

Technologies (Powered Guillotines) – Risk Assessment Template No. 69 (List additional hazards, risks and controls particular to your school using Template no. 74)

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 power transmission		Pinching, crush injuries, fractures Amputation of body parts	H	The Drive mechanism is guarded A fixed guard is in place (removable only with the use of a tool)				
Contact with guillotine blade/clamps		Pinching, crush injuries, fractures Amputation of body parts	H	Machine is equipped with a front guard set to the correct height for workpiece				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
			H	Foot operated controls are shrouded to prevent accidental activation				
Contact with guillotine blade from side or rear		Pinching, crush injuries Amputation of body parts	H	Guarding provided to side and rear of machine to restrict access				
Contact by persons other than the operator with moving machinery		Pinching, crush injuries Amputation of body parts	H	Safe operational areas are marked out clearly around machines.				
Contact with moving parts		Pinching, crush injuries Amputation of body parts	H	Dangling jewellery is prohibited. No rings or loose clothing is worn				
			H	Long hair is tied back				
		Pinching, crush injuries Amputation of body parts	H	Only one person may operate the machine at any one time				

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	Y/N				Y/N			
Contact with moving parts		Pinching, crush injuries	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				
		Amputation of body parts	H	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 ²⁷ 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				
Electric shock, electrocution, burns, death		Electric shock/ fire/ burns	H	A visual check is carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				

← ^[27]Flap Type Emergency Stop Control



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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
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	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 the designated person to ensure all items are repaired or replaced				
			H	Cables are checked to ensure they are free from damage, do not have any non-standard joints or show any signs of overheating				
Accidental start -up			H	Equipment is disconnected or isolated when not in use				
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				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Inadequate signage or instructions		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
			M	The operator's manual is available				

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.

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Risk Assessment carried out by: _____

Date: / /