

Risk Assessment Guidance

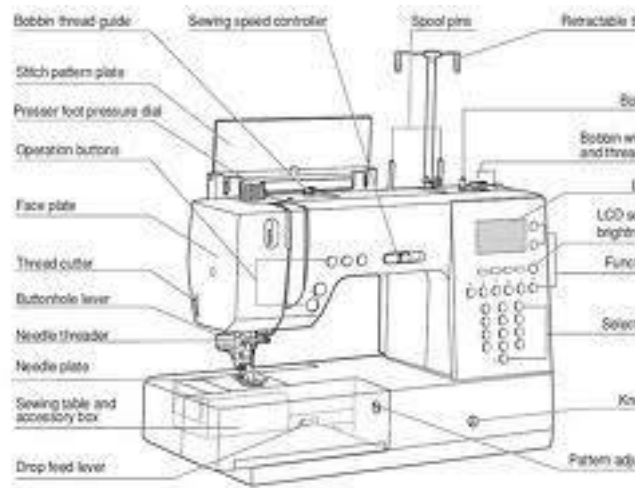
Title

Sewing Machine

While these machines present a low risk, incorrect use can still cause injury.

All machines must be maintained correctly and regularly inspected. All sewing machines must be PAT tested and operators provided a copy of this risk assessment before operating.

If operators have any concerns or feel there should be additional information included within this risk assessment they must report this to their Supervisor in the first instance.



Job Sequence	Hazard Identification	Controls
Conduct pre-operational checks	Damaged parts.	<p>Always visually inspect machines before use, where guards are fitted and adjusted for your finger size before operating.</p> <p>Report any damage or concerns to your Supervisor.</p>
Work Environment	<p>General environment.</p> <p>Housekeeping.</p>	<p>There should be suitable lighting to be able to carry out the works safely and sufficient 'clear' space for the operatives to work.</p> <p>Good housekeeping should be maintained including regular clearing of waste materials and avoiding trailing leads.</p>
Electrical safety	<p>Safe condition.</p> <p>Lighting.</p>	<p>Always visually check the machine before use, ensure there is no visible damage and that electrical leads and connectors are in good condition. Report and defects.</p> <p>There should be suitable lighting directly above or connected to the machine when carrying out detailed work, to ensure that lights fitted to the machine do not go off when the machine is not running.</p>
Training	Untrained Person.	<p>All machine operators should review this risk assessment prior to commencing work. If they have any questions or concerns regarding the machine they are using they should direct these to their Supervisor in the first instance.</p> <p>Always turn off the machine before threading, when using treadles ensure there is space to remove feet when threading or changing needles.</p> <p>Always ensure you are using the correct needle with the machine and that the needle is fitted correctly before operating.</p>

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Occupational Health	Musculoskeletal.	Ensure when sitting for long periods that you can maintain good posture, that the chair you are using is suitable for the task and that you can move and reach your work area without over reaching or stretching. All staff that are seated for long periods, should aim to take regular breaks. If you are experiencing any discomfort when working please report this to your supervisor..
First Aid		Make sure you are aware of the first aid provisions in place. All accidents & near misses must be reported to your Supervisor

All persons working with this equipment or within close vicinity must sign and show that they have read and understood the risk assessment guidance and that they will follow the above control measures set out whilst working.

Additional Guidance	COSHH Assessment	Method Statement	Other (Specify)
		N/A	Only trained persons are allowed to operate this equipment.
Name			
Signed			Date