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SCE GENERIC RISK ASSESSMENT

ACTIVITY: Use of Microwave Ovens				DATE OF ASSESSMENT:	
ESTABLISHMENT/SCHOOL:			SECTION/DEPARTMENT:		
WHO MIGHT BE HARMED:				HOW MANY ARE AFFECTED:	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool	
Switching on.	Dry hands prior to operating switch. Do not site high or low locations to avoid unnecessary bending and stretching. Do not switch on when empty. The microwave is inspected annually as part of portable appliance testing regime.				
Hot food and containers.	Puncture cling film and be aware of steam when removing. Use protective cloths or gloves. Do not use tinfoil or metallic containers. When possible leave containers to cool prior to removal.				

ACTIVITY:				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
Incorrect use of equipment or cooking procedure. This could lead to overheating or undercooking food.	<p>Follow manufacturer's recommended heating times for particular oven.</p> <p>Stir as required. Check if food is thoroughly cooked.</p> <p>Never put sealed containers or metal implements into a microwave.</p> <p>Foods containing alcohol should not be heated in a microwave oven.</p> <p>A fire extinguisher should be sited nearby.</p>				
Superheated liquids	Do not heat pure liquids such as water. It is preferable to use a kettle for that purpose. If unavoidable, stir vigorously prior to heating and leave container to stand before continuing stirring.				
Spillage of food & liquids.	<p>Cover food during heating.</p> <p>Mop up and dry spills immediately both inside & outside oven.</p> <p>A cleaning regime needs to be in place. Sensible clothing & footwear should be worn.</p>				
Defective equipment.	<p>A thorough cleaning regime needs to be in place.</p> <p>Air vents at side and rear should not be obstructed.</p> <p>Do not use if door does not close or if the interlock switch has broken.</p>				
Reference Documents:					
Assessed By (Print name)			Signed	Date	

ACTIVITY:				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
Responsible Manager (Print Name)			Signed	Review Date	

RISK RATING		RATING ACTION BANDS		
Likelihood	Severity of Injury	Rating Bands	Action Required	
1 Most unlikely	1 Trivial Injury(ies)	1 & 2 Minimal Risk	Maintain Control Measures	
2 Unlikely	2 Slight Injury(ies)	3 & 4 Low Risk	Review Control Measures	
3 Likely	3 Serious Injury(ies)	6 & 8 Medium Risk	Improve Control Measures	
4 Most Likely	4 Major Injury(ies)or Death	9, 12 & 16 High Risk	Improve Controls immediately and Consider stopping work	