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| **Department:** | **Service:** | | **Reference:** | |
| **Activity:*****Primary Practical Lessons*** | | **Site:** | | |
| **People at Risk:*****Children, Teachers, Non-teaching staff*** | | **Additional Information:** | | |
| **Name of Person Completing Form: Job Title: Date:** | | | | **Review Date:** |

| **Hazard** | **Risk** | **Initial Rating**  **L, M, H** | **Existing Control Measures** | **Final Rating**  **L, M, H** | **Additional Action Required**  **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| ***Low melt glue gun*** | ***Electric shock***  ***Burns from the glue gun itself and the glue***  ***Trips caused by trailing leads*** | *H* | ***Equipment is used only by pupils after been shown how to use it and under the supervision of a teacher.***  ***All equipment to be accounted for and stored away at the end of the lesson.***  ***All glue guns are subject to an annual portable appliance test (PAT).***  ***Periodic checks of the equipment are made by the teacher and simple records kept*** | *M* |  |
| ***Small sharp edged tools***  ***(knives, scissors, files, cutters, hole punches)*** | ***Cuts*** | *H* | ***Equipment is used only by pupils, after they have been shown how to use it and under the supervision of a teacher.***  ***All equipment to be accounted for and stored away at the end of the lesson.*** | *M* |  |
| ***Batteries (dry and rechargeable)*** | ***Burns***  ***Fire*** | *H* | ***All pupils and staff are trained to use batteries.***  ***Batteries are stored in an upright position so that they are not touching and discharging against each other.***  ***Pupils are taught the correct way to connect batteries to a circuit. They are not allowed to short-circuit any battery, in particular the rechargeable type, as this can lead to overheating.***  ***Batteries are never left loose to mix with other metal items.***  ***Disposable or dry cell batteries must never be charged.***  ***Different types of battery must never be mixed.***  ***Batteries must never be cut open.***  ***Care is taken when disposing of old batteries as they are liable to leak. They are placed in a sealed container or plastic bag and disposed of safely, preferably into an external bin.***  ***Where rechargeable batteries are used the rechargeable unit is used by the teacher and is subject to an annual portable appliance test (PAT).*** | *M* |  |
| ***Baby Belling cooker*** | ***Burns***  ***Fire*** | *H* | ***Care is taken to ensure oven door is closed unless loading or unloading.***  ***The cooker is subject to an annual portable appliance test (PAT).***  ***Care is taken over the location of the cooker. A fire blanket or carbon dioxide extinguisher is kept near the cooker.***  ***Where a cooker is located on a trolley so that it can be transported around school it is left to cool before being moved. A fire blanket is kept on the trolley*** | *M* |  |
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