

Guillotine and laminator risk assessment



Assessment conducted by: Sarah Gill	Job title: headteacher
Date of assessment: Autumn 2023	Review interval: annually

Related documents

Health and Safety Policy, First Aid Policy, Behavioural Policy, Fire Safety Policy, Fire Safety Risk Assessment, Health and Safety Classroom Checklist, Manual Handling Policy, COSHH Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Staff Code of Conduct - Manual Handling Policy • All staff have due regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety at Work etc. Act 1974 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The COSHH Regulations 2002 • All staff who use guillotines and laminators are trained in their safe use. • Guillotines and laminators are only used in line with the manufacturer's instructions. • Pupils are not permitted to use guillotines and laminators. • Guillotines and laminators are stored in a safely locked cupboard when not in use. • Any pupils found to be using guillotines and laminators are disciplined in line with the school's Behavioural Policy. 	Y	Headteacher	30-9-23	M
Health and safety	M	<ul style="list-style-type: none"> • Fire exits are clearly signposted in all rooms wherein a guillotine or laminator is used. • The Fire Safety Risk Assessment includes the use of laminators. • Blades on guillotines are covered with a safety belt. • If there is any damage to the safety belt on guillotines, staff cease use immediately and report it to the site manager. • Any broken or damaged guillotines are repaired by a competent individual or disposed of safely by the site manager. • Any spare guillotine blades are stored in a locked cupboard. 	Y	Headteacher Site manager	30-9-23	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Maintenance	L	<ul style="list-style-type: none"> • Guillotines undergo maintenance by a competent individual on a termly basis. • Blades on guillotines are only replaced by a competent individual. • Laminators undergo an annual PAT test by a competent individual. • Ventilation systems throughout the school are regularly maintained by the site manager to avoid inhalation of fumes from the laminator. • All maintenance work on ventilation systems is logged in a maintenance log. 	Y	Site manager	30-9-23	M
Electrical laminators	M	<ul style="list-style-type: none"> • A check of laminators is conducted by the site manager prior to the first use and any electrical defects are identified. • Staff conduct a visual inspection of laminators prior to each use. • Staff understand how to identify a defect or any damage to laminators. • Defective laminators are not used, and an out-of-order sign is displayed on them until they are fixed or removed from the premises. • Any broken or damaged laminators are removed from the premises safely by the site manager. • Wires are fully enclosed in cable coverings. • Cable runs are tied securely, properly routed and kept tidy. • Sufficient outlets are provided to minimise the need for extension leads and adaptors. • An appropriate location is assessed for the use of the laminator prior to use to minimise the need for extension cables. • Where extension cables are necessary, they are not overloaded and are always fully unwound from the reel to avoid the coil from overheating. • Staff turn off and discontinue use of the laminator if it overheats and report it to the site manager. • Liquids are not present in the vicinity of the laminator. 	Y	Headteacher	30-9-23	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
First aid		<ul style="list-style-type: none"> • At least two members of staff are trained in how to appropriately respond to a medical incident, e.g. a cut or burn. • A clear access route is available for first aiders and emergency services in the event of a medical emergency in all areas where guillotines and laminators are used. • At least two members of staff have an up-to-date first aid certificate. • A fully-stocked first aid box is available at all times in all classrooms. 	Y	Headteacher	30-9-23	M
Manual handling		<ul style="list-style-type: none"> • Guillotines and laminators are stored at waist level, where possible, to avoid the need for lifting. • An established procedure is in place for dealing with incidents related to lifting equipment from high shelves. • Trolleys are used to transport guillotines and laminators, wherever possible. • Two members of staff move heavier guillotines and laminators, where required. • Staff have due regard for the school's Manual Handling Policy when moving guillotines and laminators. 	Y	Headteacher	30-9-23	M