

Mayku has identified a range of risks that the FormBox poses to a workplace / classroom environment, please read these carefully and adhere closely to our suggested actions to mitigate risk. Our comprehensive safety information booklet is included with each FormBox, and can be viewed [here](#) at any time. Please ensure that all staff who are responsible for the care of others when using the FormBox have read this document carefully and take action to minimise the risks outlined therein. If you notice any additional hazards that are unique to your workplace, please identify them when migrating this information to your own company's documentation. Mayku are not responsible for incidents arising out of the misuse of the FormBox or from hazards either identified or absent in this document or any other provided by Mayku or a retail partner.

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What are the hazards?	Who might be harmed and how?	What should you be doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
	<p><u>All risks below are applicable to:</u></p> <p>Private Customers, Staff, Students, Workshop Participants, Visitors</p>					
Trips and falls	People may trip over the FormBox power cable, vacuum cleaner power cable or vacuum hose connected to the FormBox.	Keep all Trailing cables out of gangways, tape to the floor / use rubber floor strips if necessary.	Ensure this action is performed when setting up the FormBox before each use.	-	xx/xx/xx	xx/xx/xx
		Fully unwind the FormBox mains cord before you plug it in the wall socket.		-	xx/xx/xx	xx/xx/xx
Mechanical Injury	People may cause injury when operating the mechanical parts of the FormBox in an unsafe way.	Beware of crushing objects and body parts between the two FormBox trays or between the lower tray and the base of the unit. Clearly instruct workshop participants and students not to do this.	Reiterate this to all workshop participants and students before each session.	-	xx/xx/xx	xx/xx/xx
	People may be injured by a FormBox which has fallen from an uneven surface or be impacted by debris.	Always place the FormBox on a stable, flat, heat-resistant surface. Also ensure that the surface can take the weight of the FormBox during use.	-	-	xx/xx/xx	xx/xx/xx
		Do not use the FormBox outdoors.	-	-	xx/xx/xx	xx/xx/xx
Burns	People may burn themselves on the parts of the FormBox that become hot under operation.	The ceramic plate of the heater on the underside of the top unit of the FormBox can become extremely hot under operation and may cause serious burns. Do not touch under operation. Clearly instruct workshop participants and students not to do this.	Reiterate this to all workshop participants and students before each session.	-	xx/xx/xx	xx/xx/xx
		When sheets are heated in the FormBox they will become very hot, do not touch Mayku sheets until they have cooled after use. Clearly instruct workshop participants and students to do this.	Reiterate this to all workshop participants and students before each session.	-	xx/xx/xx	xx/xx/xx

		Do not attempt to use any body parts or living things as templates in the FormBox. Clearly instruct workshop participants and students not to do this.	Reiterate this to all workshop participants and students before each session.	-	xx/xx/xx	xx/xx/xx
		Always switch the FormBox heater off by turning the heater dial to 'OFF' after use and let the fans cool the heater down for twenty minutes before switching off at the mains.		-	xxx/xx/x	xx/xx/xx
		Do not move or lift the FormBox while it is operating or while it is connected to an electrical socket.		-	xx/xx/xx	xx/xx/xx
		Objects placed close to the FormBox may also get hot. Keep the workshop environment tidy.		-	xx/xx/xx	xx/xx/xx
	People who should not use the FormBox because they do not understand how the machine works could harm themselves on the parts of the FormBox that become hot under operation.	The FormBox is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instructions concerning use of the appliance by a person responsible for their safety.	Ensure all at-risk individuals are identified before each session.	-	xx/xx/xx	xx/xx/xx
		Do not allow children to play with the FormBox unattended. It is not a toy.		-	xx/xx/xx	xx/xx/xx
		Keep the FormBox and its mains cord out of reach of animals and children less than eight years old when the machine is switched on or cooling down.		-	xx/xx/xx	xx/xx/xx
		Close adult supervision is necessary when the FormBox is used by or near children.		-	xx/xx/xx	xx/xx/xx
		Do not use the FormBox under the influence of any intoxicating substances.		-	xx/xx/xx	xx/xx/xx
Fire	People could become injured by a fire caused by the improper use of the FormBox.	Never cover the ventilation holes on the top, sides or underneath of the FormBox.		-	xx/xx/xx	xx/xx/xx
		Do not use any flammable or potentially explosive materials in conjunction with the FormBox either as sheets or templates.		-	xx/xx/xx	xx/xx/xx
		Do not use non-certified Mayku sheets and materials with your FormBox	Consult Mayku or a knowledgeable professional before using a new material with the FormBox.	-	xx/xx/xx	xx/xx/xx
	People could become injured by a fire caused by the FormBox being stored close to flammable objects whilst in operation or cooling	Always switch the FormBox heater off by turning the heater dial to 'OFF' after use and let the fans cool the heater down for twenty minutes before switching off at the mains.		-	xx/xx/xx	xx/xx/xx

