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| Ref. CAT 05 | Task/Activity: Cleaning, Filling and the Use of Hot & Cold Beverage Dispensing Machines | Assessment date: |
| Unit No: | Unit name/location: | Assessed by: |
| **Hazard** | **Safety Risk** | Safe System of Work / Control Measures |
| Contact with hot liquids and hot cupsIngestion and skin contact with cleaning chemicalsElectrical hazardsSpillages Manual handling**Beverage Dispensers in use in this site are:** | ScaldsBurnsIrritation to skin and eyesElectric shockSlips and fallsBack and muscle strain | * Beverage dispensers to be sited so that people can use them without over reaching and without being jolted by others.
* Where customers dispense their own beverages, display warning signage such as “Liquids dispensed are hot. In order to prevent scalds keep your hands and other body parts out of the delivery area until the drink has finished dispensing”.
* Beverage dispensers to be maintained by competent persons and in accordance with manufacturer's guidance where available
* Dispensers with pressurised water boilers fitted are to be inspected by a competent person in accordance with a written scheme of examination.
* Thermostatic controls set to dispense hot drinks in accordance with manufacturer’s recommendations.
* Dispensers to be cleaned and filled only by trained employees, all those involved in the cleaning and filling of dispensers must complete the Hand and Arm Protection Safety Conversation 1 and the Preventing Burn and Scald Injuries Safety Conversation 3.
* Provision and use of a suitable container or safe means of carrying hot beverages to prevent burns or scalds, e.g. trays, cup holders/clutches, saucers, polystyrene or heat resistant cups.
* Appropriate PPE to be worn when cleaning.
* Dispensing machines must not be left unattended when automatic cleaning programmes are in progress. Where this is not practicable, warning signs or physical barriers are to be used to prevent drinks being dispensed when cleaning chemicals are in the machine.
* Cups used for beverages must be of a suitable size so that drinks do not overflow when being dispensed or held
* Spillages cleaned up as they occur and wet floor warning signs used when appropriate.
* Implementation of “COSHH” procedures when using cleaning chemicals.
* Implementation of the Safe System of Work/Control Measures in Electrical Safety Risk Assessment, Ref. MAN 05, including an annual PAT test and manual handling safety precautions when handling large water refill bottles and other heavy items.
* **For Sector Specific Controls please review and complete the box below.**
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| **Who may be affected by the task/activity?****(Tick all applicable boxes)** |
| Compass employees/Agency staff |  |
| Customers / Client staff |  |
| Visitors / Members of the Public |  | Please review your Sector Specific Guidance to determine if you are required to wear PPE as part of your sector Risk Profile, where PPE is a requirement please record here the PPE required for the task and if it is not a requirement please tick the relevant box;

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PPE is not required for this task based on our Sector Risk Profile

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PPE is required for this task based on our Sector Risk Profile and the PPE to be issued is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ensure all persons required to wear this PPE sign the PPE Record of Issue document and a copy of this is kept on their Personnel File. |
| 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.** |