

Risk assessments for the storage and use of Hot Glue Guns

All participants, tutors & organisers must be informed of these specific hazards which must be considered/addressed prior to use and followed throughout.

**Assess the following hazards & determine the risk level.
Then take all the necessary actions to minimise these risks**

Hazard List	Hazard identified	Who might be harmed and how?	Risk level <i>low/medium/high or not applicable</i>	Action to minimise risk
Situational Hazards – obstruction / exposed feature	Storage of hot melt glue adhesive. Storage of inflammable and combustible materials	Participants, tutors & organisers Fire risk in terms of providing a fuel source		Store glues in a clean and dry place with temperatures between 5°C and 30°C. Keep them in closed containers. Always use the oldest stock first. There should be no inflammable materials in the activity room, or combustible materials within 10 metres.
Situational Hazards – obstruction / exposed feature	Use of electrical equipment	Participants, tutors & organisers Risk of electrocution Fire risk Damage to surfaces		All equipment to be PAT tested within the last 12 months. Only work on a heat resistant mat/surface. Suitable heat resistant stands should be made available Gun must not to be left unattended, especially while plugged in. Gun to be unplugged when not in use and a check should be made at the close of play to ensure all equipment has been switched off and is no longer hot.
Physical / Chemical Hazards contact with hot liquid, vapour & substances	Use of hot melt glue.	Participants, tutors & organisers Molten hot melt glue on skin or in eyes or accidentally ingested.		Always use a drip mat & protective clothing to be worn at all times – overalls, gloves, goggles. In the event of an accident, medical attention should be sought immediately.
Physical / Chemical Hazards contact with hot liquid, vapour & substances	Use of hot glue gun	Participants, tutors & organisers Molten hot melt glue on skin or in eyes or accidentally ingested.		Equipment to be used safely at all times Gun should never be tilted upwards – or used for gluing overhead items. In the event of an accident, medical attention should be sought immediately.
Environment al Hazards – substance released into the air	Hot melt fumes are generally safe – unless the glue has overheated which could potentially release toxic vapours	Participants, tutors & organisers Inhalation of hot melt fumes		Work in a well-ventilated room. Advise to stop working and get some fresh air, and to seek medical advice if there are any respiratory problems or fumes are inhaled accidentally

Risk Assessment completed by _____ Signature _____ Date _____