Template only MUST modify to site conditions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site / Area: |       | Date of Assessment |       | Risk Assessment # | 116RA |
| Completed by (name) |       | Signature |       |
| In Consultation with: |       | Signature |       |
| Identify / describe activity, equipment, area or event you are assessing: | Cricut Maker / Machine |
| 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:**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 |
| **Electrical** | * **Electric shock**
* **Death**
* **Fire**
 | * All new items to be fitted with a “new to service tag” as per the electrical procedure
* Tested & tagged annually
* Always check cords prior to use. Do not use if cords are damaged, cut, broken, or frayed
* Only use approved Cricut power adapters
* Operate only as instructed, do not place fingers or other objects in the machine while connected to an electrical power, or while machine is powered on or during cutting process
* To be used indoors only and in dry areas.
* Always turn machine OFF before unplugging from the electrical outlet. Disconnect electrical power by unplugging the cord before cleaning and servicing
* All power-points protected by RCD’s that are checked regularly
* Firefighting equipment is available
* Trained first aiders are available
 |
| **Gravity**Cords across walkways | * Slips, trips, and falls
 | * Cords are to be secured and not crossing any walkways
 |
| **Machinery & Equipment**Sharp blade | * Serious cuts / lacerations
 | * Only staff to operate the machine
* Machine is to only be used for intended crafting purposes
* Staff are aware of the procedures in changing the blade. Staff must follow SOP and not permit students to remove/replace blades.
* Blade is stored in the protective housing.
* Prevent blade contact with hands and body
* Different blades used for different operations.
 |
| **Machinery & Equipment**Hit by moving object (Workpiece can move quickly in and out of the machine, could hit operator) | * Paper cut
 | * Operators to stand clear when machine is in use
* First aid is available
 |
| **Hazardous Manual Tasks**Moving and carrying the Cricut Machine to different locations | * Sprains, strains
 | * It is recommended to set up in one location to eliminate the need for moving it. Cricut Machine to be placed on a flat and stable surface. Make sure your workspace has sufficient space in the front and back of the Machine to allow the cutting mat to move through the cutting Machine.
* If Cricut Machine has to be moved, place in a box and move the box following correct manual handling techniques
 |
| **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 | [ ]  |
|  |  |  |