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| Ref. IRE 09 | Task/Activity: **Task**: Use of Plate Warmer/ Dispenser  | Assessment date:  |
| Unit No: | Unit name/location: | Assessed by: |
| **Hazard** | **Safety Risk** | Safe System of Work / Control Measures |
| Contact with hot surfaces & equipmentRemoving plates jammed in machine or cleaning machineManual HandlingLiquid coming in contact with electrical elements | Burns and scaldsCuts & Trap injuriesBack and muscle strainElectric shock | The plate warmer should be maintained in safe working order and checked on a regular basis. **Adjusting the Plate Dispenser*** To lower crockery level, detach springs from lower spring ring to reduce spring tension
* To raise crockery level, connect additional springs to upper & lower springs to increase spring tension
* When the spring tension is correctly adjusted the top of the crockery is level with the top of the dispenser guides
* Place adjustable guide rods, where fitted, in the correct position for the crockery by lifting the guide rod & turning it to the required position. Lower the guide rod into the nearest locating hold
* Ensure there is clearance between the crockery & the guide rods & that items of crockery cannot become trapped under the flange of the dispenser

**Procedure for using the plate warmer*** 5 plates should be placed in the plate warmer at a time
* Only plates of the same diameter should be placed in the warmer
* Ensure the electrical supply is connected to heated units & press the green switch so the neon is illuminated
* Set the thermostat to a safe working temperature to reduce burns and reduce the risk of damage to the plates
* Start heating plate 2/3 hours before service. Use the lid at all times to maximise heating efficiency & to keep plates and the dispenser clean
* All plates should be removed from the plate warmer on a weekly basis
* Care should be taken when removing the bottom 2-4 plates as they will be hotter than other plates in the stack
* Plates should be removed one at a time from the plate warmer
* To release a jammed plate- ensure gloves are worn and one plate is removed at a time

**Procedure for cleaning the plate warmer*** Remove spillages from the lid, flange, casing & platforms of the dispenser daily with a moist cloth & sanitiser
* Any object dropped into the dispenser should be removed immediately as follows:
* Press green switch so the neon light is turned off
* Remove plug from power supply
* Allow dispenser to cool down
* Remove the crockery & the platform from the dispenser
* Vacuum the inside of the cabinet & clean with a moist cloth and sanitiser
* Replace the platform (where fitted)
* Reconnect to the power supply

**Notes:**Heavy duty/ cut gloves should be worn when cleaning the dispenser. Do not clean with a high pressure hose. Do not clean with a caustic detergent.  |
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| 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.** |  |  |