|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 conditionsWhat 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 |  |