| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact with rotating parts  i.e. rotating tools or drive mechanism |  | Cuts Amputation Entanglement | H | An appropriate adjustable guard is in place for cutters |  |  |  |  |
| H | Swarf is only removed when machine is not operating |
| H | The drive mechanism is appropriately guarded The guard is removable only with the use of a tool, or alternatively is fitted with an interlocking guard mechanism |
| H | In the event of power supply interruption, automatic restart is prevented after restoration of the power supply |
| H | The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine |
| H | The machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency |
| The emergency stop works |
| H | The flap type[20] emergency stop control (flap- stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom- type push buttons, covering both the start and stop contacts) **is not acceptable** where there is a need for an emergency stop |

 [20]Flap Type Emergency Stop Control



| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact by persons other than  the operator with moving machinery |  | Entanglement, pinching, crush injury, amputation of body parts | H | Safe operational areas are  marked out clearly around machines to ensure a space of at least 500mm between machine table at extreme ends of its travel and any fixed object |  |  |  |  |
| Unsecured machine or work-piece |  | Cuts/ lacerations | H | Appropriate clamps are used to ensure that the work-piece is secured |  |  |  |  |
| Metal- working fluids |  | Irritation to skin/  eyes/throat Occupational dermatitis | L | Metalworking fluids, if used, should be mixed and changed in accordance with  the supplier’s instructions  Mist formation and splashing is minimised |  |  |  |  |
| L | Contaminated clothing is cleaned |
| L | Hygiene controls are in place |
| Electric shock, electrocution, burns, death |  | Electric shock/ fire/burns | H | A visual check carried out before use |  |  |  |  |
| H | Machines are serviced by a competent person and service records kept as part of the maintenance schedule |
| H | Defective electrical equipment is clearly identified and labelled as out of use  All faults are recorded in log book. Previous faults have received attention  Defects are reported to person in control of workplace to ensure all items are repaired or replaced |
| H | Cables are free from damage, do not have any non-standard joints or show any signs of overheating |
| Prevention of accidental start-up |  |  | H | Equipment is disconnected or isolated when not in use |  |  |  |  |

| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unsupervised use of machines |  | Unsupervised use leading to injury | H | Students are prohibited from using certain machinery |  |  |  |  |
| H | Students are supervised by their teacher when using any machine |
| H | Students are instructed by their teacher before using any machine |
| H | Machinery to be used by teachers only is clearly identified |
| Inadequate signage |  | Inadequate information and warnings leading to unsafe use of machine and injury | M | Warning signs are prominently located and maintained in good condition  The operator’s manual is available |  |  |  |  |
| Flying fragments |  | Eye/facial injury | H | Appropriate eye protection is worn |  |  |  |  |
| H | Precautions are in place to prevent hand contact when removing swarf |
| Direct contact with moving parts |  | Injuries causing laceration, amputation, bruising, fracture or burns | H | Before use a visual check is carried out to ensure, where applicable ,all guards and covers are fitted, in good  order , and there are no visible faults |  |  |  |  |
| H | Machine used in compliance with manufacturer’s instructions |
| H | Dangling jewellery is prohibited  Gloves, rings or loose clothing are not worn |
| H | Long hair is tied back |
| H | Eye protection is worn |

| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ingestion of contaminated material |  | Poisoning or ill health | M | Food and drink are prohibited in working area |  |  |  |  |
| Contact with hazardous materials |  | Exposure to hazardous materials | M | Personal hygiene is promoted (washing of hands, use of barrier creams etc.) |  |  |  |  |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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