Template only MUST modify to site conditions

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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** | | | |
| Authorised by: | |  | | Signature: | |  | | Date: |  |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | | | |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards? What could happen? | | | | **Step 2: Assess the potential risks:**  What do you believe are the risks?  How could this happen? | | | | **Step 3: Reducing the risk:**  What do you believe can be done to reduce the risk?  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**   * Electric Shock | | | | * 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 * Slips trips falls injuries. | | | | * 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** | | | |  | | | |  | |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** | | | | | | | | | |
| **Step 4: Monitor & Review:** | | | | | | | | | |
| Were the controls effective? | | | | Were there any unforeseen hazards / incidents? | | | | New controls | |
| Yes |  | No |  | Yes |  | No |  |
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