



Safe use of hot water urns

- ◆ Urns must be sited on **stable surfaces, suitable for the weight of the urn and water** – for a full 40 litre urn the weight is over 50 kg!
- ◆ Make sure urns are placed where they **can't be knocked over** or where the tap **can't be accidentally pushed** by someone leaning over.
- ◆ **Fill the urn**, no higher than the maximum fill level, **before turning it on**.
- ◆ **Never move a full urn** – if you must relocate an urn, empty it and then move it.
- ◆ Keep the **water temperature** at a safe level – over heating water causes it to boil and escaping steam can cause burns.
- ◆ Check the **water level** regularly and **refill** as necessary. Do not let the water level drop to less than a third of the capacity.

Most urns are fitted with a boil-dry/overheating protection switch, that will cut out if the urn **boils dry or overheats**. However, these can fail and should not be relied on. An urn that boils dry is a significant fire hazard.



If you notice any issues such as a **burning smell** or **smell of melting plastic**, **turn the urn off at the plug immediately** and report it to your manager. Do not attempt to remove the plug from the socket.