

## Using the Catering Urn

1. Fill with clean water to the level indicated before plugging in and switching on.
2. The thermostat will switch the electric on and off to keep the water at the temperature you have set. You must ensure that the clean water is topped up regularly as it is used.
3. Keep the cable clear of any sharp edges in your work area. Do not allow the cable to be walked on or to become a trip hazard.
4. If you think the cable may be cut or damaged in any way, switch off and unplug at the mains before inspecting it. If the cable attached to the catering urn is damaged, stop using the equipment. Contact the hire company. If an extension cable has been damaged, do not use the extension cable again.
5. Take care not to accidentally pull the plug from the socket.
6. Switch off and remove the plug from the socket then allow the catering urn to cool down before leaving unattended.
7. Do not move the catering urn until you have switched off, removed the plug and drained off all the water.
8. Switch off, empty the water and allow the catering urn to cool before cleaning, ready to return to the hire company.
9. If your equipment does not work properly do not attempt to repair it. Contact the hire company.

**Please keep this leaflet safely as it may be required for future reference**

## Catering Urn

**It is important to read this entire leaflet before using the Catering Urn**

1. Plan the use of the catering urn so that it can always be used safely.
2. Electricity can be hazardous if misused – use it with care.
3. Electricity and water make a hazardous combination. Do not allow any electrical parts to get wet.
4. Boiling water will scald or burn instantly; ensure people use the urn with care.
5. Do not try to move this urn when full of water, it will be very heavy. If the water is hot or boiling it will be extremely hazardous.
6. Read and follow the safety labels attached to the equipment, they are there to warn of hazards.
7. Keep non-essential people, especially children, away from the area. Do not allow them to touch the catering urn - they may be scalded.
8. Switch off and unplug before leaving the catering urn unattended.
9. Switch off at the mains socket when not in use.
10. You should use a residual current device (rdd) to help protect against electrical hazards.
11. This catering urn must not be used by minors, or by anyone under the influence of drugs or alcohol.
12. Catering urns are designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.



## Before Starting Work...



### Before Using the Catering Urn

#### CATERING AREA

1. Make sure that the catering area is clear and safe; do not allow others to distract you. Keep children and animals well clear.
2. Stand the catering urn on a sturdy table or worktop; the outlet tap should overhang so that any water drips can be caught in a suitable container.
3. The urn should be located near a water supply and an electric socket but away from where people will congregate.
4. Protect other people from any danger. Put up a sign to warn people that the catering urn is hot.

#### CATERING URN

1. Check the catering urn, cables and plugs. If anything is found damaged, do not use the equipment: contact the hire company.
2. Some small catering urns have an insulating double skin to prevent the outside of the urn getting hot. Big urns do not have an insulating skin. To be safe, do not allow children to touch, or use, the urn.
3. Check that the plug on your equipment matches your supply. Do not try to force connections or improvise them.
4. Make sure there is enough water in the urn to at least cover the element completely before you switch on. It should ideally be filled to the level mark indicated.

5. Do not touch electrical switches or plugs unless your hands are dry.
6. Check on how the on/off switch operates. Before you switch the catering urn on, you must know how to control it.

#### ELECTRICAL SAFETY

1. Use a residual current device ("rcd") plugged directly in to the 230volt socket. Plug your equipment into the rcd. This will help to protect you against electric shock if the cable or equipment gets damaged.
2. Use the "TEST" button to check that the rcd is working each time you use it. Reset the rcd according to the instructions supplied with it.

3. If an extension cable is required, follow any special instructions given by the hire company. If the hire company have not given any special instructions, only use a suitably rated heavy duty one, no longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might become trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe.