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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **105RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **Urn** | | |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | | **Step 2: Assess the risks:**  What do you believe are the risks?  (Refer *Risk Assessment Guideline (015G)*) | | **Step 3: Reducing the risk:** What do you believe can be done to reduce the risk? (Refer *Risk Assessment Guideline (015G)*) | | |
| **What could cause harm?** | | **What could go wrong?** | | **Controls** | | |
| **Hazardous Manual Tasks**   * Sustained or awkward postures | | * Musculoskeletal injuries * Sprains * Strains * Repetitive Strain Injury (RSI)   Slips, trips, falls | | * The urn to be filled using an appropriate method e.g. jug, bucket, hose to avoid manual handling injuries and spillages. * Empty contents of the urn via the dispense tap and allow it to cool before moving. * Use a trolley to move Urns if full of water | | |
| **Electricity** | | * Burns * Electric shock * Death | | * Item is tested & tagged. * RCD’s installed and tested regularly. * Power sockets and leads to be positioned where they will not be affected by accidental spillages, water vapour and condensate | | |
| **Gravity**   * Dripping taps; leads, extension cords running across walkways | | * Sprains and strains | | * Mop and bucket easily accessible * Spills are cleaned up immediately * Wet floor signs made available * Urns to be maintained by competent persons & in accordance with manufacturer’s guidance where available, including regular descaling to avoid dripping taps. * Urns to be placed on a stable, level surface, away from the table edge and at a convenient height for the user * Suitable drip tray to be kept in position under the tap * Electrical leads must be positioned where they will not be accidentally pulled or create tripping hazards or strain placed on it or the connections, or be exposed to heat | | |
| **Extreme Temperatures**   * Temperature of Urn casing and boiling water | | * Burns & scalds | | * Urns only to be used by trained employees * Signage to be displayed on Urn to caution people that the surface is hot. E.g.   https://cdn.shopify.com/s/files/1/0329/0333/products/warning_BOILING_WATER_5000x.jpeg?v=1568672152   * Children to be kept away from Urns at all times. To be set up in areas where children cannot access. * Care to be taken when removing the lid to avoid contact with steam and drops of hot water from the underside of the lid. | | |
| **Other** | |  | |  | | |

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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**  (Refer to hazard sheet)  **Please tick Yes or No** | | | | | | | | |
| **Were the controls effective?** | | | | **Were there any unforeseen hazards/ incidents?** | | | | **New controls** |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |
| **DETAILS** | | | | **DETAILS** | | | | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |