

Hazard	Who Might Be Harmed	Is the Risk Adequately Controlled, or is More	Review and Revision
Burns from coffee maker due to incorrect use	Helpers	<p>Clear, laminated instructions for using the coffee machine correctly to be provided in helper welfare area.</p> <p>Warnings from the user manual to be made visible to users in the helper welfare area.</p>	
Burns from hot water/coffee maker due to spillages	Helpers	<p>Coffee machine and hot water boiler to be placed on a flat surface in helper welfare area.</p> <p>To avoid spillages by falling cups: area to be regularly checked for clutter and spillages during the events, and auto-fill to be used where possible, to reduce risk of overflowing the machine causing slippery conditions on the table.</p>	
Electrical Hazard	Helpers	Coffee machine and hot water boiler to be installed by competent member of the S&E site team.	