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Using Office Equipment

rm RA Ref No: Off1

Assessor	Job Title
A.N Other	Office Ma

Assessment Date	Review Dates / Initials
22 <sup>nd</sup> Jan 2013	21 <sup>st</sup> Jan 2014

Equipment assessed/location: Laminator, First floor office

Persons at risk	Details	
Staff	All office staff	Reg the
Contractors		

Any disabled?	Comments
No	One staff member uses a wheelchair

H <sub>z</sub> No.	Hazard description	How are persons affected?
1	Fire from overheated equipment	Smoke and fumes from burning materials will cause respiratory discomfort. Fire could spread to adjacent areas if unchecked
2	Burns	Staff may suffer painful burns to fingers if they touch fresh laminated material
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
4		
5		

Existing controls	Further controls / action
Cable holder supplied but not properly fixed own	Re-fix cable cover or have new socket fitted
One	Ensure all staff are shown how to use machine
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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 action

25=high risk, stop operation & implement control measures