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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.** | | |
| **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.** | | |
| **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.** | | |
| **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:** |  |