












<b>Root &amp; Branch</b>	<b>Risk Assessment</b> In accordance the Management of Health and Safety Regulations 1999	Ref: RA08 Date: 19 Jul 17
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	<b>Task:</b>	<i>Pillar Drill Operation</i>		<b>Location:</b>	<i>Woodwork Shop Root &amp; Branch and Forge Workshop</i>
	<b>Name of Assessor</b>	<i>S.R Coombs</i>		<b>Name of Reviewer</b>	<i>Mark Wild</i>
	<b>Job Title</b>	<i>R &amp; B Health and Safety Officer</i>		<b>Job Title</b>	<i>Trustee</i>
	<b>Signature</b>	<i>S Coombes</i>		<b>Signature</b>	<i>[Signature]</i>
	<b>Persons Potentially at Risk</b>				
	<b>Operator</b>	<b>Other service users</b>	<b>Staff / Volunteers</b>	<b>Public /Other Contractors</b>	
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>		

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
<b>Y</b>	<b>N</b>	<b>N</b>	<b>Y</b>	<b>N</b>		<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>
<b>Specific PPE comments or requirements:</b>										
Facemask and Ear defenders to be worn when machining hardwoods or MDF Board										

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

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

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. Report any defects to your Supervisor 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. 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
Flying Debris	Drilling of wood can cause material (Sawdust and Chippings) to be ejected from the cutting area at high speed	2	3	6	Ensure guards are in place.  User must wear suitable personal protective equipment, Safety boots and Safety Glasses.	1	1	1	
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, Maybe the Drill chuck or drilling bit has become loose  <b>STOP the Machine Immediately remove power cord from electric supply and summon the supervisor. Do not allow anyone to use machine.</b>	1	1	1	
Manual Handling	Risk of injury from lifting large baulks of wood, resulting in damage and strains to back or rupture	2	3	6	<b>Always</b> use correct lifting Techniques <b>Always</b> ask for assistance, supervisor will always be ava	1	3	3	Ensure that all service users are trained in correct stance and lifting techniques.
Fumes	Ill health can be caused by fumes when routing Exotic Hardwoods	2	4	8	<b>Always wear a face mask when cutting Hardwoods or MDF</b>	1	3	3	

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Workpiece rotation	Injury can be caused as a result of drill bit, biting into the workpiece causing high speed rotation of work – acting as a large cutter	3	4	12	<b>Always clamp workpiece to drill table</b> <b><u>NEVER</u> try to hold workpiece by hand</b>	1	4	4	
Machine Speed Change	Injury can be caused to hands when moving belts and pulleys	3	2	6	Remove power cord from socket; Operator Training is needed to ensure that pulley adjustments are at the minimum tension setting before attempting to move drive belts. Great care is needed to avoid trapping fingers betwixt drive belt and pulley	1	2	2	
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	All power to sockets fed through RCD trip switches  All plug in machinery subject to annual PAT testing regime  All electrical circuits tested by a qualified electrician every five years as per legislation	1	4	4	