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| **Safety Task Card** |
| **CAT 28 healthcare** | **Use and Cleaning of UltraKart**  |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Overloaded and unevenly loaded equipmentFalling objectsStriking people, stationary objects and structuresHot foods and liquidsSpillages, trailing cablesElectricityConfined space for moving and cleaning of trolley equipment Location of sink causing stretching to reach Patient interaction  | Back, muscle and upper limb strainsImpact injuriesCuts and bruisesBurns and scaldsSlips, trips and fallsElectric shock and burnsAssault Infections |
| **Safe System of Work** |
| * Portable equipment to be used only by properly trained employees. This training to include the safe moving of the equipment and how to place loads onto equipment safely to prevent the load falling.
* Where necessary sufficient power sockets to be provided close to the point of use for portable equipment to ensure that appliances can be connected to the electricity supply without stretching cables.
* Cables must not trail over walkways. Where this is unavoidable cables are to be covered with rubber matting or cable covers.
* Wheels to be maintained in a clean condition to ensure their free running
* Wheels should be fitted with brakes, which must be securely applied before service starts.
* Equipment not to be overloaded before moving so that the way ahead cannot be seen, or too much strain is placed on the equipment so that it may collapse.
* Two people to move heavy equipment.
* Portable equipment to be sited in locations where operator can clearly see approaching patients and other ward users can move freely without bumping into each, which may result in spillages, burns and scalds.
* Operator to check with ward medical staff for any ward specific risks that could affect the safe use of the ultrakart – mental health, children’s ward.
* Ultrakart hot water tap to be ‘locked off’ with cap -if left unattended to prevent misuse.
* During clearing and cleaning of the trolleys access to the kitchen to be limited and surrounding area to be clear to prevent accidental contact with the tray trolley.
* If extra space is required remove tray trolleys from kitchen when cleaning and filling up the beverage drinks trolley. Make sure trolley is positioned in the clear area tray trolleys have been removed from.
* Once beverage trolley is cleaned and filled up take out of ward kitchen /pantry.
* Put the tray trolleys back into beverage bay.
* Portable equipment to be site away from fire exits and escape routes.
* Spillages cleaned up as they occur and wet floor warning signs used when appropriate.
* Electrical equipment to be visually inspected before the start of each use and subject to annual PAT tests by a competent person.
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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
| Type of machine used on site: |
| 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 28 healthcare** | **Use and Cleaning of UltraKart**  |
| 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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