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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **086RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **Hot Melt Glue Gun** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Electrical*** Frayed cords
* Faulty appliances
* Overheating equipment
* Overloading power sockets
* Damaged powerboards
 | * Burns
* Scalds
* Electric shock
 | * **Low temperature glue guns are recommended, with seperate on/off switch incorporated.**
* **Glue guns with a metal fold down support stand are recommended**
* Glue guns to only be used for the task intended in line with any manufacturers instructions.
* Glue gun is to be inspected by a teacher prior to use. Look for:
	+ Cracked or damaged casing
	+ Bare wires or loose connections
	+ Damage to cord sheathing
	+ Loose or missing screws
	+ Tight or sticking trigger
* Any damaged glue gun is to be tagged out of service and removed from use immediately (if heated, ensure at least 5 minutes cool down)
* **Students must be supervised at all times when using hot glue guns.**
* Allow a minmum of 5 minutes for glue gun to cool down prior to storing.

**Glue guns must never be pointed at a person, laid on their side or tipped backwards when heated.** |
| **Machinery and Equipment*** Fire
 | * Burns
* Smoke inhalation
* Death
 | * Make sure work area is clean, dry and clear of flammable materials and loose cables.
* Always use the metal support stand when heating up, cooling down or when heated but not in actual use.
* Use a drip mat or some type of material to cover surfaces.
* Never leave hot glue gun unattended, when plugged in.
* Never lay a hot glue gun on its side.
* Fire extinguisher must be readily available and serviceable.
* Emergency procedures in place.
* **Students must be supervised at all times when using hot glue guns.**
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| **Airborne Contaminants*** Inhalation of fumes
 | * Headaches
* Respiratory problems
 | * Students with known respiratory conditions or allergies to be identfied and if relevant, considerations may need to be made (i.e mask).
* Work to be conducted in a well ventilated area.
* If affected by fumes, seek medical advice if any person experiences respiratory problems.
* **Students must be supervised at all times when using hot glue guns.**
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| **Gravity*** Slips, trips and falls
 | * Sprains, strains
 | * Cables must be secured, covered or attached at a high level to prevent trip hazards.
* **Students must be supervised at all times when using hot glue guns.**
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| **Other:** | *
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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |