













|               |  |                                |
|---------------|--|--------------------------------|
| Root & Branch | <b>Risk Assessment</b><br>In accordance the Management of Health and Safety Regulations 1999 | Ref: RA018<br>Date: 25 July 17 |
|---------------|--|--------------------------------|

|   |                                    |                                       |                           |                                  |   |
|---|------------------------------------|---------------------------------------|---------------------------|----------------------------------|---|
|  | <b>Task:</b>                       | Craft Room Activities                 |                           | <b>Location:</b>                 | Root & Branch   |
|   | <b>Name of Assessor</b>            | S.R.Coombs                            |                           | <b>Name of Reviewer</b>          | Mark Wild   |
|   | <b>Job Title</b>                   | Root & Branch Health & 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   |
| N  | N   | Y/N   | N   | N   |  | N   | N   | N   | N   | N   |
| <b>Specific PPE comments or requirements</b><br>Oven Gloves should always be used when putting items into or extracting them from the oven |   |   |   |   |  |   |   |   |   |   |

| 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   | 3 | 3 | 9  | If Equipment is thought to be defective at any time, cease use of machine and attach a defect tag to isolate from use.<br><br>Report any defects to your Supervisor immediately.<br><br>Ensure machines are regularly serviced in accordance with manufacturers recommendations  | 1 | 4 | 4 |   |
| Cuts to Hands       | Use of sharp knives and scissors<br>Could result in serious injury  | 3 | 4 | 12 | Technique Training and intense supervision can help reduce the chance of serious cuts occurring<br><br>First aid kit available   | 1 | 4 | 4 |   |
| Hot Surfaces        | There are some very hot surfaces, that Staff, volunteers and Service Users could suffer serious burn injuries, from inadvertently touching. | 3 | 3 | 9  | <b>Log Burning stove</b> is fitted with a guard, lighting and the subsequent addition of fuel logs to <b>only</b> be carried out by staff.<br><br>Service users trained that they <b>MUST</b> take great care and really concentrate, when using Hot Glue Gun or when doing Pyrography<br><br>The Pyrography tool must be stored in a safe place to cool down when finished being used, it should also be <b>un-plugged</b> if the user leaves the room for whatever reason.<br><br>Fire extinguishers available | 1 | 3 | 3 |   |
| Lifting Injury      | Lifting sewing machines from storage shelves onto table could result in muscular injury   | 3 | 3 | 9  | <b>Service users to be trained in safe lifting techniques by activity leaders and emphasis given to ensuring that they ask for assistance.</b>   | 2 | 3 | 6 | Store heavy items at waste height on shelving to avoid awkward lifts. |

| Hazard                              | Risk  | L | S | R | Control Measures  | L | S | R | Further Action Required |
|-------------------------------------|---|---|---|---|---|---|---|---|-------------------------|
| Maintenance and cleaning activities | Equipment could start whilst being cleaned causing injury | 2 | 3 | 6 | The power supply cable <b>must be removed</b> from the socket prior to cleaning activity<br>Only competent persons to maintain machines.<br>Maintenance to be carried out in accordance with manufacturers recommendations (operators' manual). | 1 | 3 | 3 |                         |
| Electric Shock                      | Electric shock may cause burns or serious injury          | 2 | 4 | 8 | All power sockets Are fed via a RCD Trip Switch<br>All Power Tools are subject to a 12 monthly PAT test regime.<br>All electric supply circuits are subject to a 5 yearly test by a Qualified electrician as per Legislation.                   | 1 | 4 | 4 |                         |