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| Ref. CAT 56 | Task/Activity: Handling and Filling Vivreau Bottles | | | | Assessment date: |
| Unit No: | Unit name/location: | | | | Assessed by: |
| **Hazard** | | | **Safety Risk** | **Safe System of Work / Control Measures** | |
| Sharp Edges  Unseen Jagged Edges  Cracks to bottle neck  Incorrect application of pressure | | | Risk of persons cutting their hands on broken/ chipped bottles tops.  Persons ingesting a fragment of broken glass from a chipped bottle. | * Only trained employees and those who have completed the Hand and Arm Protection Safety Conversation 1 to carry out the task. * Employees to be vigilant and identify any signs of damage to the bottles, this includes hairline cracks. * Take extra care not to exert excess pressure in case the glass is fragile or should crack. * Bottles must be examined after washing and again before refilling, this must be a through examination to ensure that bottles are free from any signs of damage. * Any damaged bottles to be brought to the attention of the Manager. * Broken bottles to be securely wrapped before placing in a bin liner, or disposed of separately in a rigid container. * Once broken, glass bottles/ containers are only to be handled with a dustpan and brush. Broken shards should not be picked up with bare fingers. * All bottles to be handled carefully at all times. The bottles should be gripped firmly by the base. * All bottles must be stored in the appropriate crates. * Bottles must be completely cooled before refilling. * Always release the bottle caps slowly to reduce pressure. * Bottles to be transported by trolleys at all times * Ensure daily bottle checklist is signed off- Check list now includes bottle condition and must be signed off daily. * The Vivreau System is designed to fill on demand, however bottles may be filled in advance and stored in a refrigerator and used within 2 days. * Ensure that day stickers are used and that stock rotation is in place. * **Mandatory Hand Protection PPE – Kutlass Kutblade Glove – order code Kutblade GR**   Implement the Safe System of Work/Control Measures in CAT 53 Glass, China & Crockery Risk Assessment | |
| **Who may be affected by the task/activity?**  **(Tick all applicable boxes)** | | |
| Compass employees/Agency staff | |  |
| Customers / Client staff | |  |
| Visitors / Members of the Public | |  |
| Maintenance personnel | |  |
| Delivery personnel | |  |
| Other (specify below) | |  |
| **IMPORTANT - This risk assessment should be reviewed every 3 years, or whenever there is a significant change in the task or activity and following any accident or incident involving this task or activity. This risk assessment must be retained for a period of 6 years.** | | | | | |