibration</li> </ul>				
<p><b>Hot works</b> Risk of Fire</p>	<p><b>Staff, Visitors</b> Burns, smoke inhalation, serious injury, property damage</p>	<ul style="list-style-type: none"> <li>• Hot works permit in place</li> <li>• Fire watch implemented</li> <li>• Correct extinguisher type to hand</li> <li>• Remove all flammable and combustible items</li> <li>• Fixed flammable or combustible items must have barrier in place.</li> <li>• If alarm system is turned off in work area during hot works ensure all staff are aware of this, and ensure to engage alarm system asap following hot works</li> <li>• Fire Watch for 30 – 60 minutes following completion of hot works.</li> </ul>				

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<b>Access/Egress to maintenance areas</b>	<b>Staff</b> Awkward postures: Sprains/strains Pulled muscles	<ul style="list-style-type: none"> <li>• Complete SPA before commencing work</li> <li>• Allow extra time when space is limited at work area.</li> <li>• Always work with at least one other staff member, when working in small spaces</li> </ul>				
<b>Chemicals</b>	<b>Staff, Visitors</b> Burns, fumes inhalation, skin irritation, respiratory issues	<ul style="list-style-type: none"> <li>• Read Safety Data Sheets and use in accordance with manufacturers guidelines</li> <li>• Practice safe systems of work</li> <li>• Erect barriers or cordon off work zones to keep public/other staff out of the area</li> <li>• Wear correct PPE</li> </ul>				

**Maintenance Operations: Safe Procedures/Further Control Measures**

<b>Information/Instruction/Training</b>	<b>Managerial Controls</b>
<ul style="list-style-type: none"> <li>• Fire Safety Awareness Training</li> <li>• Manual Handling Training</li> <li>• Hot Works Permit Training</li> <li>• Work At Height Training</li> <li>• Abrasive Wheels Training</li> <li>• Ladder Inspection Training</li> <li>• Safe use of Ladders Training</li> <li>• Chemical Awareness Training</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure adequate supervision is provided and that control measures remain valid for the duration of the work in public areas</li> <li>• Additional supervisory resources shall be provided to ensure the works are progressed in a safe and controlled manner and that any unforeseen conditions are accounted for</li> </ul>
<b>Personal Safety</b>	<b>Ladder Safety</b>
<ul style="list-style-type: none"> <li>• PPE is supplied and worn</li> <li>• Spillages are managed immediately</li> <li>• Only trained staff to operate power tools</li> <li>• Correct tools used for the task</li> <li>• Non - Slip footwear is worn</li> <li>• Do not wear loose clothing</li> <li>• Tie back long hair</li> <li>• Isolate equipment from power before cleaning and maintenance</li> </ul>	<p>If your risk assessment determines it is correct to use a ladder, you should further minimise the risk by making sure workers:</p> <ul style="list-style-type: none"> <li>• are competent</li> <li>• use the right type of ladder for the job</li> <li>• use the equipment provided safely</li> <li>• follow a safe system of work</li> <li>• are fully aware of the risks and measures to help control them</li> </ul>
<p><i>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 Safety Statement 2024</i></p>	

**Action List**

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