Template only MUST modify to site conditions

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| Site / Area: |       | Date of Assessment |       | Risk Assessment # | **056RA** |
| Completed by (name) |       | Signature |       |
| In Consultation with: |       | Signature |       |
| Identify / describe activity, equipment, area or event you are assessing: | Laminating 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*** Electricity
 | * Electric shock
* Death
* Electric short / fire
 | * Laminator is tested and tagged
* Laminator is visually inspected for any damage to on / off switch or flexible cord
* RCD is fitted and operational
* No liquid to be placed on top of the laminator (eg coffee/tea/water)
* Fire extinguisher readily accessible.
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| **Machinery & Equipment*** Hot surfaces
 | * Burns from the heating element
* Burns from the laminated pouches when exiting the laminator
 | * Heating element is covered
* Ensure the laminator is maintained in a safe condition
* Ensure the laminator is not hotter than required to laminate the paper
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| **Gravity*** Tripping hazards
 | * Slips, trips and falls over flexible power cord
 | * Ensure power cords are not loose and could cause a tripping hazard
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| **Machinery & Equipment*** Pinch hazards – infeed area of laminator
 | * Burns
 | * Machine guards are not to be removed. Loose fitting clothing (long sleeves) are NOT to be worn while using the laminator.
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| **Hazardous manual tasks*** Sustained and awkward postures
* Poor work area design
 | * Sprains / strains
 | * Position the laminator in a location that enables the operator sufficient space to work and without risk from people walking past, trolleys, doors opening and with sufficient lighting.
 |
| **Other:** |  |  |

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| **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 | [ ]  |
|  |  |  |