

Health and Safety and your Business

Risk assessment in places of public entertainment
such as pubs, clubs, and bars

Including public safety

Revised March 2008

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Risk assessment in public houses, social clubs and bars

1. Introduction

It is a legal requirement for all employers and self-employed persons to carry out risk assessments. Employers are required to assess risks to their employees and anyone else that may be affected by the business. The self-employed must assess risks to themselves and anyone else that may be affected by their work. If a business employs five or more people the assessments must be recorded.

There is a general legal requirement for risk assessment. Some regulations also specifically require risks to be assessed; these include regulations relating to manual handling, use of hazardous substances and noise.

More information is available in a free Health and Safety Executive leaflet, "Five steps to Risk Assessment" which is available free from HSE books (see **information sources** at the end of this booklet) or on the HSE website.

2. Risk assessment in practice

There are no fixed rules about how a general risk assessment should be carried out. It will depend upon the nature of the work or business. One method is the 'five step' approach to risk assessment:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Record your findings
- Review your assessment periodically and revise it if necessary

It is important to evaluate or 'rate' the risks and deal with the highest risks first.

- A **hazard** is anything that can cause harm.
- A **risk** is a combination of the likelihood of harm occurring and the severity or consequences should it occur.

There is a hazard check sheet, a blank risk assessment form and a completed example at the end of this booklet. The risk assessment form is based upon the 'five step' approach. Prioritise the risks so you can address the highest risks first. Remember that risk assessments are a preventive approach to risk management – the precautions that you identify by risk assessment must be implemented and monitored to ensure that a safe working environment is achieved and maintained.

3. Common Hazards and where to find more information

Table 1 identifies the hazards commonly found in the public house/social club/bar working environment. **It is not a complete list** and you may find additional hazards that require assessment.

There are many sources of information about controlling hazards and employers and the self employed are expected to take reasonable steps to identify risks by looking at relevant legislation, guidance, supplier manuals, manufacturers' instructions, reading trade press and seeking advice from competent sources. They should also use relevant examples of good practice from within their industry. Trade associations may be able to help.

The sources of further information in column 2 of table 1 are mainly drawn from the Health and Safety Executive (HSE) and many are freely available from HSE books (telephone 01787 881165) or the HSE website free leaflets index (www.hse.gov.uk/pubns/index.htm). You will generally find references to more detailed guidance within these documents.

Table 1 – Hazards and information sources

Hazard	Where can I find more information?
<p>Fire – fire is a significant hazard for most businesses. There are three main causes:</p> <ul style="list-style-type: none"> • They are started deliberately • They occur because people are not alert to fire hazards • They occur because people are careless <p>Some workplaces require a fire certificate.</p>	<p>London Fire Brigade</p> <ul style="list-style-type: none"> • Telephone: 020 7587 2677 • Website: www.london-fire.gov.uk <p>Fire Prevention Officer Kingston and Richmond Team</p>
<p>Electric shock – there are hazards presented by the electrical installation (the fixed wiring, plug sockets, distribution boards, etc. and portable electrical equipment (any equipment that plugs into the electrical installation).</p>	<p>HSE web pages: Topic: electrical safety Electricity in public places HSE guidance booklet: INDG247 – Electrical safety for Entertainers Electrical safety at places of entertainment (HSE GS50)</p>
<p>Manual handling – many employees each year are injured by manual handling operations. The handling of heavy items such as kegs and cases of drinks requires assessment.</p>	<p>HSE web pages: Topics: Ergonomics Moving goods Musculo skeletal disorders Back pain Manual handling assessment tool</p>

