The Cutlery Polisher Company Ltd

RISK ASSESSMENT; Installation and service of cutlery polishers

Risk identified	Risk level	Action
Danger of electrocution during service of equipment (applies to both engineer and staff on site)	Medium	Unit will be isolated from mains supply whilst work is in progress
Trip hazard created by engineers tools placed on the floor whist working on the polisher	Medium	Engineers are trained to keep tool bags out of the way of passing staff, minimum tools and equipment are taken on site to assist this
Danger of electrocution from our vacuum cleaners	medium	Vacuum cleaners are checked weekly visually and are PAT tested at 12 monthly intervals
Blockages on route from vehicles to final position whilst transporting kit on dollies, could cause the trolley to tip and cause an injury	Low	Initial inspection to ensure clear passages ahead. Where stairs are the only option, adequate labour will be used to minimise the risk of injury
Musculo skeleto injuries if load lifted are too heavy or awkward. This applies to decanting kit from vehicles and positioning on site	Low	Operatives involved in handling are assessed for physical capability prior to lifting and carrying. Operatives trained in kinetic lifting technique. Assistance both team and mechanical will be available.
Secondary Hazards		
PPE		Whilst on site, and where deemed appropriate, all of our operatives will be using suitable clothing
Fall of material being handled	Low	Ensure item being carried is properly bonded and will not be able to break apart whilst being manually handled.
Risk Assessment: Risk is acceptable if the above precautions are taken		

The Barn, Speedgate Farm, Fawkham, Longfield, Kent, DA3 8NJ
Tel: 01474 873916 Fax: 01474 873908
Company No: 5859645 VAT No: 887722962

METHOD STATEMENT; **Installation and service of cutlery polishers**

Task brief; repair and maintenance of cutlery polishers, this involves carrying tools and spares from a vehicle to site, accessing the kitchen with due care for staff and customers, fault finding, replacing parts as required and testing for safe use.

Our engineers carry minimal equipment to carry out repairs; there are few parts needed and the tools to strip down a polisher are small, we tend to use wheeled tool bags for transportation of the spares, granulate and tools needed to complete the task, thus meaning we can work in a small area and minimise the risk of obstructions.

Using the report from site to make an initial diagnosis of the fault, we then ask questions before commencing work.

Based on this information the machine is switched on and checked for correct operation, faults identified using socket testers, electrical testers and visual identification.

The machine is then isolated from the mains supply, parts are replaced and the unit is then re connected to mains for the final test and safety check.

If the granulate is replaced, a vacuum cleaner is used to remove the old granulate, which is placed in a site bin (it’s a vegetable extract) and the new grain is poured into the machine.

All used parts are taken away from site

A worksheet is then completed by the operative which contains accurate times and dates and the signature of the manager is requested

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