



**Risk Assessment - Wood Shop, Winchcombe**

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**Use of Powered Fixed Woodworking Machinery**

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Personal injury: contact or entanglement with moving machinery Contact with moving parts e.g. saw blades, drill bits, sanding belts, mortiser chisels; kick-back of workpiece; ejection of material; disintegration of tools	Volunteers & Staff	1) CRITICAL - Elimination: Machine operators wear suitable clothing - no loose items that could get caught in moving parts and lead to injury - Effective 2) CRITICAL - Elimination: The emergency electrical isolation switch located adjacent to the Fire Exit will cut power to all machinery and equipment in the event of an accident or dangerous situation - Effective 3) CRITICAL - Engineering: Machines are fitted with fixed and/or adjustable guards, distance barriers and other protective devices, where practicable, to prevent access to dangerous parts - Effective 4) CRITICAL - Administrative: Use of machinery is strictly controlled and restricted to named individuals who have received training and are deemed to be competent. Appropriate signage is displayed next to each machine. Training/competence certification is renewed every 3 years. - Effective 5) CRITICAL - Administrative: Machinery is serviced annually by Tewksbury Saw, is properly maintained and is regularly inspected for defects. Cutters, drills and other tools are sharpened as necessary. - Effective 6) CRITICAL - Administrative: Each machine has its own electrical isolation switch, which is turned OFF when the the machine is not in use, to prevent inadvertent start-up. All switches are turned OFF and padlocked when the Woodwork Team is not working - Effective 7) CRITICAL - Administrative: Machines used in accordance with manufacturers' instructions and safe working practice. Push-sticks, jigs, workpiece-holders and other protective appliances are provided and used. Extension rollers provided for use when working long timber/sheet material. - Effective	3 x 3 = 9 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) PPE: Safety glasses or goggles should be worn when operating or assisting with the operation of machinery to prevent eye injury caused by ejected material or flying debris - Effective	3 x 3 = 9 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
<b>Score and Control Measure Notes.</b>							
Risk is medium due to potential injury threat. Machinery operators to be instructed to wear eye protection.							
Health and Safety	Personal injury - dust inhalation Sawing, drilling and machining of timber and sheet materials	Volunteers & Staff	1) CRITICAL - Administrative: The majority of the machines are connected to the dust extraction plant, which is used when the machines are being operated - Effective 2) CRITICAL - Administrative: There is a ceiling-mounted air purification/filtration unit in the Wood Shop. The filters are cleaned as required.. - Effective 3) CRITICAL - Administrative: Good housekeeping - benches and floors are swept when work finishes each day to remove residual sawdust, shavings, etc - Effective 4) CRITICAL - PPE: Dust masks are worn by machine operators. - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Engineering: Consider fitting a local dust collector to the chop saw - Effective 2) PPE: Mandatory wearing of appropriate dust masks by operators of machines - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a



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Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S T	Additional Control Measures	L Overall	S T	Owner/Action
Health and Safety	Personal injury: noise-induced hearing loss Exposure to noise from operation of machinery	Volunteers & Staff	1) Administrative: The use of the machinery is typically of short duration - Effective 2) CRITICAL - PPE: Wear ear protection - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	6	1) Administrative: Carry out noise surveys - Effective 2) PPE: Depending on results of noise surveys, provide information and training regarding exposure to noise to all users of the Woodshop, especially to machine operators, and consider need for mandatory wearing of hearing protection - Effective	1 x 1 = 1 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1	n/a

**Use of Hand Tools**

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S T	Additional Control Measures	L Overall	S T	Owner/Action
Health and Safety	Personal injury - contact with cutting blades and other sharp tools Incorrect use of tools, including incorrect posture or applying excessive force; using tools in poor condition, including blunt tools	Volunteers & Staff	1) CRITICAL - Administrative: All Woodwork Team members are deemed competent - Effective 2) CRITICAL - Administrative: Tools are properly maintained - Effective 3) CRITICAL - Administrative: Follow the hand tools risk assessment - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3	1) Administrative: Improved storage facilities for hand tools to help preserve them in good and serviceable condition - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3	n/a
Health and Safety	Personal injury - penetration or irritation of eyes Flying debris from material being worked upon or from disintegration of tools, e.g. a drill bit	Volunteers & Staff	1) CRITICAL - Administrative: Tools are properly maintained - Effective 2) CRITICAL - PPE: Eye protection worn - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	6	1) Administrative: Improve frequency of tool inspection and institute system of regular re-sharpening of tools - Effective	1 x 2 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2	n/a
Health and Safety	Personal injury - repetitive strain injury Incorrect technique/posture; using tools for excessive periods without taking breaks	Volunteers & Staff	1) CRITICAL - Administrative: All Woodwork Team members are deemed competent - Effective 2) CRITICAL - Administrative: Be aware of your own limitations - Effective 3) CRITICAL - Administrative: Adopt a stance to limit strain. Bend knees etc. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	4	1) Administrative: Consider training on risk of RSI - Effective	1 x 1 = 1 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1	n/a

**Use of Portable Electric Tools**



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Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Personal injury - contact with dangerous moving parts; electric shock; trips and slips Unsafe use of tools; defective tools; tripping over power leads	Volunteers & Staff	1) CRITICAL - Administrative: All power tools are regularly inspected and tested ('PAT'); guards, where fitted/practicable are maintained and used. Extension leads, where used, are kept short/tidy - Effective 2) CRITICAL - Administrative: Use of power tools strictly controlled and restricted to named trained and competent individuals - Effective 3) CRITICAL - Administrative: Power tools used in accordance with manufacturers' instructions, in a safe manner and only for their intended purpose - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Consider training in the use of hand tools - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Personal injury - HAVS Use of vibrating tools such as router and jig-saw	Volunteers & Staff	1) CRITICAL - Elimination: The risk can be reduced by limiting the use of equipment to the exposure limit EAV value. All equipment is to be tagged. Green 8 hours a day, Amber 2 hours a day and Red 30 mins a day. - Effective 2) CRITICAL - Administrative: Use of router strictly controlled and restricted to named trained and competent individuals - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: All vibrating tools to be labelled with HAVS exposure rating and all users trained in HAVS and safe use of vibrating tools - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Personal injury - dust inhalation Sawing, drilling and sanding timber and sheet materials	Volunteers & Staff	1) CRITICAL - Administrative: Good housekeeping - benches and floors are swept when work finishes each day to remove sawdust and otherdebris - Effective 2) CRITICAL - Administrative: Use of ceiling-mounted air filtration/purification unit (filter cleaned every 15 months) - Effective 3) CRITICAL - PPE: Dust masks worn - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Consider mandatory wearing of appropriate dust masks by users of power tools where there is a significant risk of dust inhalation, such as use of power sanders - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Personal injury - penetration or irritation of eyes Flying debris from material being worked upon or from disintegration of tools, e.g. a drill bit	Volunteers & Staff	1) CRITICAL - Administrative: Tools are properly maintained and subject to regular PAT testing - Effective 2) CRITICAL - PPE: Suitable eye protection to be worn - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) PPE: Consider mandatory wearing of appropriate gloves and safety spectacles - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

**Movement of Personnel and Materials**



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Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S T	Additional Control Measures	L Overall	S T	Owner/Action
Health and Safety	Personal injury: musculo-skeletal injuries from lifting, manual handling, trips, slips and falls Poor technique during manual handling; use of unsuitable mechanical aids; poor underfoot conditions; wearing of unsuitable footwear	Volunteers & Staff	1) CRITICAL - Elimination: Use of trolleys to move large/heavy items of timber/sheet material - Effective 2) CRITICAL - Administrative: Follow the risk assessment for manual handling - Effective 3) CRITICAL - PPE: Wearing of safety footwear is mandatory - Effective 4) CRITICAL - PPE: Wearing of appropriate gloves - Effective	3 x Medium - Risk to be minimised and controlled so far as is reasonably practical.	2 = 6	1) Administrative: Provide better, purpose-built trolley(s) with larger wheels - Effective 2) Administrative: Consider refresher training on manual handling - Effective 3) PPE: Consider mandatory wearing of gloves - Effective	2 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	2 = 4	n/a
Health and Safety	Personal injury - lacerations and puncture wounds Materials with rough or sharp edges or with projecting metal (e.g. nails or screws)	Volunteers & Staff	1) CRITICAL - Administrative: Checking of material for projecting nails, etc - Effective 2) CRITICAL - Administrative: Good housekeeping - floors are swept when work finishes each day to remove debris; materials are stacked/stored in a safe and tidy fashion - Effective 3) CRITICAL - PPE: Wearing of appropriate gloves - Effective	3 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1 = 3	1) Administrative: Consider mandatory wearing of appropriate gloves - Effective	2 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1 = 2	n/a

**Use of Chemicals**

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S T	Additional Control Measures	L Overall	S T	Owner/Action
Health and Safety	Personal injury - ingestion, inhalation, and skin irritation Use of glues, stains, fillers, varnishes, etc	Volunteers & Staff	1) CRITICAL - Administrative: Effective personal hygiene - any splashes washed immediately from the skin; hands washed before consumption of food or drink - Effective 2) CRITICAL - Administrative: Adequate ventilation maintained - Effective 3) CRITICAL - Administrative: Chemicals used in accordance with manufacturers' instructions COSHH Safety Data Sheets - Effective 4) CRITICAL - Administrative: Follow the COSHH risk assessment - Effective 5) CRITICAL - Administrative: All COSHH materials should be listed in the GWSR COSHH register - Effective 6) CRITICAL - PPE: Suitable protective gloves worn - Effective	2 x Medium - Risk to be minimised and controlled so far as is reasonably practical.	3 = 6	1) Administrative: Make COSHH assessments more accessible and provide appropriate refresher training - Effective	1 x Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3 = 3	n/a

**COSHH Assessments**

There are no COSHH assessments associated with this risk assessment.

Ends