

Task/Operation:	Use of workshop		
Group(s) affected:	Staff, volunteers, trainees, contractors		
Person(s) undertaking assessment:	Darren Martin	Date:	19 MARCH 2004
Employee(s) consulted:	JULIE BENNETT/ RICHARD TAYLOR/DAVID OWEN/ ALAN CAMERON / MARK GASH		
Union Safety Rep(s) consulted:	ANDY PEGG		

Reviews			
Next Review Required	Date actually reviewed	Changes Required? (Yes/No)	Assessor Signature
-	20.10.05	No	RTT
<b>20.10.2006</b>			

Hazard	Resultant effect(s)	Before control			State control measures and person responsible to action each one	After control		
		L	S	R		L	S	R
Loose tools/equipment	Cuts, bruises, crushing injuries	2	2	4	All tools and equipment to be stored on sturdy racks/shelving. Maintain good housekeeping.	1	1	1
Edged tools	Cuts	2	2	4	All edge tools to be stored with protective sheaths and/or boxed.	1	2	2
Moving/storing heavy equipment	Sprains, strains, crushing injuries	2	2	4	No heavy equipment to be stored above chest height. All equipment should be accessible from main thoroughfares (ie. no climbing over one thing to get to another) Seek Assistance or mechanical lifting aids. Manual handling training of all staff. Access to step ladders or stools to avoid over-reaching. Use of safety footwear when lifting and	1	1	1

					carrying. Good housekeeping is applied. Any COSHH substances are stored appropriately.			
Ignition to flammable debris (eg. sawdust, etc.)	Burns, smoke inhalation	2	3	6	Any sources of ignition to kept away from debris/fuel. Clear up any rubbish & debris once work is complete.	1	2	2
Fire	Burns, smoke inhalation	1	3	6	Ensure safe, clear fire exit. Relevant fire extinguishers present.	1	1	1
Risk of being locked in a Confined space	Suffocation, unconsciousness	1	3	6	Ensure workshop is not lockable from outside Adequate ventilation & lighting. Ensure doors can be opened from the inside or locked open.	1	1	1
Hazardous substances: - use of	Chemical burns, suffocation	2	3	6	Use of correct PPE and good ventilation. All containers to be thoroughly labelled and stored in lockable container. Washing facilities, eye wash and first aid kit available.	1	2	2
- spillage of	Slips	2	2	4	Spill kit present. Hazardous waste disposal procedures complied with.	1	2	2