

Technologies (Bench Mounted Scroll Saw) – Risk Assessment Template No. 66 (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
Reciprocating sharp blade		Severe hand injury	H	The blade is appropriately guarded				
			H	The guard should be adjustable for the size of the work piece while ensuring minimum amount of blade is 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	The drive mechanism is adequately guarded with a fixed guard in place				
Direct contact with moving parts		Injuries e.g. laceration, amputation, bruising, fracture or burns	H	A visual check is carried out before use to ensure, where applicable, that all guards and covers are fitted, in good order and there are no visible faults				
			H	Machine used in compliance with the manufacturer's instructions				
			M	The operator's manual is available				
			H	Dangling jewellery is prohibited Gloves, rings or loose clothing are not worn				
			H	Long hair is tied back				
			H	Eye protection is worn				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas are marked out clearly around machines				

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Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	A visual check is carried out before use				
			H	Machines are serviced by a competent person and service records are kept as part of the maintenance schedule				
			H	Defective electrical equipment is clearly identified, labelled as out of use, and stored separately to prevent accidental use All faults are recorded in log book Previous faults have received attention Defects are reported to the person in control of the workplace to ensure all items are repaired or replaced				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD (Applicable to plug and socket arrangements)				
			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	Cables are free from damage, do not have any non-standard joints, or show any signs of overheating				
Unexpected 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				

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Unsecured machine / unsecured work piece		Movement of machine leading to injury during use	H	The machine is securely fixed to the floor or bench and appropriate clamps are in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	H	Noise measurements are carried out where necessary by a competent person Warning signs are in place beside noisy equipment and are visible 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.

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Risk Assessment carried out by: _____

Date: / /