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| Site / Area: |       | Date of Assessment |       | Risk Assessment # | 086RA |
| Completed by (name) |       | Signature |      Template only MUST modify to site conditions |
| In Consultation with: |       | Signature |       |
| Identify / describe activity, equipment, area or event you are assessing: | Hot Melt Glue Gun |
| 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*** Frayed cords
* Faulty appliances
* Overheating equipment
* Overloading power sockets
* Damaged power-boards
 | * Burns
* Scalds
* Electric shock
 | * **Low temperature glue guns are recommended, with seperate on/off switch incorporated.**
* **Glue guns with a metal fold down support stand are recommended**
* Glue guns to only be used for the task intended in line with any manufacturers instructions.
* Glue gun is to be inspected by a teacher prior to use. Look for:
	+ Cracked or damaged casing
	+ Bare wires or loose connections
	+ Damage to cord sheathing
	+ Loose or missing screws
	+ Tight or sticking trigger
* Any damaged glue gun is to be tagged out of service and removed from use immediately (if heated, ensure at least 5 minutes cool down)
* **Students must be supervised at all times when using hot glue guns.**
* Allow a minmum of 5 minutes for glue gun to cool down prior to storing.
* **Glue guns must never be pointed at a person, laid on their side or tipped backwards when heated.**
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| **Machinery and Equipment*** Fire
 | * Burns
* Smoke inhalation
* Death
 | * Make sure work area is clean, dry and clear of flammable materials and loose cables.
* Always use the metal support stand when heating up, cooling down or when heated but not in actual use.
* Use a drip mat or some type of material to cover surfaces.
* Never leave hot glue gun unattended, when plugged in.
* Never lay a hot glue gun on its side.
* Fire extinguisher must be readily available and serviceable.
* Emergency procedures in place.
* **Students must be supervised at all times when using hot glue guns.**
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| **Airborne Contaminants*** Inhalation of fumes
 | * Headaches
* Respiratory problems
 | * Students with known respiratory conditions or allergies to be identfied and if relevant, considerations may need to be made (i.e mask).
* Work to be conducted in a well ventilated area.
* If affected by fumes, seek medical advice if any person experiences respiratory problems.
* **Students must be supervised at all times when using hot glue guns**
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| **Gravity*** Slips, trips and falls
 | * Sprains / strains
 | * Cables must be secured, covered or attached at a high level to prevent trip hazards.
* **Students must be supervised at all times when using hot glue guns**
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| **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 | [ ]  |
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