

# Handover and demonstration

## User training & equipment handover

Training must match the person, equipment and task. Attendance alone does not show that someone can carry out a task safely. Record a practical check where appropriate.

Site / equipment / model / asset ID:

Trainer / role / date / instructions revision:

Learner / role:

| Topic / task                                 | Demonstrated / observed outcome | Further help / restrictions |
|----------------------------------------------|---------------------------------|-----------------------------|
| Normal use and safe dispensing               |                                 |                             |
| Approved user cleaning                       |                                 |                             |
| Ingredients / milk / allergens if applicable |                                 |                             |
| Fault reporting and stopping unsafe use      |                                 |                             |
| Tasks reserved for engineers                 |                                 |                             |
| Where to find current instructions           |                                 |                             |

Learner / trainer acknowledgement / date:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): HSE: managing risks and risk assessment | HSE: COSHH risk assessment

# Training register and follow-up

## User training & equipment handover

Keep the current authorised-user list and organise refresher instruction when tasks, equipment or needs change. Store personal records in the organisation’s controlled system, not on the public website.

Site / responsible manager / period:

| Person / role | Equipment / task | Date / competence evidence | Refresher / action |
|---------------|------------------|----------------------------|--------------------|
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|               |                  |                            |                    |

Outstanding training / interim arrangements:

Owner / target date:

Reviewed by / date:

Site review and approval required. Blank templates are not completed evidence.

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