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| Assessor | Job Title | Assessment Date | Review Dates / Initials | |
|-----------|----------------|-----------------|-------------------------|--|
| A.N Other | Office Manager | | | |

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|------------------------------|-------------------------------|
| Equipment assessed/location: | Laminator, First floor office |
|------------------------------|-------------------------------|

| Persons at risk | Details | Frequency | Are any disabled? | Comments |
|-----------------|------------------|------------------------------|-------------------|------------------------------------|
| Staff | All office staff | Regularly throughout the day | Yes No | One staff member uses a wheelchair |
| Contractors | | | | |

| Hz No. | Hazard description | How are persons affected? | Level of Risk | | | Existing controls | Further controls / action |
|--------|--------------------------------|--|---------------|---|----|--|---|
| | | | P | S | R | | |
| 1 | Fire from overheated equipment | Smoke and fumes from burning materials will cause respiratory discomfort. Fire could spread to adjacent areas if unchecked | 3 | 5 | 15 | Cable holder supplied but not properly fixed own | Re-fix cable cover or have new socket fitted |
| 2 | Burns | Staff may suffer painful burns to their fingers if they touch fresh laminate | 3 | 3 | 9 | None | Ensure all staff are shown how to use machine |
| 3 | Entanglement, pinch injuries | Staff may suffer pinch injuries if they try to move material being laminated while process is underway. Male staff could have their ties caught in rollers | 2 | 4 | 8 | None | Ensure all staff are shown how to use machine |
| 4 | | | | | | | |
| 5 | | | | | | | |

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|-----------------|---|
| Probability (P) | 5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely |
| Severity (S) | 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible |
| Risk (R) | 0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures |