

Coffee Machine Risk Assessment and Action Plan
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Assessment Carried out by:		Document Downloaded:	
Job Title:		Assessment:	
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HAZARD	CONSEQUENCES	RISK	WHAT BE ED	CONTROLS AND PRECAUTIONS	FURTHER ACTION
Coffee machine	Burns Electrocution Scalds Fire			Train staff in correct usage procedures How to clean the machine How to froth milk Report any faults immediately	Service and clean machine regularly

Periodic Review Dates Monthly / Reviewed by			Initial Date / Initials)		
1	2	3		5	6
7	8	9		11	12

Assessor Name:		Folder Name:	
Signature:			
Date:			