



Workplace Risk Assessment

21 May 2021 / London Tipton

Complete

Score	50%	Failed items	3	Actions	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.

Where (specific room, site, facility, building, or area) will this workplace risk assessment be performed?

Entire hotel, but more attention on hallways

When will this workplace risk assessment be performed?

24th May, 2021 9:00 AM PST

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Failed Items & Actions

3 failed, 2 actions

Failed items

3 failed, 0 actions

Workplace Risk Assessment / Hazard / Hazard 3

Hazard causing risk can be eliminated?

No

Workplace Risk Assessment / Hazard / Hazard 4

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

No

Completion/Review

How often will you review this workplace risk assessment?

Every 15 months

Other actions

2 actions

Workplace Risk Assessment / Hazard / Hazard 1

Hazard causing risk can be eliminated?

Yes

To do | Priority Low | Due 21st May, 2021 12:30 PM PST | Created by SafetyCulture Staff

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

Workplace Risk Assessment / Hazard / Hazard 3

Select the "Action" icon to create an action, assign it to someone, and set a due date.

Compliant

In progress | Priority Medium | Due 21st May, 2021 2:00 PM PST | Created by SafetyCulture Staff

Put barriers to protect passersby in case chandelier does fall and some people are nearby.

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)



Photo 1

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:

		Likelihood			
		Very Likely	Likely	Unlikely	Highly Unlikely
Consequences	Fatality	HIGH	HIGH	HIGH	Medium
	Major Injuries	HIGH	HIGH	Medium	Medium
	Minor Injuries	HIGH	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

Risk level

High

Hazard causing risk can be eliminated?

Yes

To do | Priority Low | Due 21st May, 2021 12:30 PM PST | Created by SafetyCulture Staff

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.

Photo of the hazard (optional)



Photo 2

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 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.

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)



Photo 3

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:

		Likelihood			
		Very Likely	Likely	Unlikely	Highly Unlikely
Consequences	Fatality	HIGH	HIGH	HIGH	Medium
	Major Injuries	HIGH	HIGH	Medium	Medium
	Minor Injuries	HIGH	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

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.

Compliant

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

1 failed, 50%

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

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:

Likelihood		Very Likely	Likely	Unlikely	Highly Unlikely
		Consequences	Fatality	HIGH	HIGH
Major Injuries	HIGH		HIGH	Medium	Medium
Minor Injuries	HIGH		Medium	Medium	Low
Negligible Injuries	Medium		Medium	Low	Low

Risk level

Medium

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.

Compliant

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

1 failed, 25%

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.

Pass

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