



Hot Glue Gun Risk Assessment

Lapstone Activity Centre

Risk Rating Key

- !!** Very High
- !** High Risk
- #** Medium Risk
- *** Low Risk

Identified Hazard –

- Hot Glue
- Hot Metal tip of the gun
- Left unattended
- Cooling Down the Hot Glue Gun

Risk -	Control Measures
<p># Burns from touching the hot metal tip</p> <p># Hot glue burning the skin from the glue gun</p> <p># Hot glue burning the skin from the craft</p> <p># Damaging surfaces</p>	<p>Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.</p> <ul style="list-style-type: none"> • New Educators are taught about the safety concerns of the hot glue gun. New Educators will be paired with an experienced Educator to ensure they know how to handle the hot glue gun properly. • Educators are to check the hot glue gun works properly before allowing children to use it. • Educators will strictly supervise children using the hot glue gun to ensure they are using it safely. Glue gun should be setup in a place next to Educator so that children cannot touch it unattended. • Educators are to ensure that the hot glue gun is not left unattended. • Children to be guided on how to use the hot glue gun and are reminded of the safety rules before they begin using the hot glue gun. • Children are reminded not to touch the hot glue until it completely cools down. • If children need to push parts together using the hot glue, they are to use a paddle pop stick instead of their hands to reduce risk of burns. • If left unattended the glue gun should be turned off and unplugged. • Educators are to ensure that the hot glue gun is completely cooled before storing it away. It is to be placed out of children's reach when cooling down. • Any children that cannot follow the rules and are being unsafe will not be allowed to participate. • Capable child can be allowed to use the glue gun under staff supervision. Educators will choose what children are capable of using the hot glue gun (example a responsible year 5 and 6 opposed to a kindy that may not be able to manipulate it correctly/safely) During use of Hot glue Gun, Educator to let Only 1 child at a time use the Glue gun. Educator to discuss safety with child before use. Strict supervision by Educator at all times to ensure correct use of glue gun.

- Educators are trained in first aid and first aid kit available in main room

Completed by: Jessie McCulloch

Approved By:

Signature:

Date: 16/08/2023

Signature:

Date: