

Chad Vale Primary School Risk Assessment (Appendix H)

Lead Assessor Kathy Ayers + Kerry Grossenor Date 29.9.08

Ref No	Identify the Hazard (Briefly describe the how the hazard is encountered and the type of harm that can arise)
	<p>➤ <u>Using a laminator</u></p> <ul style="list-style-type: none"> - <u>Burning yourself/others</u> - <u>Clothing catching in the machinery</u> - <u>Electric shock</u> - <u>fire.</u>

Who might be harmed? (Number of people)	Severity/worst case outcome?	Probability/Likelihood?	Risk Factor (see key)
Employees	Major injury 4 <input checked="" type="checkbox"/>	Certain 4 <input type="checkbox"/>	12.
Pupils	High injury 3 <input checked="" type="checkbox"/>	Probable 3	
New/Expectant Mothers	<input checked="" type="checkbox"/>	Possible 2 <input checked="" type="checkbox"/>	
Contractors(C)	Moderate injury 2 <input type="checkbox"/>	Improbable 1 <input type="checkbox"/>	
Visitors	Minimal injury 1 <input type="checkbox"/>		

Recommended Precautions and/or Risk Controls	Priority (see key)
<p>~ <u>Take care when inserting and removing pouches.</u></p> <p>~ <u>Use a card carrier.</u></p> <p>~ <u>Ensure ties are tucked in and hair is tied back.</u> <u>BE AWARE.</u></p> <p>~ <u>No liquids around the equipment.</u></p> <p>~ <u>Do not cover the vents when in use.</u></p> <p>~ <u>Ensure laminator is switched OFF when not in use.</u></p> <p>Risk Factor with recommended Workplace Precautions and/or Risk Controls</p>	<p style="font-size: 2em;">2</p> <p>Final Risk Factor</p>

PRIORITY KEY: I = Immediate M = Medium L = long term (consult risk level evaluator)
 ACTIONS KEY: Eliminate, Substitute, Reduce, Isolate, Control, Personal Protective Equipment, Discipline
 RISK FACTOR: Likelihood x Severity = Risk Factor
It is strongly recommended that the section on Risk Assessment in the Safety Manual be consulted

Name person responsible for action (if required):	By when:
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Date of review: _____ Signed: