
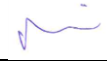












Root & Branch	<b>Risk Assessment</b> In accordance the Management of Health and Safety Regulations 1999	Ref: RA013 Date: 23 July 17
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	<b>Task:</b>	Scroll Saw Operation		<b>Location:</b>	Woodwork Shop Root & Branch
	<b>Name of Assessor</b>	S.R Coombs		<b>Name of Reviewer</b>	Mark Wild
	<b>Job Title</b>	R & B Health and Safety Officer		<b>Job Title</b>	Trustee
	<b>Signature</b>	S Coombes		<b>Signature</b>	
	<b>Persons Potentially at Risk</b>				
	<b>Operator</b>	<b>Other service users</b>	<b>Staff / Volunteers</b>	<b>Public /Other Contractors</b>	
	Y	Y	Y	Y	

Operative PPE requirements for this operation										
										
Safety Boots	Coveralls	Gloves	Eye Protection	Face Protection		Hearing Protection	Hi Viz Vest/ Clothing	Dust Mask	Wellington Boots	Hard Hats
Y	N	N	Y	Y/N		Y/N	N	N	N	N
<b>Specific PPE comments or requirements:</b> Facemask and Ear defenders to be worn when cutting hardwoods or MDF Board										

Estimated Level of Risk (Based on Maximum Risk Identified)		
Low (1-4)	Medium (5-12)	High (13-25)
Yes	Yes, until properly trained	

Emergency Details			
<b>Nearest A &amp; E:</b>	Great Western Hospital Swindon	<b>Telephone No:</b>	01793 604020
<b>First Aid:</b>	First Aiders listed on board in lobby	First Aid Kit in Kitchen	Additional Kits in Forge and Wood Shop

Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
Highly Unlikely	1	First Aid injury or minor property damage	1
Unlikely	2	Minor injury or property damage	2
Medium	3	Potential lost time injury or short term ill health	3
Likely, may occur regularly	4	Major illness or injury	4
Highly Likely, certain or almost certain to occur	5	Fatal or disabling injury or serious ill health	5

Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Defective Equipment	Defective equipment presents a risk of injury	1	3	3	If thought to be defective at any time, cease use of machine and attach a defect tag to isolate from use. Remove Power cord from supply socket. Report any defects to your Supervisor immediately Ensure machines is regularly serviced in accordance with manufacturers recommendations	1	3	3	
Improper Use	Equipment used incorrectly can cause serious injury to operators and others	2	3	6	Only trained operatives to use equipment, if you are unsure about this seek advice from your Manager. This machine is designed to Saw <b>WOOD ONLY</b> . Do not permit untrained persons to use equipment. Use equipment in full accordance with manufacturers recommendations as contained in the handbook	1	3	3	Until operator can demonstrate competence, close supervision is required
Vibration	Excessive vibration is a warning of a potentially serious problem that could cause injury	1	3	3	Ensure operatives are aware that vibration implies something is very wrong. <b>STOP the Machine Immediately remove power cord from electric supply and summon the supervisor. Do not allow anyone to use machine.</b>	1	3	3	
Workpiece Control	Workpiece jumping out of control, could cause injury	2	4	8	<b>Operator training to emphasise the importance of correctly adjustment of workpiece and hold down spring clamp.</b>	1	4	4	
Hand Positioning	Hands coming into contact with oscillating blade, could lead to serious injury	3	4	12	Operator Training to emphasise control technique that ensures that fingers <b>MUST Never come within 3 cm of blade</b>	2	4	8	Improved lighting required

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Maintenance and cleaning activities	Injury could be sustained whilst cleaning the machine	2	3	6	<b>Power cord must be removed from source before cleaning of machine commences</b>  <b>Use Vacuum cleaner NOT fingers to clean machine</b>  Guards must <b>NOT</b> be removed to access difficult to reach places – Supervisors will deal with these problem areas	1	3	3	
Electric Shock	Injury or Burns caused by Electric Shock. Due to short circuit or breakdown of insulation	2	4	8	<b>All power to sockets fed through RCD trip switches</b>  <b>All plug in machinery subject to annual PAT testing regime every 12 months</b>  <b>All electrical circuits tested by a qualified electrician every five years as per legislation</b>	1	4	4	