

Technologies - No.63 Bench Mounted Scroll Saw (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Reciprocating sharp blade		Severe hand injury	H	Blade appropriately guarded				
			H	Guard should be adjustable for the size of the work piece while ensuring minimum amount of blade exposed during cutting				
			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				
Contact with drive system/mechanism		Severe hand injury Cuts/ lacerations Amputations Entanglement	H	Drive mechanism adequately guarded with a fixed guard in place				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturer's instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			H	Eye protection is worn				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				

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Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

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Unsecured machine / unsecured work piece		Movement of machine leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
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: / /