

# Risk Assessment



1	Hotel: Holiday Inn Albarsha	Department / Location: Engineering
	Date: 12th January 2017	Assessor: Mukhtar Hussain

2	Outline the workplace / work activity	Fire in External/ Internal areas of hotel including service areas, car park, and storerooms
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Now go to 3

3 Hazard												
	Building		Environmental		Substance s		Biological/ Other		Equipment		Ergonomic	
	Access	x	Cold		Alcohol	x	Animals - bites		Contact	x	Fatigue	x
	Car parks	x	Confined space	x	Asbestos		Animals - disease		Crushing		Hearing impaired	
	Ceilings	x	Electricity	x	Chemicals	x	Body fluid		Display screens		Limited space	x
	Design	x	Explosion	x	Drugs		Micro-organisms		Ejection of material		Physical disability	x
	Doors - Main		Falls - from height		Dust		People - disease		Entanglement		Poor layout	x
	Drives		Falls - same level		Electricity		Plants		Entrapment	x	Poor posture	x
	Egress		Fire	x	Fibres		Contractors	x	Furniture	x	Poor seating	
	Fire		First Aid		Fume		Lone working	x	Hand tools		Poor seating	
	Floors		Hot	x	Gases	x	Manual handling	x	Impact		Repetitive tasks	
	Grounds		Housekeeping	x	Liquid	x	Night worker	x	Ladders		Restricted sight	x
	High level work		Lighting	x	Mist		Pregnant worker		Lifts	x	Stress	
	Kitchen	x	Noise		Nuisance dust		Stress	x	Mobile		Manual Handling	
	Layout/ Set-up	x	Pressure		Sensitizers		Violence		Power tools	x	Emergency plans	x

Motor rooms	x	Protruding items		Smoking	x	Young worker	x	Scaffolds		Leisure facilities	x
Plant rooms	x	Slips		Solid	x	Insects		Storage	x	Staff facilities	x
Public area	x	Trips		Vapour				Vehicles	x		
Shared areas		Water quality						Vehicles routes	x		
Stairs	x	Weather						Vibration			
<b>Now go to 4</b>											

<b>4</b>	<b>Provide full relevant detailed information of the hazards identified</b>	<ul style="list-style-type: none"> <li>• <i>Improper use and maintenance of gas stoves</i></li> <li>• <i>Matches, Lighters, Candles and Smoking materials can cause fire if not used properly.</i></li> <li>• <i>Damaged power cords can result to fire.</i></li> <li>• <i>Combustible present in the work place</i></li> <li>• <i>Blocked walked ways and fire escapes can delay evacuation if the fire occurs.</i></li> <li>• <i>Defective electrical fittings and defective or misuse of electrical apparatus – light bulbs and fluorescent tubes too close to combustible materials, misuse or defective electrical extension leads and adapters, faulty or damaged wiring.</i></li> <li>• <i>Flame or sparks from a work process such as welding, cutting, grinding or the use of a hot air gun.</i></li> <li>• <i>Sources of frictional heat.</i></li> <li>• <i>Electrostatic discharges.</i></li> <li>• <i>Ovens, kilns, open hearths, furnaces or incinerators.</i></li> <li>• <i>Boilers, engines and other oil burning equipment can cause fire if not used properly</i></li> <li>• <i>Dust and powder from wood, plastic and metal operations can cause explosions in enclosed spaces if there is no proper ventilation.</i></li> <li>• <i>Lack of training with the staff</i></li> <li>• <i>Overloading power socket can lead to electric shock and fire.</i></li> <li>• <i>Chemicals and paints are placed in non ventilated area</i></li> <li>• <i>lone staff performing task on their area can have negligence and create fire.</i></li> <li>• <i>A staff performing an electrical work without proper training</i></li> <li>• <i>Warning notices are not properly showing neither to staff and guest.</i></li> <li>• <i>Keeping flammable materials in public areas.</i></li> <li>• <i>Fire extinguishers are not in placed and it is not refilled properly.</i></li> </ul>
<b>Now go to 5</b>		

<b>5</b>	<b>Who will be affected</b>	employee	x	guest	x	contractor	x	visitor	x
<b>Now go to 6</b>									

<b>6</b>	<b>Name the role or</b>	Employees, contractors, residents and public may suffer serious, possibly
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	<b>the individual(s) affected:</b>	fatal, injuries from smoke inhalation, burns, structural collapse etc.
<b>Now go to 7</b>		

