SITE SPECIFIC RISK ASSESSMENT FORM

Ref No. Generic	Description of activity / location	External Furniture Areas
Premises	Site Specific	

1. Hazard identification LHM to review practises on site against the control measures. Where the control measure is not in place record a X and complete the action plan on the annual review form to state what additional measures / actions are needed to comply with the requirement.			
Hazard(s)	**2. How Could These Hazards Arise**	**3. Existing Control Measures required by company policy**	**3aMeasures in use(Tick Y/N or N/A)**
Injury from trips & falls	Footpath areas are slippery.	• Employees to clean up spillages immediately. • Wet floor hazard sign to be displayed and verbally warn other colleagues or passing customers of the hazard. • If a major spillage occurs, employee is to stand next to the area as a physical barrier and warn other employees or customers of the hazard until it can be cleared. • Spill kit available close to area.	
Trips	Planter boxes / lighting units pose trip hazards	• Planter boxes are not present in walkways • All ground mounted light units are within plant beds and not on walkways • Where light units are on walkways they should be moved or a larger item such as a plant pot should be placed next to the light to prevent trips • All Lights are working	
Trips	People taking shortcuts through external areas / plant beds will be likely to trip	• Where shortcuts are being taken across areas then this must be prevented. Add a barrier / fence / planter box to stop shortcuts.	
Trips	External paths are uneven and loose	• Block paving / paving slabs must be level, firm and even • Regular checks of these areas via the business due diligence period check.	
Impact	External signage poses a risk of people walking into it.	• Signage is high enough to avoid head impact if people walk under it. • Signage is located away from circulation areas where pedestrians cannot walk into. • Where the above controls are not possible a fence / planters or some form of barrier must be fitted	

		to stop people walking under it. • External signs are in good condition with no defects.	
Tensor Barriers	Lifting	• Barriers are to be fixed tightly into wall mounts or brackets provided by manufacturer, visual checks to be carried out by team members throughout the day to ensure guests have not tampered with. • Carry out regular inspections to ensure that the methods of securing have not deteriorated or been vandalized.	
Tables, Barriers & Chairs **Opening** Procedures	Lifting/Obstruction	• Barriers to be placed out first thing to ensure safe environment for carrying out tables & chairs • Area to be cordoned off allowing safe means of escape should needs be. • Tables are to be carried out by two members of team ensuring safe route of passage Split the load • Chairs to be correctly allocated to the table, please ensure safe route is established from business storage area to external seating area • Tables to be carried out	
Tables, Barriers & Chairs **Closing** Procedures	Lifting/Obstruction	• Chairs to be stored in allocated area of business during non opening hours ensuring no escape routes are not blocked & chairs are stacked at an acceptable height • Tables to be stored in allocated area of business during non opening hours ensuring no escape routes are not blocked , stack two high one upside down. • 3. Last thing to be placed in the business is the barriers split load if necessary	
Table service	Lifting	• M & C Service cycle to be maintained to ensure guest & team safety • Trays to be used when serving drinks & clearing Glasses • Server stands to be used to assist service • Full table service to be offered for our external diners. • Challenge 21 to be maintained throughout the business	

Additional Site Specific Hazards Identified and their control measures			
		1.	
		1.	
		1.	

4. Assessment Made By:-			
Print Name		**Position**	
Signature		**Date**	

Assessment 1.11 External Areas Site Specific Risk Assessment Notes for LHMs

Decking

External decking can cause slip accidents due to algae growth over winter making it slimy and very slippery when wet. Regular power washing will help control slips but where this is not possible / not working then anti slip tread plate should be fitted in high traffic areas or a non slip clear coating added to the decking area or key walkway areas replaced with decking with in build anti slip strips.

In icy conditions you should consider closing off decking areas if they become too slippery.

Pot holes in car parks

As with all trip hazards many accidents can be avoided by highlighting the hazard. For pot holes in car parks this means using yellow road marking paint to spray around the edge of the pothole to notify people it is there until it can be repaired.

Potholes close to high traffic areas close to the entrance / exits of the building should be treated as a safety priority and repaired reactively.

Lower priority potholes should be highlighted / marked to prevent accidents and will be repaired during your maintenance project.

Shortcuts

Where people take regular short cuts across our external areas and these have become established then MAB has a responsibility for trip hazards and accidents because we are allowing people to use these routes. Fences should be repaired / signage put up to warn people not to use these areas. Beware of people walking close to signage whilst doing this, there have been several accidents with people walking into signage.

Garden Areas

Where you have external garden areas holes are likely due to rabbits and other burrowing animals. Gardens need to be regularly examined and holes filled in with soil to stop trip hazards.
Contact your pest control company to discuss treatments for these pests. This is not included in your service contract so will be an additional cost, but the pest control company does offer this service.

Redundant Buildings

Many old businesses have external buildings that are not in use, the main hazards are children getting into them and inuring themselves or due to disrepair bricks / tiles etc falling off onto passers by. Buildings should be regularly checked to ensure they are safe and this recorded on your period safety checks.