

What are the hazards and how might they harm?



Burns/scalds from contact with hot surfaces



Burns/scalds from contact with hot water



Back or muscle strain as a result of manual handling

What PPE should the individual wear?



What other precautions should be taken?



Clean up any spillages immediately

Filling urns from hot water boilers and manually transporting urns

Safety Task Card

STCCS 113

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. Do not interfere with the boilers but raise any issues with your manager.
2. Do not allow boilers to run low; maintain at least one third full.
3. Use safe manual handling practices when carrying urns.
4. Always wear the provided heat- and water-resistant mitt and use the handles when carrying urns.
5. Urns must always be carried as team as two. This includes empty urns.
6. When filling an urn, place it on a stable, level surface, directly under the dispense tap.
7. Stand back once the tap has been opened to prevent scalds.
8. Do not overfill urns and adhere to the maximum fill line.
9. Take care when turning the tap off.
10. Check that the urn lid is securely fastened before moving it.
11. Be aware of your surroundings when carrying urns and ensure that others are aware that you are coming through by using vocal warnings such as 'Coming through' or 'Mind your backs'.
12. Colleagues carrying urns have priority at all times.
13. Urns must be placed on a stable and level surface away from the surface edge.
14. A suitable drip tray should be kept in position under the dispense tap.
15. There should be sufficient clearance between the tap and the surface to allow the equipment being filled to be placed directly beneath the tap.
16. Wherever practicable, the container should be placed on a surface beneath the dispense tap whilst it is being filled and not be held.
17. Empty urns and boilers after use to prevent stagnant water.
18. Regularly clean urns and boilers to remove debris and prevent bio-films from forming.
19. Urns and boilers must be regularly descaled; if you notice a build-up of lime-scale, report this to your manager.
20. Clean up any spillages immediately and use wet floor warning signage as appropriate.

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

Safety Task Card

Filling urns from hot water boilers and manual transport of urns continued

STCCS 113

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