

# Risk assessment

Company name: **WHEELHOUSE NIGHTCLUB**

Assessment carried out by: **IAN BOND**

When is the action needed by? **09/01/25**

Date of next review: **01/06/26**

Date assessment was carried out: **09/01/25**

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?
Slips, trips and falls Doorways (rain), spillages, stock on dancefloor	Bar staff and customers may be injured, suffer sprains, fractures or bruising if they trip over objects or slip on spillages and fall	<ul style="list-style-type: none"> <li>Good housekeeping – work areas kept tidy, goods stored suitably etc.</li> <li>Equipment faults leading to leaks</li> <li>quickly reported to manager.</li> <li>Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry.</li> <li>Suitable cleaning materials available.</li> <li>Good lighting in all areas including cold storage areas.</li> <li>No trailing cables or obstruction in walkways</li> <li>Staff 'clean as they go'.</li> <li>Wet floor warning signs always used.</li> <li>Bar floor is only mopped when bar area is closed.</li> <li>Door mats at entrance in wet weather.</li> </ul>	<p>Consider whether it is appropriate to change floor surface with better surface roughness.</p> <p>Remind staff to maintain good standard of housekeeping.</p> <p>Ensure suitable footwear with good grip worn by staff</p> <p>Staff to keep an eye on the area around the bar and immediately clear away any water</p>	<p>Manager</p> <p>Manager</p> <p>Manager</p>	Done 9-1-25 CB

		<ul style="list-style-type: none"> <li>Floor in good condition.</li> </ul>		
Contact with steam, hot water.	Bar staff may suffer scalding or burns injuries.	<ul style="list-style-type: none"> <li>Staff train in risks of releasing steam.</li> <li>Water mixer taps provided.</li> <li>All staff told to wear long sleeves.</li> </ul>	<ul style="list-style-type: none"> <li>Display 'hot water' signs at sinks and 'hot surface' signs</li> </ul>	Manager
Knives	Staff involved in food preparation and service could suffer cuts from contact with blades.	<ul style="list-style-type: none"> <li>Staff trained to handle knives.</li> <li>Knives suitably stored when not in use.</li> <li>First aid box provided and nominated first aider always on site.</li> </ul>	<ul style="list-style-type: none"> <li>Tell staff not to use knives to remove packaging – suitable cutters will be provided.</li> </ul>	Manager and staff
<b>Manual handling</b>	Kitchen staff bar staff and food service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects.	<ul style="list-style-type: none"> <li>Ingredients bought in package sizes that are light enough for easy handling.</li> <li>Commonly used items and heavy stock stored on shelves at waist height.</li> <li>Suitable mobile steps provided and staff trained to use them safely.</li> <li>Sink at good height to avoid stooping.</li> <li>Staff trained in how to lift safely.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure team working for moving heavier items (eg pots)</li> </ul>	Manager
Contact with bleach and other cleaning chemicals	Prolonged contact with water, particularly in combination with detergents, can cause skin damage. Staff cleaning premises risk skin irritation or eye damage from direct contact with bleach and other cleaning	<ul style="list-style-type: none"> <li>Dishwasher used instead of washing up by hand.</li> <li>All containers clearly labelled.</li> <li>Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought</li> </ul>	<ul style="list-style-type: none"> <li>Staff reminded to thoroughly dry hands after washing.</li> <li>Remind staff to check for dry, red or itchy skin on their hands and to tell manager if this occurs.</li> </ul>	Manager



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<p>products. Vapour may cause breathing problems.</p>		<p>instead.</p> <ul style="list-style-type: none"> <li>• Long-handled mops and brushes, and strong rubber gloves, provided and used.</li> <li>• Staff wash rubber gloves after using them and store them in a clean place.</li> <li>• products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container.</li> </ul>	
<p><b>Gas appliances</b></p> <p>Staff and customers could suffer serious/fatal injuries as a result of explosion/ release of gas.</p>	<ul style="list-style-type: none"> <li>• Daily check of gas appliance controls.</li> <li>• Inspection, service and test carried out by Gas Safe registered engineer every 12 months.</li> <li>• Staff know where main isolation tap is and how to turn supply off in an emergency.</li> </ul>	<p>Contact Gas Safe registered engineer for service</p> <p>Manager</p>	
<p><b>Electrical</b></p> <p>Staff could suffer serious/fatal injuries as a result of electric shock.</p>	<ul style="list-style-type: none"> <li>• Manager visually inspects the system regularly and is competent to do so.</li> <li>• System inspected and tested by an electrician every five years.</li> <li>• Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.</li> <li>• Staff know where fuse box is and how to safely switch off electricity in an emergency.</li> <li>• Plugs, sockets etc suitable for kitchen</li> </ul>	<p>Manager to inspect plugs, cables etc regularly.</p> <p>Get electrician to inspect electrical equipment and advise on how often these should be inspected and tested.</p> <p>9-1-25 <i>OB</i></p>	<p>9-1-25 <i>OB</i></p>

