Template only MUST modify to site conditions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | [ ]  |
|  |  |  |