<p>Workplace environmental conditions – temperature and ventilation, lighting, overcrowding, cleanliness, toilets, washing facilities, facilities for rest and meals, drinking water, protection against hazards from exposure to tobacco smoke.</p>	<p>HSE web pages Topic: temperature HSE guidance booklet INDG 244 Workplace health safety and welfare</p>
<p>Use of mains gas appliances – every year people die from carbon monoxide poisoning caused by faulty gas appliances. Escapes of gas present a danger of explosion. Annual inspection and report of safe condition of all gas appliances is required.</p>	<p>HSE guidance booklet: • INDG238 – gas appliances, get them checked, keep them safe. HSE information sheet : maintenance priorities in catering</p>
<p>Use and storage of LPG gas appliances and dispensing gas such as carbon dioxide/nitrogen – LPG forms a flammable mixture with air in concentrations of between approximately 2% and 10%. It can be a serious fire or explosion hazard or be fatal in concentration. LPG and dispensing gases are heavier than air and will sink into drains and cellars.</p>	<p>Information leaflet: • Storage of small quantities of LPG containers (less than 400 kg) LP Gas Association Code of Practice www.lpga.co.uk/LPGA.htm Cellar management guidance from your brewery</p>
<p>Hazardous substances – there is a wide range of substances in use or in buildings that present hazards to health. These include asbestos, chemicals and biological agents. Hazardous substances are often used for cleaning and maintenance. Beer line cleaners, degreasers, and general cleaning chemicals must be included.</p>	<p>HSE webpage topics: COSHH Asbestos HSE guidance booklets: • INDG136 – COSHH, a brief guide to the regulations • INDG223 – A short guide to managing asbestos in premises • COSHH essentials website: www.coshh-essentials.org.uk</p>
<p>Slips and trips – are the cause of many workplace injuries, many of which are foreseeable and preventable. Slips and trips are a particular concern in the kitchen and where floor surfaces become wet or contaminated, in the cellar where floor surfaces are often poorly maintained and in the bar serving and customer areas. External areas such as beer gardens and car parks should not be overlooked.</p>	<p>HSE guidance booklets: • INDG 225 – Preventing slips, trips and falls at work • Catering Information Sheet – Slips and trips, summary guidance for the catering industry HSE web pages: Topic: slips and trips</p>

<p>Falls – falls from a height are the cause of many serious injuries and fatalities in the work place each year. Falls are frequently associated with maintenance work, working from ladders, and use of the cellar (both internally and during deliveries externally). Externally, children’s play equipment can be the source of injuries through falls.</p>	<p>HSE web pages: Topic: falls from height</p> <p>ROSPA guidance on play equipment HSE guidance on play inflatables</p>
<p>Falling objects/breakages – injuries can be caused from items such as kegs, gas cylinders and poorly stacked cases of drinks. Falling objects often result in breakages of glass – a safe procedure for clearing up glass must be in place.</p>	<p>HSE guidance booklet: • <u>INDG244</u> – workplace health, safety and welfare</p>
<p>Stress and violence– stress is the adverse reaction people have to excessive pressure. If stress is intense and goes on for some time it can lead to mental and physical ill health. The potential for violence at work must be assessed and appropriate control measures put in place</p>	<p>HSE web pages: Topic: Stress <u>INDG69(rev)</u> – violence at work <u>INDG73(rev)</u> – working alone in safety</p>
<p>Noise – noise at work is a hazard for employees in clubs and pubs that provide live or recorded music as entertainment for their customers. Exposure to loud noise can cause permanent hearing loss. A noise assessment will be required where any employee is likely to be exposed to the First action level of 80dBA or above. Action will probably be required if work includes exposure to live or recorded music, if people have to raise their voices to talk about 2m away, if noise is intrusive, like a busy street, or if there are loud sound effects, even if any of these are for only part of the working day.</p>	<p>HSE web pages: Topic: Noise Noise calculator Website: www.soundadvice.info/index.htm</p>
<p>Work equipment – the term ‘work equipment’ is wide ranging and covers all equipment provided for use at work including hand tools, kitchen equipment, and lifting equipment such as dumb waiters and barrel lifters.</p>	<p>HSE guidance booklet: • <u>INDG291</u> –Simple guide to the provision and use of work equipment regulations 1998 HSE web pages: Topic:- Work equipment and machinery</p>
<p>Lifting equipment – there is a specific requirement for any equipment used for lifting to be examined periodically by a ‘competent person’. This includes barrel lifts, dumb waiters, ordinary passenger, goods and disabled lifts.</p>	<p>HSE guidance booklet: • <u>INDG290</u> –Simple guide to the lifting operations and lifting equipment regulations 1998</p>

<p>Pressure vessels – if pressure equipment fails it can cause serious injury, or damage to property. This includes equipment such as air compressors which may be used for inflatable play equipment. Regular inspection is required</p>	<p>HSE guidance booklet: <ul style="list-style-type: none"> • <u>INDG261</u> pressure systems safety and you </p>
<p>Workplace transport safety – there are a number of fatalities each year related to workplace transport, often involving reversing vehicles. Deliveries of stock require particular attention.</p>	<p>HSE guidance booklet: <ul style="list-style-type: none"> • <u>INDG199</u> managing vehicle safety at the workplace • HSE web pages: Topic: transport </p>
<p>The Cellar – below ground cellars present particular risks due to their location, means of access, headroom and use of potentially hazardous substances such as cleaning fluids and dispensing gases.</p>	<p>Refer to guidance under slips, trips and falls, gas systems, manual handling and falling objects/ breakages</p>
<p>Beer gardens – slips, trip and fall hazards must be addressed. Play equipment (particularly climbing frames and inflatable equipment such as bouncy castles) must be properly used and maintained. Hazards from features such as ponds and patio heaters, and temporary hazards such as barbecues, must be assessed and controlled. Temporary structures require particular attention.</p>	<p>Refer to guidance under slips, trips and falls, falling object/breakages, work equipment, electrical safety, fire, noise.</p> <p>Refer to guidance relating to smoking at work. Website: smokefreeengland.co.uk</p>
<p>Maintenance – presents particular hazards due to the nature of the work and exposure to hazards in situations other than ‘normal’ working conditions</p>	<p>HSE guidance: <ul style="list-style-type: none"> • Safe use of work equipment: Provision and Use of Work Equipment Regulations 1998 HSE information sheet: maintenance priorities in catering</p>
<p>Public Safety – There are specific risks when providing regulated entertainment, including overcrowding, provision of means of escape, electrical installation over-loading, violence, vehicle/ pedestrian separation, etc.</p>	<p>Guidance – There are Model National Standard conditions for places of entertainment and associated guidance. Kingston Council’s rules for management for places of Public Entertainment encompass this guidance. Kingston Councils statement of licensing policy.</p>
<p>Special Effects – including dry ice, cryogenic fog, smoke and fog generators, pyrotechnics, fireworks, real flame, firearms, motor vehicles, strobe lighting, lasers, explosives.</p>	<p>In certain circumstances, some special effects may only be used with prior notification of the licensing authority, or (inspection by) the fire authority. You are advised to contact the licensing authority if you wish to use special effects.</p>

4. How can I control hazards?

Your risk assessment should identify the ways in which you control the identified hazards and reduce the risk. These are usually called 'control measures' or 'precautions'. Because risk management is about preventing loss or injury it is vitally important that the precautions that you identify are put in place, maintained and reviewed in the light of experience or when working conditions or practices change. Because it is not always possible to put in place the precautions that are needed immediately, you may need to consider short, medium and long-term solutions. Keeping good records (for maintenance, repair, inspection and training) will enable you to show that the precautions you have identified are in place.

5. Some examples of the precautions that can be applied

Table 2 gives examples of precautions that can be applied to common hazards. This will help you identify the steps you need to take to reduce the risk. **The examples given are not a complete list**; you may identify additional or alternative precautions for your particular work activity and workplace.

You should take into account precautions that you already have in place and identify any additional precautions that are required.

When looking at most hazards, supervision, employee consultation, provision of adequate safety information, training and employee awareness are common precautions and have not, therefore, been included separately in each example overleaf.

The use of personal protective equipment should be considered as a last resort – effective risk management means avoiding, controlling and reducing risks at source.

