

What are the hazards and how might they harm?



Cuts and lacerations from handling damaged/broken bottles



Internal injuries from ingestion of glass fragments



Slip injuries from spillages



Back and muscle strain from manual handling

What other precautions should be taken?



Clean up any spillages immediately



Use a dust pan and brush to clean up broken glass

Handling and filling water bottles (Vivreau, Aqua Libra and other similar systems)

Safety Task Card
STCCS 50

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. Bottles must be thoroughly examined to identify any signs of damage, including hairline cracks, scratches or chips, after washing and again before refilling.
2. Any damaged bottles should be brought to the attention of the manager.
3. Damaged bottles must be securely wrapped before placing in a bin liner or disposed of separately in the designated broken glass container.
4. Wash bottles in a dishwasher with bottles placed upside down in dedicated dishwasher trays.
5. When not in use bottles should be stored upright and open in the dedicated crates and in a cool, dry and clean environment.
6. Bottles must be completely cooled before refilling.
7. Handle bottles with care and do not exert excess pressure. The bottles should be gripped firmly by the base.
8. Only fill bottles from the dedicated water dispenser system.
9. Fill bottles only to the pre-defined filling volume.
10. Systems are designed for bottles to be filled on demand, however, bottles may be filled in advance and stored in a refrigerator for use within 2 days. Use day dot stickers to manage stock rotation.
11. Bottles should always be transported on a trolley.
12. Always release the bottle caps slowly to gradually reduce pressure.
13. Follow the relevant controls on STCCS 54 Storage, handling and use of CO₂ cylinders.

Continued on reverse

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified, and control measures required to manage these.

Handling and filling water bottles (Vivreau, Aqua Libra and other similar systems) continued

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Safe System of Work

14. Clean up spillages as they occur and use wet floor warning signs when appropriate.
15. Use a dustpan and brush to clean up breakages and dispose of broken glass the designated waste container, or if none available, by wrapping securely in cardboard and placing in general waste.

If you have any concerns, stop and speak with your line manager before proceeding.