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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site / Area: | | |  | | Date of Assessment | | |  | | Risk Assessment # | | **067RA** |
| Completed by (name) | | |  | | Signature | | |  | | | | |
| In Consultation with: | | |  | | Signature | | |  | | | | |
| Identify / describe activity, equipment, area or event you are assessing: | | | | | | | | **Paper Shredder** | | | | |
| 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 conditions  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 | | |
| **Electricity**   * Frayed / loose cords * Water on electrical equipment | | | | | * Electric shock * Death * Electric short/fire | | | | | * Paper shredder is tested and tagged * Paper shredder 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 shredder (e.g. coffee/tea/water) | | |
| **Machinery & Equipment**   * Entrapment in rotating parts | | | | | * Loose clothing or jewellery drawn into the cutting blades * Trying to un-block a paper jam * Serious injury * Lacerations | | | | | * Ensure guarding is in place and the interlock switch is operational * Paper shredder may start automatically and draw an operator’s fingers into the blades * Ensure workers are aware of the dangers of loose clothing and jewellery | | |
| **Hazardous manual tasks**   * Incorrect set up of the machine * Design of workstation / area where shredder is kept / used | | | | | * Sprains & strains from bending/lifting wastepaper | | | | | * Staff have undergone training in manual handling * Paper waste bins easily assessable * Paper waste bins are not overloaded | | |
| **Gravity**   * Tripping hazards | | | | | * Slips, trips and falls over flexible power cord | | | | | * Ensure power cords are not loose and could cause a tripping hazard | | |
| **Machinery & Equipment**   * Fire | | | | | * Death * Smoke inhalation * burns | | | | | * Never leave jammed paper in the machine unattended. * Do not leave in automatic mode | | |
| **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 |  | |