

Technologies - No.61 Portable Router (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
Defective powered hand tools		Electrocution/ electric shock Fire	H	Defective powered hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced				
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary				
			H	Visual checks are carried out as follows: Tools/appliance <ul style="list-style-type: none">• On/off switch is working correctly• No signs of damage to casing• No loose parts or missing screws• Live parts are properly guarded so as not to be inadvertently accessible• Ensure equipment is disconnected when not in use Cables <ul style="list-style-type: none">• Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible Plug <ul style="list-style-type: none">• Securely anchored, no sign of cracked casing, overheating, loose or bent pins Socket outlet <ul style="list-style-type: none">• No cracks or damage or sign of overheating				
Using electricity in damp areas		Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations				
Electrical Equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			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)				

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Contact with rotating parts		Entanglement Lacerations	H	The router is unplugged when mounting bits or making major adjustments				
			H	Work piece is securely clamped so that it will remain stationary during the routing operation				
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				
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 manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Entanglement		Injury due to entanglement	H	Machine not lifted from the work piece until the motor has stopped				
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 work piece		Movement of work piece leading to injury during use	H	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				
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: / /

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