	down.						
	People could become injured by a fire caused by the FormBox that could have otherwise been averted.	Do not leave the FormBox unattended when in use.	-	-	xx/xx/xx	xx/xx/xx	
Electric Shock	People could become injured when overloading the FormBox with a power supply which exceeds manufacturers specifications.	Before plugging the FormBox into the mains electrical supply, check that the voltage and power supply comply with the specifications indicated on the rating plate of the appliance. You will find this information on the sticker on the back of the machine.	-	-	xx/xx/xx	xx/xx/xx	
		Do not plug a vacuum cleaner into your FormBox that is above 2000 watts or otherwise above the wattage indicated on the back of the machine.	-	-	xx/xx/xx	xx/xx/xx	
	People could become injured by receiving an electrical shock due to using the FormBox around liquids.	The FormBox must not be submerged in water, as any contact with the electrical parts would create the risk of malfunction and electric shock.	-	-	xx/xx/xx	xx/xx/xx	
		To prevent the risk of electrical shock, do not immerse the power cord, plug, or any non- removable parts of the FormBox in water or any other liquid.	-	-	xx/xx/xx	xx/xx/xx	
		Never allow any liquid to get onto or inside of the FormBox.	-	-	xx/xx/xx	xx/xx/xx	
		Do not use the FormBox with wet hands. Clearly instruct workshop participants and students not to do this.	Reiterate this to all workshop participants and students before each session.	-	-	xx/xx/xx	xx/xx/xx
	People could receive an electric shock from a FormBox which has been damaged by improper use, repair or augmentation.	Do not orientate or operate the FormBox upside down or on its side.	-	-	xx/xx/xx	xx/xx/xx	
		Disassembly of the FormBox should only be performed by a certified Mayku repair specialist.	-	-	xx/xx/xx	xx/xx/xx	
		The use of attachments, not specifically recommended by the manufacturer, must not be used as they may cause personal injury or damage to the FormBox.	-	-	xx/xx/xx	xx/xx/xx	
		Do not replace any part of the FormBox with a third-party component.	-	-	xx/xx/xx	xx/xx/xx	
	People could receive an electric shock from a FormBox which has been damaged by wear and tear	Do not use the FormBox if the plug, the mains cord or the machine itself shows physical damage, or if the machine functions abnormally in any way, or if the machine has been dropped or has been exposed to water or other liquid.	Regularly check the FormBox power cord carefully for damage. If the power cord is damaged in any way, the manufacturer or its service agent must	-	-	xx/xx/xx	xx/xx/xx

			replace it in order to avoid an electrical hazard.			
		Do not use a vacuum cleaner with the FormBox that shows physical damage, or if the plug and/ or the mains cord of the vacuum cleaner shows physical damage, or if the vacuum cleaner functions abnormally in any way, or if the vacuum cleaner has been dropped or has been exposed to water or other liquid.	-	-	xx/xx/xx	xx/xx/xx
		To unplug the FormBox and the vacuum cleaner attached to the FormBox, grasp the plug firmly and remove it from the electrical supply. Do not pull on the cord.	-	-	xx/xx/xx	xx/xx/xx
		Do not allow the FormBox power cord to hang over sharp table edges or come into contact with hot surfaces.	-	-	xx/xx/xx	xx/xx/xx
	People could receive an electric shock from a FormBox which has been used inappropriately.	Do not attempt to power any electrical items other than a vacuum cleaner using the FormBox power output socket. Clearly instruct workshop participants and students not to do this.	Reiterate this to all workshop participants and students before each session.	-	xx/xx/xx	xx/xx/xx
		Do not use the FormBox without first plugging a vacuum cleaner into the electrical outlet on the back on the machine.	-		xx/xx/xx	xx/xx/xx
		Do not let the FormBox mains cord come into contact with the ceramic heater in the top of the machine when the heater is switched on or cooling down.	-	-	xx/xx/xx	xx/xx/xx
		Make sure that the FormBox is switched off and remove the plug from the mains electrical supply when it is not in use, before it is cleaned and while it is being repaired.	-	-	xx/xx/xx	xx/xx/xx