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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:** |  |