



Defence
Infrastructure
Organisation

SAFETY ALERT

PART A

Subject: SAFE USE OF CATERING TROLLEYS

Number: SA 2015/11

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Who Should Read this: Top Level Budget Holders, Prime Contractors, Soft Facilities Maintenance Contractors, Grounds Maintenance Contractors, Private Finance Initiatives, Public, Private Partnership and other traditionally procured contracts, Project Managers, Site Estate Authority Teams and Property Managers with responsibility for MOD projects and Property Management Works Services (including the legacy work of EWCs/WSMs). Heads of Establishments and Health and Safety Advisors.

This **Safety Alert** does not necessarily cover all aspects of the subject matter and readers should make themselves aware of other potential issues. Readers should also not rely on DIO Safety Alerts as their only means of becoming aware of safety issues, but they should consult widely across other media to maintain awareness.

When it takes effect: Immediately

When it is due to expire:
When updated or rescinded.

Health and Safety

Aim

1. To bring to the attention of appropriate persons, the hazards arising from incorrect and inappropriate use of catering trolleys outside the environs of the kitchen.

Introduction

2. Compliance with the contents of this Alert will enable compliance with the Health & Safety at Work etc Act 1974, its subordinate Regulations and in particular, The Provision and Use of Work Equipment Regulations 1998.
3. The appropriate MOD personnel shall arrange for all operators that may use general purpose kitchen trolleys to carry out all the actions in accordance with this Alert.
4. On MOD Establishments occupied by United States Visiting Forces (USVF) responsibility is jointly held by USVF and DIO(USF). At base level this jointly managed organisation is to take appropriate action to implement the contents of this Alert. Where this alert contains procedures which differ significantly from USVF practice, DIO (USF) code of practice will be issued.

Requirement

5. Responsible Managers/Supervisors should ensure that all general purpose kitchen trolleys on the MOD Estate are to be inspected prior to use by the end user to ensure that they are suitable for the intended use and they are being correctly operated.
6. If defects are identified, the trolley is not to be used; it should be quarantined, a clearly labelled defect notice attached to it. It must remain out of use until the defect is rectified.
7. Further, responsible persons are reminded that risk assessments should clearly identify that general purpose kitchen trolleys should not be used outside of the kitchen environs, and loaded trolleys should be appropriately handled, for example, they should not be lifted over steps.
8. DIO Industry Partners are to notify the DIO Service Delivery Performance Management team, using the DIO SD-Perf Mgt Team (MULTIUSER) account through their respective DIO Service Manager (or equivalent) of the location, number and serviceability for each affected asset, and are invited to outline a best value solution for each of the affected assets which will be considered prior to the issue of a **Part B** to this Safety Alert.
9. The available data will be reviewed 14th October 2015.
10. Further instructions will follow, if required, with the issue of a **Part B** to this Safety Alert once the extent and scope of the affected estate has been established.

Background

11. A catering contractor has reported an incident in which two wheels fell off a general purpose 3-shelf kitchen trolley while it was being used to transport a load across an uneven external surface. In addition, the operator was lifting the trolley over a kerb when the wheels fell off. Fortunately the load remained on the trolley and no injury was sustained.
12. General purpose kitchen trolleys, whether 2 or 3 tier, are designed to be used within the confines of the kitchen where floor surfaces are generally smooth and even. Operation on external surfaces is likely to cause sufficient vibration to loosen the wheel lugs causing them to fall from the frame and make the load unstable. Further, loaded trolleys should never be lifted over steps and should not be taken out of the kitchen to prevent the introduction of soiling from the exterior and risks of cross contamination

13. All unsafe acts or incidents or near misses must be reported in accordance with local procedures.

End.