**Use of Glue Gun - risk assessment**

# HIAS MOODLE OPEN RESOURCE

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#### Final version

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**Overview**

**This document contains…**

You will find guidance on using glue guns in Primary schools.

**Points to consider when using this resource**

This is guidance only, please adapt and amend to suit the needs of your students.

**Use of Glue Guns - risk assessment**

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| **Glue Guns** |
| Please sign in the appropriate space to confirm your knowledge and understanding of the hazards and the risk control measures that should be applied when using glue guns. |
| **Activity** |
| USE OF GLUE GUNS  NB: ONLY KEY STAGE 2 PUPILS SHOULD USE GLUE GUNS UNDER CLOSE ADULT SUPERVISION. |
| **Hazards** |
| • Electric shock.  • Leads, which could be tripped over.  • Hot glue gun nozzle tips, which can cause burns. These are much more severe with higher temperature guns and these are not recommended for use in primary schools.  • Splashes of glue, which can cause burns. |
| **Additional Hazards Identified** |
|  |
| **Risk Control Measures** |
| The glue gun should only be used when there are no alternative methods, e.g. a strong PVA glue is more suitable for making wooden frames than a glue gun.  • Check LA/employer guidance about the use of glue guns.  • Proprietary ‘low temperature’, double-insulated glue guns should be used. High temperature glue guns will cause burns if the glue gets on the skin.  • Instruction should be given on the correct use of the glue gun, including warning pupils of the hot surfaces of the gun and the risk of burns from the residual heat of any molten glue that comes into contact with the skin.  • Use glue guns over a piece of hardboard or glue gun mat to protect furniture. Glue gun stands with an incorporated drip-tray should be used.  • Pupils must be appropriately supervised whilst carrying out the activity. Use glue guns in a dedicated area.  • Demonstrate correct use of the glue gun, holding the nozzle slightly above the material to be glued, as the nozzle will get blocked if pupils try to squeeze the glue out and the nozzle is pressing on the material.  • Do not allow pupils to push the glue sticks further into the glue gun with pencils etc.  • Suitable eye protection should be worn (BS4163:2014).  • Cables must not be left in such a way to pose a risk of tripping.  • Glue guns must be tested in accordance with the establishments’ policy on Portable Appliance Testing (PAT). This includes checking the glue gun’s cable, plug and casing are in good condition, before use. |
| **Additional Control Measures Identified** |
| **(If you have identified additional hazards you must describe what additional control measures need to be put in place)** |
| **All relevant staff have been made fully aware of the contents of this risk assessment** |
| Date of Risk Assessment:  Date of Review:  Name(s) of Assessor(s):    Signature of Subject Leader/Coordinator:  Signature of Headteacher: |

**Design and Technology**

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