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| **Safety Task Card** |
| **CAT 01** | **Babies & Infants (Feeding / Highchairs / Table Service)** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Hot food and liquidsSpillages of food and liquid.Falls from highchairSlips and falls from spillagesElectrical hazardsCuts / Abrasions | Burns & Scalds from consumptionBurns & scalds from spillagesCuts and bruises and possible head injuries form falling from the high chairShocks from heated bottle warmersInjuries from pinch points or damage to high chair |
| **Safe System of Work** |
| Feeding* Baby food / bottle warmers must only use proprietary equipment that is designed for this purpose.
* Drinks in baby bottles must only be heated in a baby bottle warmer - not in a microwave oven
* Follow manufacturer's instructions on the use and cleaning of baby food / bottle warmers.
* Baby food / bottle warmers must be complete, particularly with regard to water-jacket stoppers, and maintained in a good condition.
* Where hot water is used in the food / bottle warmer, care must be taken to ensure that the container or reservoir is filled to the correct level to avoid an overflow of hot water when the bottle or food container is placed into it. Any stoppers or retaining screw tops must be securely in place to avoid leakage.
* Electrical baby food / bottle warmers must undergo electrical Portable Appliance Testing (PAT) on an annual basis where appropriate, which must be carried out by a competent person.
* The baby food / bottle warmer must be visually checked before it is used to ensure that all wiring and plugs are secure and free from signs of damage.
* Customers using the baby food warming or baby bottle warming equipment must be given verbal or written instructions on its correct use and to place the warmer onto a firm level surface away from children and other persons who may cause it to fall over.
* Where microwave ovens are provided for customers to use to reheat baby food the Customer Notice “Baby Food Warming” must be displayed next to the microwave oven.
* When warming baby food or bottles for the customer colleagues must always follow the heating instructions on the product label, and must not overheat the food or milk
* If the label indicates that the product is suitable for microwave heating, extreme care must be taken not to overheat the food. Only reheat baby food a short time then stir the food, checking that it is at the desired temperature for the baby. If further heating is required repeat the process until the desired temperature is reached.
* Do not place metal items such as spoons, lids etc into the microwave oven..
* Drinks in baby bottles must not be heated in a microwave oven.
* The parent or guardian must be advised that they are responsible for checking that the baby food or drink is at the correct temperature before feeding the baby

Table Service* Colleagues must take particular care when children and / or infants are at the table. Be aware that children may behave unpredictably or move suddenly, reach for an item placed onto the table, get up from the table, or wave arms etc.
* Colleagues must concentrate on the task and not be distracted by colleagues, customers etc.
* Always make your presence known to customers when you arrive at a table by speaking, so they acknowledge you are there, can make space for you and anticipate your movements.
* Check that the parent / adult is ready for the hot food / drinks to be delivered to the table before placing the tray onto the table.
* Check that there is enough space on and around the table to place down the food and drinks.
* Take particular care when the dining area is congested with trolleys, prams and buggies – ensure the route to the table is clear.
* Always hand hot food and hot drinks to the adults present, not to children or infants directly.
* Always serve from the opposite side of the table from any child or infant ensuring that you are always out of reach of the child / infant.
* Never balance trays or hand hot food and drinks across within reach of, in front of or over the heads of children and infants.
* If necessary, request customers to move so that you can rest a tray or plates down on the table safely.
* Ask a colleague to assist to assist if required.

Highchairs* Highchairs to be of sound construction, able to support the weight of the child, easily cleanable and without “pinch points” or “nips” if the highchair is of a folding type
* Follow manufacturer’s user instructions, where these are available
* Ensure that the floor area at the base of the highchair is level, clear of obstructions and that the feet are securely on the floor.
* Highchairs to be fitted with a restraint to prevent the child slipping out beneath the tray e.g. crutch strap
* Highchairs may be fitted with points to attach a restraint/harness to prevent the child standing upright and falling out or overbalancing the chair. The parent or guardian should be advised to use these to attach their own child restraint/harness to the chair.
* The parent or guardian should be advised verbally and/or by the use of clearly legible signage that they are responsible for placing the child into the highchair correctly, for ensuring that the child remains seated and is not left unsupervised.
* Spillages must be cleaned up as soon as practicable to reduce the risk of slipping accidents.
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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
| Type of baby food warmers in use in this site are:Type of baby bottle warmers in use in this site are:Other Information: |
| 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 01** | **Babies & Infants (Feeding / Highchairs / Table Service)** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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