

M9-EN.10. RISK ASSESSMENT FORMS

Hazard		Who (type of worker)	Harm	Required Safety Measures
Source	Hazard description			
Mechanical risk factors				
Mechanical and manual cutting tools (mincer, cutting machines, knives, roasting-jacks, hooks, can opening tools, etc.), sharp items (tins, sharp edges, glass dishes, cans).	Mechanical effect on body	Kitchen and waiting staff, housekeeping staff.	- Cuts, -Injuries.	<ul style="list-style-type: none"> - Never open covers of machines while the engine is still running; - Never touch interlocks and safeguarding systems; - Never put anything into the container while the machine is in operation; - Never press ingredients by hands; - Not overload the machine; - Regularly check the fuses; - Switch off the power while changing components of the machine; - Switch off the power while cleaning the machine; - Handle all sharp things (knives and cutting discs, bands, graters, spits) with appropriate care; - Keep all tools and instruments in designated places; - Install appropriate holders for knives; - Collect glass and cans in separate containers; - If possible, use PPE (protective aprons, special cut-proof gloves).
Moving equipment	Fall and sway, roll and slid,	Kitchen and	Traumas, lacerations and abrasions	-Stable position of machinery and equipment;

and parts moving out of control	fall, disengage, spread and scatter.	waiting staff		<ul style="list-style-type: none"> -Correct loading and unloading of supplies; -Form, dimensions and load capacity of shelves shall be adjusted to specific items stored on them; -Protective sides and strips shall be used to protect things stored on elevated surfaces from falling; -Employees shall be instructed on correct loading and unloading procedures.
Absence of handrails, steep staircase, defective or unstable ladders	Slips, trips and falls	Kitchen and waiting staff	<ul style="list-style-type: none"> - Strained leg and arm ligaments; - Torn tendons; -Broken bones; -Unexpected combinations of injuries, for instance broken leg and hand burn; -Death. 	<ul style="list-style-type: none"> - Properly organize the workspace; - Make sure walkways have proper lighting, a free of obstructions, electric wires and cables are fixed following the requirements; - Spillages must be cleaned immediately with suitable cleaning substances (chemical detergents may also be used depending on the nature of spilled liquid); - Handrails, handles or other holding means installed in inconvenient places - Steps of stairs must be covered with non-slippery material, equipped with handrails, properly lit; steps must be not too steep; - The floor condition must be inspected on a regular basis.
Physical risk factors				
Microclimate conditions	Inappropriate environment: <ul style="list-style-type: none"> - Temperature level; - Draught; - Insufficient ventilation; - Humidity; - Equipment emitting heat; - Unsuitable work outfit. 	Kitchen employees	<ul style="list-style-type: none"> -Fatigue; - Lack of oxygen cause drowsiness which results in weakened attention, occurrence of mistakes and possibility of accidents; - Heart problems; - The body loses liquids and the 	<ul style="list-style-type: none"> - To ensure a normal regime of temperature in work premises; - To mount ventilation above the equipment emitting heat and to take care of natural air supply; - To take care of suitable work outfit; - To ensure prevention from direct sunrays;

			person may faint.	<ul style="list-style-type: none"> - To equip with cold water automatic-machines; - To provide conditions for employees to have a rest during breaks - To inform new and especially young employees about health problems caused by heat and preventive measures, first aid measures.
<p>Dirty lighting lamps; Blinding; Shadows; Flashing; Absence of emergency lighting.</p>	Insufficient lighting	All employees	Different types of traumas: stumbling, falling down, hurting etc.	<ul style="list-style-type: none"> - Light fixtures complying with relevant requirements; - Timely replacement of blown or reduced in brightness light bulbs and tubes; - Regular cleaning of light fixtures; - Regular maintenance of emergency lighting.
<p>Hot surfaces (baking trays, pots, boards, etc.) hot liquids (hot fat, boiling water, hot meals), hot steam</p>	Contact with hot materials	Kitchen employees, barmen, waiters.	Burns of different degrees	<ul style="list-style-type: none"> - Compliance with work safety rules; - Use of handles, holders and heat resistant materials; - Use pots and pans of adequate size; - Boil with the lid covered to avoid over boiling; - Use safety gloves and potholders; - Use heat resistant aprons and footwear; - Use PPE; - Regularly instruct employees on safety at work and first aid in the event of accident; - Place dishes with hot food in the middle of the tray; - Avoid top filling coffee and tea cups or soup plates; - Warn the clients, especially children if

				dishes are hot; - Always use a dry wiper because damp wiper conducts heat quicker.
Loud music; loudly operating machines dishwashers, stirring machines, meat mincing machines, etc).	Noise	Waiters, barmen, kitchen workers	-Fatigue, - Loss of hearing; -Changed breathing rhythm and pulse; - Rise in blood pressure; - Weakened attention; - Slowdown of reaction.	- Use noise insulating materials; - Properly install loudspeakers and adjust their direction; - Install automatic music sound limiter; - If possible move noisy equipment to separate premises; - Change old parts of equipment into new ones in order to avoid unnecessary noise; - While purchasing new equipment, pay attention to their blatancy; - Form zones of silence, where employees could rest from the noise.
Chemical risk factors				
Various cleaning, disinfecting detergents, odour improvers, bleachers, laundry detergents	- Vaporization of chemical subsistence; -Toxicity; - Getting into the human body	Kitchen assistants, maids and cleaning staff	- Acute rhinitis - Cough - Breathlessness, bronchus spasms - Running eyes - Sore eyes, eye redness - Skin dryness, chapping, soreness and/or redness - Various rashes.	- Read the instruction on the label and follow instructions of use; -Find out where you can get information on safe use of chemical substances and wear protective clothing; - Assure that you know how to provide first aid if chemical products get into the airways, mucous membrane or skin; - Never pour chemical substances into containers designated for other purposes, e.g. bottles for drinks; - Never store chemical substances in unlabelled containers; - Do not mix chemical substances; - Inform the authorities about any breakdown of the equipment, spillage of chemical

				products or damaged container; - Always follow the rules; - Learn to work safely in the workplace; - Having noticed any fault, always inform the manager; -Use only the products assessed and certified by the control of harmful substances
Boiling oil	- Vaporization of hazardous substances.	Kitchen staff	- Cough - Breathlessness, bronchus spasms - Running eyes - Sore eyes, eye redness.	- Proper ventilation - Mechanical ventilation in all premises where smoke and oily vapours are generated (above grills, stoves, pans); - Regular maintenance of ventilations screens and filters to ensure efficient operation of mechanical ventilation equipment; - Oil should be heated only when necessary, not constantly; - Oils should be replaced and checked frequently.
Tabacco smoke	-Poluted, smoky environment	Administrators, Barmen, Waiting staff	- Accelerates fatigue; - Worsens health state; - Reduces work efficiency; - Irritates the mucous membrane of eyes and airways of sensitive or ill persons; -May cause migraine, bronchitis, asthma, angina pectoris attacks; - <i>Flares up allergic diseases.</i>	- Mechanical ventilation; - Banning of smoking.
Biological risk factors				
- Natural or organic substances: e.g.; soil, clay, plant	- Micro organisms (bacteria, viruses, parasites, fungi, etc.); - Substances of biological	Kitchen employees	- Infections caused by parasites, viruses or bacteria, e.g. infectious or virus caused gastro-enteritis, hepatitis	- To follow the main principles of good hygiene practice; - To follow the rules on storing the waste and

Devices operating in the premises of the hotel (floor cleaning devices; hovers; hair dryers; irons; TV sets, lamps, etc.		Housekeeping staff, guests		operated in compliance with applicable requirements - Organise training and instructions of employees. - Ensure the compliance with equipment operating instructions. - Mark out hazardous zones.
Fire and explosion risk factors				
Overheated fat Oily deposits in ventilation channels, Open fire (candles, oil lamps...) Smoking equipment	- Overheated fat that may start burning; - Oily deposits in ventilation channels; - Smoking in the places not designated for smoking, overheated equipment, flammable decoration materials or Non-observance of safety rules while exploiting electrical appliances may cause fire	Restaurant and kitchen staff	- Burns of different degrees; - Smoke poisoning; - Material losses; - Possible death of people.	- Means enhancing the resistance of constructions to flame (covers, fire panels, etc.); - Means reducing combustibility of materials; - Stationary fire detection systems; - Stationary fire fighting systems; - Primary fire fighting means; - Fire emergency action plan; - Safe, unlocked and unobstructed evacuation exits; - Evacuation exits mark-out signs.
Equipment using gas	Explosion can occur in the event of fire leak	Restaurant and kitchen staff	- Burns of different degrees; - Smoke poisoning; - Wounds; - Material losses; - Possible death of people.	- Regular leakage test of gas supply pipes and control of their technical condition; - Installation and acceptance of equipment performed by certified specialists; - Regular technical maintenance of operated equipment and timely replacement of worn-out components; - Sufficient air ventilation system; - Initial and periodical instruction of employees and on site training; - Emergency action plan.
Ergonomic risk factors				

Working in the standing position	Working in a standing position on a regular basis	Chefs, waiters, barmen, washers-up, Receptionists.	<ul style="list-style-type: none"> - Swelling legs and feet; - Heaviness in legs, worsened blood circulation in legs; - Varicose veins, frequent inflammatory processes in legs; - Micro traumas of hips, knees and spine bone; - Rheumatic diseases occur within a longer period of time; - Backache. 	<ul style="list-style-type: none"> - A possibility to change position from time to time - have enough space to make movements in the workplace (e.g., a chef, a receptionist) -Have necessary equipment and work means located comfortably, so that they could be reached without any bending or turning - If the workplace arranged at the table, have the height of the table adequate to the work character - If work is done in a standing position during the whole shift, have an appropriate leg support in order to be able to change the position from time to time - Organize work in such a manners that employees would be able to have a rest in the run of the whole shift.
Lifting loads (pots, dishes, boxes of bottles, etc) manually	- The load can be taken improperly, it can be too heavy, or when inclination or turning is too intensive.	Kitchen and restaurant employees, waiters, barmen.	<ul style="list-style-type: none"> - Different strains of ligaments and tendons; -Fractures; -Spinal cord moves or hernias etc. 	<ul style="list-style-type: none"> - Heavy loads should be carried by two or more people; - If possible, loads should be pushed, pulled or rolled (e.g., beer barrels); - If possible, trolleys should be used for carrying dishes or food stuff; - Heavy loads should be held at the waist height; - Full pots should not be lifted; - Heavy things should be kept on lower shelves so that it would be more comfortable to put or take them; - Breaks must be done during the work; - Intense work should be interchanged with less intense is work;

				<ul style="list-style-type: none"> - When selecting the staff, it is necessary to consider whether the work load does not exceed employee's capabilities; - Employees should be taught to lift loads correctly and safely.
Working in an awkward position	Repetitive movements of hands and wrists, uncomfortable posture	Washers-up, Waiters, Chefs	<ul style="list-style-type: none"> - Fatigue, - Pain in muscles; - Discomfort occurs, as well as the risk of injuries and accidents. 	<ul style="list-style-type: none"> - Reorganization of work so that the monotonous work would be done by using appropriate equipment; - Sharp cutting tools should be used in the process of food preparation, in order to employ as little force as possible; - Tools with comfortable ergonomic handles must be used; - Kitchen equipment must be re-located so that it would be possible to reduce the number of lifting, strain, turning, bending and stooping.
Psychosocial risk factors				
Violence and harassment	Offence, threatening, physical and psychological aggression	All hotel and restaurant staff	<ul style="list-style-type: none"> - Reduced motivation and work satisfaction; - Stress; - Physical and sociological damage resulting in the development of different fears and phobias; - Increased absenteeism; - Deteriorated work relations; - Hiring problems. 	<p>To work on preventive factors reducing violence risk:</p> <ul style="list-style-type: none"> ▪ Work environment ▪ Work organization ▪ Training and instructing of employees
Stress at work	-Psychological factors (work organization and management, i.e. high requirements for work and insufficient work control, too	All hotel and restaurant staff	<ul style="list-style-type: none"> - Depression; - Anxiety; - Nervousness; - Fatigue and heart diseases. - This results in decreased work 	<ul style="list-style-type: none"> - Inform employees about changes in work organisation in due time; - Keep to the schedule of shifts and days-off; - Adequately organise work of the personnel by ensuring the number of employees in the

	<p>big work load, work deadlines, intimidation and violence at work);</p> <ul style="list-style-type: none"> - Physical factors (unsuitable conditions of work environment, such as heat, cold, noise, work tools, etc.). 		<p>efficiency of employees, reduced creativity and competitiveness.</p>	<p>rota with the view to flows of customers;</p> <ul style="list-style-type: none"> - Evenly distribute unfavourable shifts among all employees; - Have a reserve of the personnel for the time of holidays, festive days, illness or rush hours; - Involve employees into process of planning labour hours; - Co-ordinate work fields; - Distribute work zones properly.
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