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| Langton House Hotel  | Risk Assessment  | Version 1.4        | Page 1 of 5 |
| <b>Risk Assessment</b>   | <b>Coffee Machine</b>  | Created            | 24/8/2022   |
| Workplace Sector   | Kitchen  | Reviewed           | 24/8/2024   |
| Hazards  | Pressurised Steam & Hot Water, Hot Surfaces & Liquids, Latent Heat, Electricity, Spillage. | Next Annual Review | 24/8/2025   |
| Risk Assessment carried out in consultation with Eddie Langton & Langton Staff |  |                    |             |

The use of a coffee machine or café boiler may result in steam explosions which may cause burns, scalds and other serious injuries to employees and / or visitors.

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 Steam & Liquids   | <p>Staff.</p> <p>Contact with hot steam and liquids:</p> <ul style="list-style-type: none"> <li><i>Burns and Scalds</i></li> </ul> | <ul style="list-style-type: none"> <li>Employees are trained in the use of the machine and operator's manual is available</li> <li>Staff trained in risks of releasing steam. All staff told to wear long sleeves</li> <li>Do not touch or position your hands or body in the path of the dispensing unit, steam and/or hot water dispensing units as can result in burns</li> <li>Ensure steam safety valves vent away from the operator in a safe direction</li> <li>Staff trained in risks of releasing steam</li> </ul> |   |                                    |                               |                  |
| Hot Components        | <p>Staff.</p> <p>Contact with hot components</p> <ul style="list-style-type: none"> <li>Burns</li> </ul>                           | <ul style="list-style-type: none"> <li>Employees are trained in the use of the machine</li> <li>Operator's manual is available</li> <li>All staff told to wear long sleeves</li> <li>Equipment allowed to cool before cleaning</li> </ul>   |   |                                    |                               |                  |

| 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 Liquid Spills                              | Staff. <ul style="list-style-type: none"> <li>• Scalding, burns,</li> <li>• Slips, trips and falls</li> <li>• Serious injury</li> </ul>  | <ul style="list-style-type: none"> <li>• Equipment maintained to prevent leaks onto floor</li> <li>• Staff clean up spillages immediately using suitable methods and leave the floor dry</li> <li>• Operators should wear enclosed, solid, firm non-slip shoes which provide adequate protection for the feet</li> </ul>  |   |                                    |                               |                  |
| Cleaning Equipment that is holding Latent Heat | Staff, Customers, Visitors, Property damage:<br>Fire resulting in <ul style="list-style-type: none"> <li>• Burns,</li> <li>• Property damage</li> <li>• Smoke Inhalation</li> </ul> Staff:<br><i>Electric shock resulting in:</i> <ul style="list-style-type: none"> <li>• Serious injury</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure the appliance is isolated from the power source and has completely cooled down prior to cleaning</li> <li>• Instruction in safe cleaning procedures</li> <li>• Follow the manufacturer's recommended programme for cleaning your machine on a daily and weekly basis</li> <li>• <b>Do not use flammable solvents and cleaning products</b></li> </ul> |   |                                    |                               |                  |

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|-----------------------|---|---|---|------------------------------------|-------------------------------|------------------|
| Electrical Fault      | Staff, Customers, Visitors,<br>Property damage<br>Fire resulting in: <ul style="list-style-type: none"> <li>• Burns</li> <li>• Property damage</li> <li>• Smoke Inhalation</li> </ul> | <ul style="list-style-type: none"> <li>• Electrical equipment must be isolated from the main electricity supply and water when not in use.</li> <li>• Conduct pre-checks, report any faults immediately</li> </ul>  |   |                                    |                               |                  |
| Over Pressurisation   | Staff:<br>Explosion due to over pressurisation resulting in: <ul style="list-style-type: none"> <li>• <i>Scalding and burns from hot water and steam</i></li> </ul>                   | <ul style="list-style-type: none"> <li>• Check regularly the steam pressure is within safety limits</li> <li>• Check that the water supply to the steam boiler is turned on</li> <li>• Steam boilers should have a safety valve, pressure gauge, water level gauge (glass), low water level cut-out device, blow down valve and shut-off valve</li> <li>• The coffee machine and fittings should be thoroughly examined at least every twelve months by a competent person</li> </ul> |   |                                    |                               |                  |

## Further Control Measures

| Information, Instruction & Training   | Managerial Controls  |
|---|--|
| <ul style="list-style-type: none"> <li>• Fire Safety Awareness Training</li> <li>• Manual Handling Training</li> <li>• Ensure staff trained in use of coffee machine.</li> <li>• Instruction in correct cleaning procedure</li> <li>• Instruction in safe operating procedures</li> </ul>   | <ul style="list-style-type: none"> <li>• Coffee machines boilers are maintained in a safe condition</li> <li>• Machines are located at a safe height to prevent excessive stretching, awkward postures</li> <li>• Equipment is used in accordance with manufacturer's guidelines and safe system of work</li> </ul>  |
| Pre-operational Checklist   | Procedural Controls: Cleaning  |
| <ul style="list-style-type: none"> <li>• Inspect the intended work area and ensure it is clear of obstructions, clear of hazardous chemicals, is firm and level, is well ventilated and dry</li> <li>• Visually inspect the coffee machine for signs of damage and lock/tag damaged items out of service</li> <li>• Ensure the coffee machine is set up in such a way that the controls can be comfortably reached and that overreaching and stretching is eliminated</li> <li>• Associated items should be stored within close proximity of the coffee machine to reduce overreaching etc.</li> <li>• Ensure adequate lighting in the work area</li> <li>• Observe regular hand hygiene at all times (especially before and after cleaning equipment)</li> </ul>   | <ul style="list-style-type: none"> <li>• Make sure the coffee machine is isolated from the power source and has completely cooled down prior to cleaning.</li> <li>• Always keep the coffee machine clean and free from spills after use, and empty the drip tray regularly.</li> <li>• Back flush daily.</li> <li>• Clean steam wands regularly during use and thoroughly at the end of use, check the steam heads for burnt milk</li> <li>• Clean the stainless steel with warm soapy water and a soft cloth or sponge.</li> <li>• The drip tray and steam heads may be removed for washing.</li> <li>• Wipe the control panel down with a slightly damp cloth.</li> <li>• Some cleaning agents can damage stainless steel.</li> </ul> |
| Legislation   | Personal Safety  |
| <ul style="list-style-type: none"> <li>• Safety, Health &amp; Welfare at Work (General Application) Regulations 2007 and the Safety, Health &amp; Welfare at Work (General Application)(amendment) Regulations 2012.</li> <li>• Hot water boilers in workplaces are classed as work equipment in the context of the regulations of 2007 but boilers under steam pressure or generating hot water at or above 1120 C are subject to the regulations of 2012.</li> <li>• The legislation requires: <ul style="list-style-type: none"> <li>• Periodic inspection by a competent person every 14 months</li> <li>• Reports of these inspections must be kept for inspection by the HSA</li> <li>• All repairs must be carried out by a competent person</li> <li>• Regular maintenance checks must be carried out as per manufacturers recommendations</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• PPE is supplied and worn</li> <li>• Spillages are managed immediately</li> <li>• You must undergo specific instruction and training in the proper use and care of the espresso machine.</li> <li>• Wear PPE to protect yourself from injury.</li> <li>• Tie long hair back or wear PPE such as a hat or cap.</li> <li>• Wear a cotton apron and enclosed shoes with solid firm uppers and non-slip soles.</li> <li>• Do not try to carry too much or awkward loads that you may drop,</li> <li>• Ask for assistance when required</li> <li>• Do not place items on top of machines</li> </ul>   |

**Action List**

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