		<ul style="list-style-type: none"> <li>environment.</li> <li>Access to fuse box kept clear.</li> </ul>		
Fire	Staff or customers could suffer serious/fatal injuries from burns/smoke inhalation.	<p>Fire risk assessment done and necessary actions taken</p> <p>none</p>	Manager	<i>Qb</i> 9-1-25
Machinery	Staff risk serious injury from contact with dangerous or moving parts of machinery.	<ul style="list-style-type: none"> <li>Staff trained in cleaning, assembly and operating procedures.</li> <li>All dangerous parts to machinery suitably guarded.</li> <li>Daily checks of machinery guards before use.</li> <li>Staff trained to spot and report any defective machinery.</li> <li>Safety-critical repairs carried out by competent person.</li> <li>Operating instructions easy to locate.</li> </ul>	<p>Remind staff to always isolate (switch off from power supply) machinery before carrying out maintenance or cleaning work.</p>	Manager <i>Qb</i> 9-1-25
Working at height, changing light bulbs and promo displays	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> <li>Strong stepladder, in good condition, provided.</li> <li>Staff shown by the manager how to use stepladder safely, eg not to overreach, not to work on uneven floor etc.</li> <li>Staff wear sensible shoes with good grip</li> </ul>	<p>Remind staff to always use the stepladder when working at height and not to stand on chairs.</p> <p>Manager to regularly check the condition of the stepladder.</p>	Manager <i>Qb</i> 9-1-25
Deliveries	Staff or members of the public could	<ul style="list-style-type: none"> <li>Most deliveries tend to arrive either very early,</li> </ul>	Monitor deliveries to ensure they continue to	Manager <i>Qb</i> 9-1-25

be injured by being struck by a vehicle.

eg beer, or between 9.30 am and 1 pm, when road is less busy.

arrive at less busy times.

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CB

Violence and threatening behaviour

Staff may suffer assaults, threats and abuse from members of the public.

- Staff trained not to resist a robbery.
- CCTV installed and clearly visible.
- Usually always two staff on duty.
- Staff provide good, polite service and are told not to confront customers.
- Staff report incidents of abuse etc and manager discusses with them (on a no-blame basis).

Manager to talk to staff about coping with disputes, eg age-restricted sales

Manager

Manager to train bar staff how to use and clean glasswasher machine

Manager

9-1-25  
CB

Glasswasher machine

Bar staff

Good housekeeping

Manager to train bar staff how to use and clean glasswasher machine

Manager

9-1-25  
CB

Ice machine

Bar staff

Good housekeeping

Manager to train bar staff how to use and clean ice machine

Manager

9-1-25  
CB

Spiked drinks/ Alcohol poisoning	Event organisers, event attendees. Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control	<ul style="list-style-type: none"> <li>Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.</li> <li>The manager has confirmed the premise is licensed.</li> </ul>	None	Manager
Allergies	Customers can get Allergic reactions to food and drink consumed in premises	<ul style="list-style-type: none"> <li>Customers responsible for own welfare such as instances- follow guidelines of venues</li> <li>First aid requested from bar staff as required</li> </ul>	<ul style="list-style-type: none"> <li>Call Emergency Services/alert bar staff</li> </ul>	Manager
Knives	Bar staff	Proper use and handling of knives when cutting fruits	Be aware of sharp edges	Manager
Checking ID's and challenge 25	Bar staff and security staff	Be strict with checking ID's and challenge 25	Check date of birth on ID's properly	Manager and security staff
Ask for Angela	Bar staff, security staff and manager	Always be discreet in providing safety procedures for customer in distress	Call security staff or police	Manager and security staff

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		Monitor the situation Stop serving alcoholic drinks to said person Report to manager immediately of incident Provide water if necessary	Report to manager and security staff	Manager	9-1-25 OB
	Customers, staff and security	Good housekeeping Use wet floor signs and dry if possible	Clean and dry immediately and put wet floor sign to the area	All staff, manager and security staff	