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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 conditionsWhat 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.
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| **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.
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| **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
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| **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 |  |