

RISK ASSESSMENT

Title:	Cleaning the Guillotine			Date of Assessment:	20/06/2018	Risk Assessor:	Ian Warne
Reference Number:	RA40	Version Number:	4	People involved in making this assessment:	Ian Warne		
Task/Process:	Cleaning the Guillotine in Design Department			People at Risk:	Employees, visitors and contractors		
Documents Associated with this Risk Assessment:							
Review Date:	07/06/24	Reviewer:	Ian Warne		Next Review Date:	07/06/25	

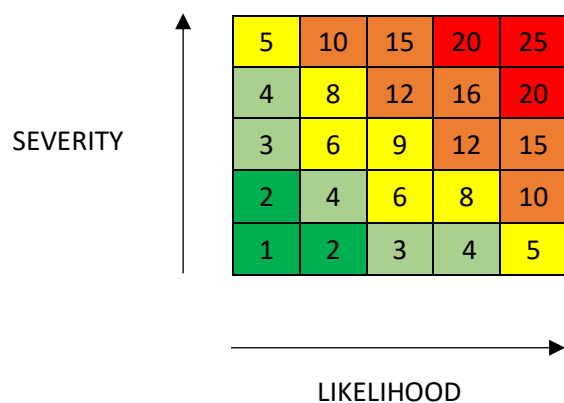
Hazard: Sharp Blade	Risk of cuts, lacerations and amputations. Risk to employees.
Control Measures:	
1.	Ensure the interlock is working before use
2.	Isolate machine from electrical supply as a back up to the interlock when not in use
3.	Avoid contact with the blade
4.	Use PPE – gloves
5.	Use a mechanical aid where possible
6.	Instruction, information, training and supervision

Hazard: Electricity	Risk of electric shocks, burns and death. Electrical faults could lead to fires. Risk to employees and contractors
Control Measures:	
1.	All sockets have RCD's built in
2.	Electrical items PAT tested when required
3.	Fixed wiring inspected every 3 years
4.	Good housekeeping to ensure leads cannot be damaged
5.	All faults to be reported to a supervisor/manager immediately
6.	Routine maintenance
7.	Instruction, information, training and supervision

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk