

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 6
Risk Assessment	Microwave	Created	26/8/2022
Workplace Sector	Kitchen	Reviewed	26/8/2024
Hazards	Hot Food, Liquid & Steam, Electricity, Spills – Slips & Falls	Next Annual Review	26/8/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

Working with a microwave oven can cause burns or scalds and other serious injuries.
We will consider the following risk factors and hazards and identify all persons who may be at risk.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Hot food, liquid and steam	<p>Staff</p> <p>Contact with hot food, steam or liquid</p> <ul style="list-style-type: none"> • Burns • Scalds 	<ul style="list-style-type: none"> • Staff trained in safe operating procedures • Remove cling film carefully, avoid contact with steam • Use oven cloth or oven gloves handling when hot containers • Do not heat pure liquids such as water. It is preferable to use a kettle for that purpose 				
Metal placed in Microwave	<p>Staff, Visitors, Customers.</p> <p>When metal is placed in a microwave it can explode causing fire and property damage</p> <ul style="list-style-type: none"> • Burns • Serious injury • Smoke inhalation 	<ul style="list-style-type: none"> • Metal is never placed in the microwave • Only use food containers suitable for microwave cooking 				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Spills from hot liquids and food products	<p>Staff, Slips, trips, falls and contact injuries</p> <ul style="list-style-type: none"> • Burns • Scalds • Major injury • Minor injury 	<ul style="list-style-type: none"> • Manage spillages immediately • Use of non-slip shoes/footwear • Regular cleaning of floor and work area 				
Poor maintenance, or equipment damage	<p>Staff, Leaking ionising radiation is rare but may cause health problems.</p> <p>Any faulty electrical equipment poses a risk of exposure to electricity:</p> <ul style="list-style-type: none"> • Electric Shock 	<ul style="list-style-type: none"> • Microwave is used and maintained in accordance with the manufacturers manual • Reported defects are dealt with promptly and unsafe equipment is taken out of use. • Air vents at side and rear should not be obstructed. • Do not use if door does not close or if the interlock switch has broken. 				
Incorrect use of microwave	<p>Staff, Visitors, customers Overheated or undercooked food:</p> <ul style="list-style-type: none"> • Burns • Scalds • Food poisoning 	<ul style="list-style-type: none"> • Follow manufacturer's recommended heating times for particular oven. • Stir as required. • Check if food is thoroughly cooked. • Foods containing alcohol should not be heated in a microwave oven. 				

		<ul style="list-style-type: none"> Do not switch on when microwave oven is empty 				
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Cleaning Operations	Staff, Cleaning or use with wet hands: <ul style="list-style-type: none"> Electric Shock 	<ul style="list-style-type: none"> Dry hands prior to operating microwave controls Isolate from power before cleaning and maintenance Clean up spills immediately 				

Further Control Measures

Information, Instruction & Training

- Fire Safety Awareness Training
- Manual Handling Training
- Microwave is used in line with manufacturers guidelines
- Instruction in correct cleaning procedure
- Instruction in safe operating procedures
- 1-2-1 verbal instruction on safe use and hazards of microwave ovens
- Warning signs in place



Routine checks

Visual inspection carried out by users checking for damage.

Routine checks will be made to:

- Identify damage to the inner walls and door seals.
- Make sure the doors close properly and are not misaligned or warped
- Make sure hinges and door latches are not broken or loose.
- Make sure the door closes properly and the oven switches off when it is opened.
- Ensure door seals are in good condition and interlocks are working.

Personal Safety

- *PPE is supplied and worn*
- *Spillages are managed immediately*
- *Only trained staff to operate the microwave*
- *Correct containers are used for the microwave*
- *Non - Slip footwear is worn*
- *Do not wear loose clothing*
- *Tie back long hair and wear chef's hat or cap*
- *Isolate from power before cleaning and maintenance*

Procedural Controls/Microwave Use

- Ensure machines are isolated from power when not in use
- Do not put metal or metal decorated dishes in the microwave unless the manufacturers handbook says it is safe
- Site microwave ovens so that food can be put in and out safely
- Do not cook eggs in their shells in the microwave
- Remove lids from jars and food containers before you put them in the microwave
- Only cook food in sealed containers that have been specially manufactured for this use
- Keep the inside surfaces clean
- Do not use if the door does not close properly
- Do not use the oven if it does not switch off automatically when door is opened
- Use oven cloth or oven gloves - food containers can be very hot
- Remove cling film carefully and keep out of the way of steam
- Never switch on the microwave oven when it is empty
- Do not switch on when microwave oven is empty

Action List

Hazard	Control Required	Assigned to (name):	Action By (date):	Completed	Date Completed