|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 & equipment  Removing plates jammed in machine or cleaning machine  Manual Handling  Liquid coming in contact with electrical elements | | | Burns and scalds  Cuts & Trap injuries  Back and muscle strain  Electric 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. | |
| **-** | | |
| 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.** | | | | | |  |  |