Workplace Risk Assessment
21 May 2021 / London Tipton

Score Failed items Actions
50% 3 2

Location of the Workplace
London, UK
(51.5073509, -0.1277583)

Prepared on
21st May, 2021 10:35 AM PST

Prepared by
London Tipton

Focus of the Workplace Risk Assessment

Goal of the Workplace Risk Assessment

Why is this workplace risk assessment needed? (Other than being legally required)
This workplace risk assessment is needed because the hotel is facing major risks and challenges at the moment and we need to reevaluate our health and safety procedures.

How could this workplace risk assessment help your business and your employees?
This workplace risk assessment can help me run my business more safely, as there have been multiple incidents involving different hazards that weren’t prepared for.

What is the intended result, effect, or output of this workplace risk assessment?
The intended result of this workplace risk assessment is less incident and less employee turnover. Several staff members have resigned due to the unsafe working environment.

Scope of the Workplace Risk Assessment

What's included in this workplace risk assessment?
Workplace hazards and risks found in the premises of the London Hotel

What's not included in this workplace risk assessment?
Workplace hazards and risks found in the other hotels I manage and own

Important Details Regarding the Workplace Risk Assessment
Who will be involved in this workplace risk assessment and what level of responsibility or participation do they have?

The hotel manager, Mr. Moseby, will be involved in this workplace risk assessment and he'll be effectively acting as my second-in-command throughout this process. Other people involved will be the night manager, Skippy, the concierge, Irene, and the head bellman, Esteban. Irene will be working as support while Skippy will be included in the team meeting regarding this workplace risk assessment. Esteban will act as a consultant in this process.

<table>
<thead>
<tr>
<th>Where (specific room, site, facility, building, or area) will this workplace risk assessment be performed?</th>
<th>Entire hotel, but more attention on hallways</th>
</tr>
</thead>
<tbody>
<tr>
<td>When will this workplace risk assessment be performed?</td>
<td>24th May, 2021 9:00 AM PST</td>
</tr>
</tbody>
</table>
## Table of Contents

<table>
<thead>
<tr>
<th>Failed Items &amp; Actions</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed items</td>
<td>3</td>
</tr>
<tr>
<td>Other actions</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workplace Risk Assessment - 66.67%</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard - 66.67%</td>
<td>3</td>
</tr>
<tr>
<td>Hazard 1 - 100%</td>
<td>3</td>
</tr>
<tr>
<td>Hazard 2</td>
<td>4</td>
</tr>
<tr>
<td>Hazard 3 - 66.67%</td>
<td>5</td>
</tr>
<tr>
<td>Hazard 4 - 50%</td>
<td>7</td>
</tr>
</tbody>
</table>

<p>| Completion/Review - 25%            | 8 |</p>
<table>
<thead>
<tr>
<th>Failed Items &amp; Actions</th>
<th>3 failed, 2 actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Failed items</strong></td>
<td></td>
</tr>
<tr>
<td>Workplace Risk Assessment / Hazard / Hazard 3</td>
<td>3 failed, 0 actions</td>
</tr>
<tr>
<td>Hazard causing risk can be eliminated?</td>
<td>No</td>
</tr>
<tr>
<td>Workplace Risk Assessment / Hazard / Hazard 4</td>
<td></td>
</tr>
<tr>
<td>Are you already doing something to control this risk (existing risk control measure)?</td>
<td>No</td>
</tr>
<tr>
<td><strong>Completion/Review</strong></td>
<td></td>
</tr>
<tr>
<td>How often will you review this workplace risk assessment?</td>
<td>Every 15 months</td>
</tr>
<tr>
<td><strong>Other actions</strong></td>
<td>2 actions</td>
</tr>
<tr>
<td>Workplace Risk Assessment / Hazard / Hazard 1</td>
<td></td>
</tr>
<tr>
<td>Hazard causing risk can be eliminated?</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>To do</strong></td>
<td>Priority Low</td>
</tr>
<tr>
<td>Tell someone to follow the floor mopping schedule and to not mop floors during busy times.</td>
<td></td>
</tr>
<tr>
<td>Workplace Risk Assessment / Hazard / Hazard 3</td>
<td></td>
</tr>
<tr>
<td>Select the &quot;Action&quot; icon to create an action, assign it to someone, and set a due date.</td>
<td>Compliant</td>
</tr>
<tr>
<td><strong>In progress</strong></td>
<td>Priority Medium</td>
</tr>
<tr>
<td>Put barriers to protect passersby in case chandelier does fall and some people are nearby.</td>
<td></td>
</tr>
</tbody>
</table>

**Workplace Risk Assessment**

2 actions, 2 failed, 66.67%

To begin the workplace risk assessment, select the "+" icon next to Hazard:

**Hazard**

2 actions, 2 failed, 66.67%

**Hazard 1**

1 action, 100%

**Description of hazard**

The floors in the hallways are always wet, I think due to overcleaning/mopping of floors is too frequent.

