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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.** | |
| **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.** | |
| **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** | |
| **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** | |
| **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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