

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 6
Risk Assessment	Mincer	Created	26/8/2022
Workplace Sector	Kitchen	Reviewed	26/8/2024
Hazards	Rotating parts, Spillage, Electricity,	Next Annual Review	26/8/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

The main hazards associated with Mincer Use are: entanglement, fractures, lacerations, amputations 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
Feeding the machine	<p>Staff</p> <p>Entanglement</p> <ul style="list-style-type: none"> • <i>Cuts</i> • <i>Lacerations</i> • <i>Amputations</i> • <i>Serious injury</i> 	<ul style="list-style-type: none"> • Train staff in safe operation procedures • Only trained staff authorised to operate mincer • A push stick is always used to force meat down the feed throat, fingers are never used and a guard is in place to prevent access to the worm through the feed throat • Loose clothing, dangling jewellery and unsecured long hair are avoided when using the mincer 				

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
Poorly mounted machine	Staff <ul style="list-style-type: none"> <i>Cuts</i> <i>Lacerations</i> <i>Amputations</i> <i>Serious injury</i> 	<ul style="list-style-type: none"> Mincer installed in accordance with manufacturer's instructions Machine is mounted securely and sufficient work space is provided Staff trained in pre-use checks 				
Spillage	Staff, Visitors slips and falls resulting in: <ul style="list-style-type: none"> <i>Major injury</i> <i>Minor Injury</i> 	<ul style="list-style-type: none"> Keep floors and access routes clear Practice good housekeeping Spillages are managed immediately 				
Untrained User	Staff and trainees <ul style="list-style-type: none"> <i>Cuts</i> <i>Lacerations</i> <i>Amputations</i> <i>Serious injury</i> 	<ul style="list-style-type: none"> Only trained staff allowed to operate mincer Employees under 18 years of age require direct supervision 				
Clearing blocked mincer	Staff Risk of entanglement and injury if not using correct procedure <ul style="list-style-type: none"> <i>Cuts</i> <i>Lacerations</i> <i>Amputation</i> <i>Serious injury</i> 	<ul style="list-style-type: none"> Procedures in place for clearing blocked mincer safely Staff trained in safe procedures for clearing blockages 				

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 mincer without following procedure: <ul style="list-style-type: none">• <i>Electric Shock</i>• <i>Cuts</i>	<ul style="list-style-type: none">• Dry hands prior to cleaning mincer• Isolate from power before cleaning and maintenance• Clean up spills immediately				
Electricity	Staff Failure to follow procedures for safe use, no pre-use checks, faulty installation or power supply <ul style="list-style-type: none">• <i>Electric shock</i>• <i>Serious injury</i>	<ul style="list-style-type: none">• Staff trained in pre-use checks• Check cables and plug before use• Keep work area dry and free from liquids• Isolate equipment before cleaning• Mincer installed and used in accordance with manufacturer's instructions				

Further Control Measures

Information, Instruction & Training

- Fire Safety Awareness Training
- Manual Handling Training
- Train staff in safe procedures for mincer use
- Train staff to report maintenance issues or any problems they experience when using mincer
- Staff trained in safe cleaning procedure of mincer

Personal Safety

- PPE is supplied and worn, tie long hair back or wear PPE cap
- Spillages are managed immediately
- You must undergo specific instruction and training in the proper use and cleaning of mincer
- Report any faults on mincer immediately, stop use, isolate power and inform maintenance staff/supervisors

Managerial Controls

- The mincer must be mounted on a plain, horizontal, non-slip and stable work surface
- Mincer installed, used and maintained in accordance with manufacturer's instruction
- Operators are trained in safe operating/cleaning procedures
- Regular maintenance checks carried out and results recorded

Further Control Measures

Employers must ensure that meat grinders are fitted with a primary safeguard (e.g., properly designed tapered throat or fixed guard) to prevent a worker's hand may come into contact with the point-of-operation (i.e., the auger cutter area).

General Cleaning Procedure Controls

- Spillages are managed immediately
- Wear PPE to protect yourself from injury.
- Tie long hair back or wear PPE such as a hat or cap.
- Use rubber gloves used when working with very hot water.
- Wear protective gloves when handling chemicals
- Do not mix chemicals for cleaning

Standard Operating Procedure

Standard Operating Procedure: Mincer

Ensure the mincer is fitted with a primary safeguard to prevent hands coming into contact with the auger cutting area.

- Only operate mincer when feeding trays and throats have been installed
- Never use the mincer dry/unloaded
- Add diced meat to tray and gently feed into hole with plunger
- Only use a proper plunger when feeding meat into grinders
- Always feed the meat products using the plastic plunger provided
- Never feed meat products in to the grinder/mincer with your fingers or grab it whilst it is being minced
- Do not force the meat down
- Use the mincer only for its intended purpose
- If the mincer stalls reverse the worm
- If this fails to clear obstruction, switch off mincer, isolate power and clean the mincer
- Turn off and unplug mincer when not in use or when left unattended for any period of time.

It is recommended that after 45 minutes of continuous use the mincer is switched off and allowed to cool down

Mincer: Safe Cleaning Procedure

- Isolate equipment before cleaning
- Do not spray or use liberal amounts of water to clean machine
- Clean the mincer at the start of each day to ensure parts of the machine in contact with food are hygienically clean

Follow manufacturer's disassembly steps before cleaning then clean the parts which have been dismantled by:

- Use of clean hot water to remove as much of the larger meat debris / contamination as possible
- Clean with a brush and suitable detergent solution approved for use with meat processing equipment:
 - This is to dissolve and remove the fats, oils and proteins which bacteria can feed on.
- Rinse again with clean warm water to remove the detergent solution, oils, fats and proteins.
- Parts can be air dried.
- Ensure all parts are dry before reassembly and mincing

Action List

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