| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sharp knives and cutters |  | Cuts/ lacerations | H | Wherever possible, safety cutters are used instead of knives and cutters |  |  |  |  |
| H | Students are instructed about the safe use of safety cutters/knives especially the golden rule to always cut away from yourself (and other people)  Students are instructed about the safe use of safety cutters/knives (especially that you NEVER try to catch a falling knife, and simply get out of its way as fast as possible)  The need for cut and stab proof personal protective equipment is assessed, e.g. chainmail gloves (non- knife hand) and aprons for novice users |
| M | Safety cutters/knives are kept sharp (blunt knives require additional force in use leading to accidents) |
| H | Safety cutters/knives are checked for damaged blades or handles at least once per term and disposed of If damaged |
| M | Safety cutters/knives are stored separately to other equipment |
| H | Safety cutters/knives are counted out to students and counted back in at end of class  Shadow boards are considered for stricter control |
| H | Safety cutters/knives are washed in sink separately from other items of equipment and never left soaking in sink  Knives are soaked in a separate container as required |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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