Table 2 – Examples of precautions

Hazard	What precautions can be taken?
Fire	<ul style="list-style-type: none">• Fire fighting/protection equipment• Maintain fire exit routes /lighting including emergency lighting• Fire drills• Routine checks/end of day checks• Security/visitor control• Safe storage of materials• Arrangements for disabled people
Electric shock	<ul style="list-style-type: none">• Routine inspection of equipment (PAT testing)• Routine inspection of installation (periodic inspection and report, frequency determined by risk assessment, maximum 5 yearly recommended).• Inspection, maintenance and testing carried out by competent person• Effective defect reporting system <p>Additionally, provision of 30mA RCDs for entertainer's equipment, as supplemental protection against electrocution, is recommended.</p>

<p>Manual handling</p>	<ul style="list-style-type: none"> • Avoid manual handling • Assess the risk of handling that cannot be avoided by following the regulations • Manual handling training • Use manual handling aids – trolleys, barrows, adjustable height tables, etc. • Store heavier items at waist height
<p>Workplace environmental conditions</p>	<ul style="list-style-type: none"> • Walkthrough inspections • Temperature monitoring • Cleaning schedules • Good housekeeping
<p>Use of mains gas appliances</p>	<ul style="list-style-type: none"> • Any work on gas appliances must be by CORGI registered engineers • Maintain equipment in accordance with manufacturers recommendations • Annual gas safety check by CORGI engineer
<p>Use and storage of LPG gas appliances and dispensing gas</p>	<ul style="list-style-type: none"> • Ensure cylinders properly stored • Any work (other than connecting/disconnecting cylinders) on LPG gas appliances must be by CORGI registered engineers • Maintain equipment in accordance with manufacturers recommendations • Annual LPG gas safety check • Stability (patio heaters) (barbeques)
<p>Hazardous substances</p>	<ul style="list-style-type: none"> • Assess the risk; follow the steps outlined in HSE guidance • Do your assessments on line using the COSHH essentials website • Consider use of less hazardous chemicals • Maintain precautions identified through assessments • Use protective equipment • Maintain protective equipment
<p>Slips and trips</p>	<ul style="list-style-type: none"> • Good housekeeping • Floor surfaces fit for purpose • Effective maintenance/cleaning • Effective stock management

Falls from height	<ul style="list-style-type: none"> • Fence exposed edges • Minimise work with ladders • Avoid roof work • Effective stock management • Ensure cellar entrances/exits safe when open
Falling objects/breakages	<ul style="list-style-type: none"> • Safe storage arrangements • Effective stock management • Good housekeeping • Good defect reporting system • Procedure for handling broken glass
Stress and violence	<ul style="list-style-type: none"> • Talking and listening to employees • Identify common, persistent pressures • Identify potentially violent situations • Use questionnaires, but check they are relevant to your business
Noise	<ul style="list-style-type: none"> • Assess the risk; follow the steps outlined in HSE guidance • Noise assessment by competent person • Reduce noise levels • Maintain precautions identified through assessments • Provide ear defenders
Work equipment	<ul style="list-style-type: none"> • Risk assess dangerous equipment (especially kitchen equipment such as food slicers and hot fat fryers) • Limit use to trained employees • Ensure guards are fitted • Develop a safe system of work
Lifting equipment	<ul style="list-style-type: none"> • Effective routine maintenance • Statutory inspection • Good defect reporting system • Limit use to trained employees
Pressure vessels	<ul style="list-style-type: none"> • Effective routine maintenance • Statutory inspection • Good defect reporting system • Limit use to trained employees

