

## RISK ASSESSMENT

<b>Title:</b>	Pulling Material from the Carousel onto the Plotter/Cutter Table	<b>Date of Assessment:</b>	19/07/2019	<b>Risk Assessor:</b>	Ian Warne and Clare Crouch
<b>Reference Number:</b>	RA43	<b>Version Number:</b>	3	<b>People involved in making this assessment:</b>	Ian Warne and Clare Crouch
<b>Task/Process:</b>	Pulling material from the carousel onto the Plotter/Cutter table		<b>People at Risk:</b>	Employees	
<b>Documents Associated with this Risk Assessment:</b>					
<b>Review Date:</b>	07/06/24	<b>Reviewer:</b>	Ian Warne		<b>Next Review Date:</b> 07/06/25

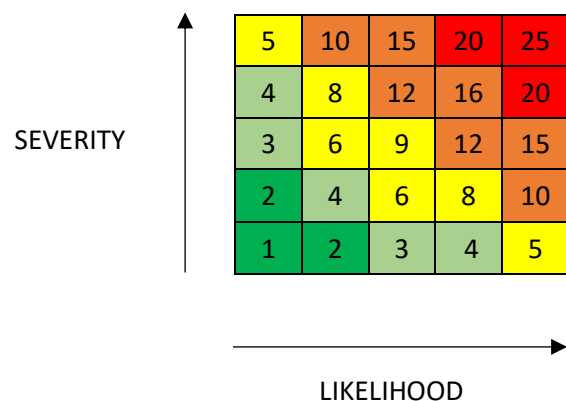
<b>Hazard:</b> Working at Height	Risk of injury from falling from the table causing musculoskeletal injuries or broken bones. Risk to employees.
<b>Control Measures:</b>	
1.	Only trained and competent employees to use the Plotter/Cutter
2.	Always use steps provided to climb on and off the table ensuring secure and in good condition before use
3.	Always walk on blue belt and never the metal table edge
4.	Appropriate non-slip shoes to be worn
5.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
6.	Minimise occurrence i.e. fan fold on the ground and not on the table
7.	Instruction, information, training and supervision

<b>Hazard:</b> Manual Handling	Risk of musculoskeletal injuries. Risk to employees.
<b>Control Measures:</b>	
1.	Care when feeding/pulling material not to over-reach
2.	All employees trained in manual handling (training reviewed)
3.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
4.	Plan the route and brief all involved of the route
5.	Ensure all people involved are physically fit to do the work required
6.	Appropriate non slip shoes to be worn
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	<b>Unacceptable</b> Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	<b>Tolerable</b> Additional controls must be introduced as soon as possible.
5-8	<b>Tolerable</b> Additional controls may be needed
4 or below	<b>Acceptable</b>

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