**Photo of the hazard (optional)**
**Risk related to hazard**
Someone could trip and fall

**Who might be harmed?**
Elderly people more affected

**Risk likelihood**
Very Likely

**Risk consequences**
Major Injury

Use this risk matrix to identify the risk level:

---

**Risk level**
High

**Hazard causing risk can be eliminated?**
Yes

---

Tell someone to follow the floor mopping schedule and to not mop floors during busy times.

Eliminate the hazard causing the risk.

To ADD another hazard to the workplace risk assessment, select the "+" icon next to Hazard.
To END the workplace risk assessment, select the "Next Page >" button at the bottom right.

**Hazard 2**
**Description of hazard**

One of the heaters is broken.

**Risk related to hazard**

Someone might feel chilly while passing by that place (though it isn't winter)

**Who might be harmed?**

Those sensitive to cold

**Risk likelihood**

Unlikely

**Risk consequences**

Negligible Injury

Use this risk matrix to identify the risk level:

![Risk Matrix](image)

**Risk level**

Low

To ADD another hazard to the workplace risk assessment, select the "+" icon next to Hazard.
To END the workplace risk assessment, select the "Next Page >" button at the bottom right.

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**Hazard 3**

1 action, 1 failed, 66.67%

**Description of hazard**

The huge chandelier in the middle of the lobby is broken, I think. It literally looks like it's about to fall.

**Photo of the hazard (optional)**
Risk related to hazard
The chandelier can crash and kill whoever is under it.

Who might be harmed?
Person under it and those nearby

Risk likelihood
Very Likely

Risk consequences
Fatality

Use this risk matrix to identify the risk level:

Risk level
High

Hazard causing risk can be eliminated?
No

Are you already doing something to control this risk (existing risk control measure)?
Yes

Briefly describe the existing control measure:
We are sectioning off that part of the lobby.

Further action needed to control the risk?
Yes

Select the "Action" icon to create an action, assign it to someone, and set a due date.
Put barriers to protect passersby in case chandelier does fall and some people are nearby.

To ADD another hazard to the workplace risk assessment, select the "+" icon next to Hazard. To END the workplace risk assessment, select the "Next Page >" button at the bottom right.

**Hazard 4**

**Description of hazard**

Zack and Cody play too near the fireplace. I'm worried they might get burned or try to do something unsafe.

**Photo of the hazard (optional)**

![Photo 4](image)

**Risk related to hazard**

Burn injuries. The children could possibly start a fire, which would be a disaster.

**Who might be harmed?**

Zack, Cody, and others in the hotel

**Risk likelihood**

Highly Unlikely

**Risk consequences**

Fatality

Use this risk matrix to identify the risk level:
Are you already doing something to control this risk (existing risk control measure)?

- No

Further action needed to control the risk?

- No

Monitor this risk.

I’ll tell Maddie to keep a close watch on them.

To ADD another hazard to the workplace risk assessment, select the “+” icon next to Hazard.
To END the workplace risk assessment, select the “Next Page >” button at the bottom right.

Completion/Review

What risk control measures have you developed?

Retrain staff on appropriate frequency and times for mopping the hallway floors. Put partitions to protect passersby from chandelier glass. Call repairman to fix broken heater. Ask Maddie to watch Zack and Cody.

How will you monitor the effectiveness of these risk control measures?

I’ve assigned the close monitoring of the second and third measure to Mr. Moseby. I’ll retrain the staff and Esteban will call the repairman. I’ve also asked Irene to make sure that Maddie is keeping the kids away from the fireplace at all times.

How often will you review this workplace risk assessment?

- Every 15 months

The HSE recommends reviewing workplace risk assessments at least annually.

Ok, I will review this workplace risk assessment every year.

Name and Signature of Employer/Owner/Manager of Workplace

London Leah Tipton
21st May, 2021 11:21 AM PST

Did the employer/owner/manager of the workplace perform the workplace risk assessment himself/herself?

Yes