Workplace transport safety	<ul style="list-style-type: none"> • Segregate vehicles and people • Effective site layout • Train employees for reversing vehicles • Good signage and lighting
The Cellar	<ul style="list-style-type: none"> • Ensure safe entrance and exit when open • Gas cylinders chained and safely stored • Gas leakage detection equipment • Enclose low light bulbs and tubes • Good housekeeping and maintenance • Good stock management • Safe storage and use of cleaning chemicals • Limit access and use to trained staff
Beer Gardens	<ul style="list-style-type: none"> • Regular inspection • Assess risk from garden features, especially for children • Routine inspection of play equipment • Supervision of children • Inspection and maintenance of furniture • Segregate temporary hazards such as barbecues • Safe storage and use of garden maintenance equipment/chemicals
Maintenance	<ul style="list-style-type: none"> • Maintenance often entails unique hazards (e.g. difficult access, exposure to moving parts, use of hazardous substances, entry into confined spaces) and requires careful assessment • Consult manufacturers information manuals

<p>Public Safety Public Entertainment</p>	<ul style="list-style-type: none"> • Referral to Kingston’s Rules for Management • Setting of maximum numbers of public for various events • Correlation of staffing/supervision to maximum numbers – see licensing policy guidance • Training of supervising staff • Provision of first aiders • Normal operating plans/ operating schedules • Emergency action plans (in case of fire/bomb-threat/violence etc) • Good housekeeping <p>More frequent electrical inspection and report</p>
<p>Special Effects</p>	<p>Arranged and stored to minimise risk to safety of audience, performers and staff Seek approval from licensing authority</p>

6. Checklists and forms

At the end of this booklet there are forms and checklists to help you identify hazards, carry out risk assessments and check that you have all you need in place. There are three forms:

- A basic hazard checklist;
- A blank risk assessment form;
- An example of a risk assessment for mains gas appliances;

The forms and checklists may be copied, used as they are, or adapted to suit your business.

Please note, if you require this document in another language or an alternative format such as large print or audio tape, please contact the Council’s helpline on 0208 547 5757.

Hazard Checklist - Which hazards are present in my workplace?

Date..... Checked by.....

Hazard checklist	Relevant to my workplace	Risk assessment complete
Fire		
Electric shock		
Manual handling		
Workplace environmental conditions		
Use of mains gas appliances		
Use and storage of LPG gas appliances and dispensing gas		
Hazardous substances		
Slips and trips		
Falls		
Falling objects/breakages		
Stress and violence		
Noise at work		
Work equipment		
Lifting equipment		

Pressure vessels		
Workplace transport safety		
Cellar		
Beer garden		
Maintenance		
Public Entertainment		
Special Effects		
Other (list)		

RISK ASSESSMENT RECORD

STEP 1 IDENTIFY THE HAZARD	STEP 2 WHO MIGHT BE HARMED AND HOW	STEP 3(i) LIST EXISTING PRECAUTIONS	STEP 3(ii) RISK RATING	STEP 3(iii) IDENTIFY ADDITIONAL PRECAUTIONS NEEDED AND DATE FOR COMPLETION	NEW RISK RATING

RISK ASSESSMENT FOR.....DATE.....
 CARRIED OUT BY..... REVIEW DATE (STEP 5).....

RISK ASSESSMENT RECORD (STEP 4)

STEP 1 IDENTIFY THE HAZARD	STEP 2 WHO MIGHT BE HARMED AND HOW	STEP 3(i) LIST EXISTING PRECAUTIONS	STEP 3(ii) RISK RATING	STEP 3(iii) IDENTIFY ADDITIONAL PRECAUTIONS NEEDED AND DATE FOR COMPLETION	NEW RISK RATING
Mains gas appliances	Any person on site: employees and visitors Harm could arise from gas leakage (explosion) or incorrectly operating appliance (Carbon monoxide poison)	None	A2 – (current condition and safety of appliance not known)	Annual maintenance Annual gas safety check The above to be carried out by CORGI registered engineer – two weeks followed by annual service/check. Records to be kept in health and safety file Training of staff so they know how to use appliances safely – one month and periodic refresher. Procedure for gas emergency – one month Supervisory checks (ongoing)	C3

RISK ASSESSMENT FOR.....The Jolly Smith PH..... DATE.....17.04.05.....
 CARRIED OUT BY.....Mark Brown..... REVIEW DATE (STEP 5).....17.04.06.....