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| **Safety Task Card** | | | | |
| **CAT 03** | Hot & Cold Beverage Dispensing Machines | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards?  Contact with hot liquids and hot cups  Ingestion and skin contact with cleaning chemicals  Electrical hazards  Spillages  Manual handling | | | How might they be harmed?  Scalds  Burns  Irritation to skin and eyes  Electric shock  Slips and falls  Back and muscle strain | |
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| **Safe System of Work** | | | | |
| * 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 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 * Appropriate PPE to be worn when cleaning as instructed by relevant COSHH safety data sheet. * 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. * Implement 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. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
| **Beverage Dispensers in use in this site are** | | | | |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | |
| **CAT 03** | Hot & Cold Beverage Dispensing Machines | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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