7	Potential severity		A	Likelihood of harm occurring		B	Degree of risk A x B =
	Major	3		High	3		3x3= 9
	Serious	2		Medium	2		
	Minor	1		Low	1		
<b>Now go to 8</b>							

8	<b>Can the hazard(s) be eliminated?</b>	
	<b>No</b>	
<b>Now go to 9</b>		<b>End of assessment process. Record action ensuring all who could possibly be affected have been informed.</b>

9	List the existing control measures	<ul style="list-style-type: none"> <li>• <i>Provided warning notices in a prominent position.</i></li> <li>• <i>Fire extinguisher are provided in a position where it can be easily reached in case of fire in the area or around</i></li> <li>• <i>Flammable materials are prohibited in or around the car park and other public areas and are stored in proper designated areas.</i></li> <li>• <i>Relevant staffs are trained in fire fighting training according to local authority and IHG standard.</i></li> <li>• <i>Fire alarm and detection system provided throughout the hotel and the relevant staffs have awareness of the locations and dealing with the system.</i></li> <li>• <i>Lighting levels are checked on regular basis.</i></li> <li>• <i>Patrolling of the security staff is on regular basis and checks of entire relative areas are maintained regularly. Reporting and rectification procedures are in place to action the noticed hazard immediately.</i></li> <li>• <i>Smoking is completely prohibited in the public areas. Designated area is assigned for the staff and guests.</i></li> <li>• <i>Contractors are signing the indemnity form while working in the property.</i></li> <li>• <i>Any alarms treated as real alarm, and corrective actions are taken immediately.</i></li> <li>• <i>Furniture and furnishing materials fire retardant and in good condition with no exposed foam or filling material</i></li> <li>• <i>Emergency fire plan and procedures in place</i></li> <li>• <i>Fire evacuation practice is taking place as per the IHG standard guideline.</i></li> <li>• <i>Fire fighting and fire alarm systems are being maintained by 3<sup>rd</sup> party approved company by local authorities.</i></li> <li>• <i>Annual safety inspection is taking place from 3<sup>rd</sup> party approved company by Dubai Civil Defence.</i></li> <li>• <i>Risk assessment practices are in place.</i></li> <li>• <i>Fire safety system check is in place on weekly, monthly and quarterly basis by engineering staff and external contractors.</i></li> <li>• <i>Emergency response team in place and trained.</i></li> <li>• <i>Crisis response team in place and trained.</i></li> <li>• <i>Monthly FLS meeting is taking place by FLS committee headed by GM to discuss all relevant issues and to meet all safety requirements.</i></li> <li>• <i>All kitchen hoods are covered with ansul system.</i></li> <li>• <i>LPG system is linked with fire alarm system.</i></li> <li>• <i>LPG, Elevators, fire alarm and fire panel is connected to 24 x7 DCD systems.</i></li> <li>• <i>Property is covered under CCTV system.</i></li> <li>• <i>Property is fully sprinkled system.</i></li> <li>• <i>50 % of the hotel staff is trained by approved company of DCD.</i></li> <li>• <i>Proper emergency exit training from Dubai Municipality for disabled guest.</i></li> <li>• <i>Emergency plans are available in each department when fire occurs.</i></li> <li>• <i>All kinds of chemicals and paints are properly placed in ventilated area and name tags are in place.</i></li> </ul>
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**Now go to 10**




<b>10</b>	<b>Are the existing control measures adequate?</b>	Yes
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		<b>Yes: Now go to 12</b>
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<b>11</b>	<b>Identify and list the additional control measures required for safe working using the following hierarchy:</b>	
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- **Eradicate the hazard**
- **Reduce the hazard**
- **Isolate the hazard**
- **Contain the hazard**
- **Use of warning systems**
- **Provide personal protective equipment/clothing (PPE)**

<b>Now go to 12</b>		
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12	Revise the degree of risk with additional control measures in place	A x B = 2x1 =2	
<b>Now go to 13</b>			
13	Risk assessment sheet completed	All who could possibly be affected have been informed/trained in controls	Action taken to minimise risks from this hazard was completed on
	Signed 	Signed 	Signed 
	Date- 12 Jan 2017	Date- 14 Jan 2017	Date- 14 Jan 2017

### Risk Rating Chart

14	Degree of risk	Action must be taken	Risk rating
	9	Immediately	<b>High</b>
	6	Today	
	4	This week	<b>Medium</b>
	3	Revisit and / or revise control measures	
	2	Revisit and / or revise control measures	<b>Low</b>
	1	Review annually	
	0	Record assessment but take no further action	<b>None</b>