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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site / Area: | | |  | | Date of Assessment | | |  | | Risk Assessment # | | **076RA** |
| Completed by (name) | | |  | | Signature | | |  | | | | |
| In Consultation with: | | |  | | Signature | | |  | | | | |
| Identify / describe activity, equipment, area or event you are assessing: | | | | | | | | **Sewing** | | | | |
| Authorised by: | | |  | | Signature: | | |  | | Date: | |  |
| In conjunction with this risk assessment, training / education and development of a relevant SOP may be required. | | | | | | | | | | | | |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards? What could happen? | | | | | **Step 2: Assess the potential risks:**  Template only MUST modify to site conditions  What do you believe are the risks?  How could this happen? | | | | | **Step 3: Reducing the risk:**  What do you believe can be done to reduce the risk?  Controls | | |
| **Electricity**   * Faulty or damaged cable | | | | | * Electric shock * Death | | | | | * Sewing machine/ overlocker is tested and tagged * Teacher must perform visual check of the plug and cord before use. * RCD is tested according to Electrical Procedure and any faults rectified. * When changing globe/lamp, ensure machine is turned off and disconnected from the power source. * No one is to use sewing machine with wet hands. | | |
| **Gravity**   * Loose cords across floors | | | | | * Personal injury from fall. | | | | | * All cables to be located so that it is not trailing and producing a tripping hazard or become entangled with the operator. | | |
| **Hazardous Manual Tasks**   * Moving sewing machine | | | | | * Sprains / strains | | | | | * Sewing machines / overlocker placed on a firm / stable surface at an appropriate height for the student to use. * Primary schools – only the teacher is to move and position the sewing machine / overlocker. * Use 2 person lift where needed. * Use a suitable trolley when moving the sewing machine | | |
| **Machinery & Equipment**   * Coming into contact with a needle * Entrapment in moving parts | | | | | * Sharps injury * Serious injury from entrapment in rotating parts | | | | | * Needles on the sewing machine must be replaced by a competent person. * Needles to be stored on a pin cushion. * When hand sewing, a thimble should be worn when handling needles or pins. * Rusty needles and pins must be discarded in a suitable closed container. * Recommend safety glasses are worn for inexperienced persons. * Loose clothing must be secured and long hair tied back. * Dangling jewellery should not be worn. * Nonslip, covered in shoes must be worn (NO open toed shoes) * All guards must be in place during use. | | |
| **Other:** | | | | |  | | | | |  | | |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** | | | | | | | | | | | | |
| **Step 4: Monitor & Review:** | | | | | | | | | | | | |
| Were the controls effective? | | | | | Were there any unforeseen hazards / incidents? | | | | | New controls | | |
| Yes |  | | No |  | Yes |  | | No |  |
|  | | | | |  | | | | |  | | |
| Name: | |  | | | Signature | |  | | | Date |  | |