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| **Safety Task Card** | | | | |
| **CAT 24** | **Vending Machines** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards?  Electrical hazards  Contact with hot surfaces, food and liquids  Entanglement in moving parts  Leaking CO2 cylinders  Spillages of food and liquids  Cleaning products  Manual handling hazards | | | How might they be harmed?  Electric shock and burns  Burns and scalds  Cuts and bruises  “Ice burns” from leaking CO2  Slips and falls  Irritation to skin and eyes  Muscle strains | |
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| **Safe System of Work** | | | | |
| * Machines only to be filled and cleaned by trained employees and those who have completed the Hand and Arm Protection Safety Conversation 1 and Preventing Burns and Scald Injuries 3. * Vending machines to be maintained by competent persons and in accordance with manufacturer's guidance where available * Machines to be safely and appropriately sited to ensure their stability and to allow ease of use/access for customers and vending operators. * Only authorised cleaning products to be used. Cleaning products not to be mixed together. Cleaning products not to be left unattended and stored safely after use. * Appropriate PPE to be worn when cleaning. * Spillages to be cleaned up as soon as they occur and wet floor signs used when appropriate. * Where practicable, machines must not be left unattended when automatic cleaning cycles are in progress. Customers to be prevented from using machines when automatic cleaning cycles are in progress by use of clear and appropriately positioned warning signs. * Hands must not be placed into moving parts of vending machines when carrying out test operations after cleaning. * Cups used in vending machines must be of a suitable size so that drinks do not overflow when being dispensed or held * 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, polystyrene or heat resistant cups. * Implement the Safe Systems of Work/Control Measures in the CO2 Cylinders, Ref. CAT 13, Electrical Safety, Ref. MAN 05, including an annual PAT test, Trolleys, Ref. COM 13 Risk Assessments, COSHH Product Assessments and the manual handling safety precautions | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| 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 |
| **Safety Card Training Record** | | | | |
| **CAT 24** | **Vending 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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