



## Risk Assessment

<b>Department</b> The Cockpit <b>Risk Assessment</b> AM/08/2014		<b>Date</b> 21 <sup>st</sup> July 2014	
<b>Review Date</b> 20 <sup>th</sup> July 2015			
<b>Activity</b> Workshop activities.	<b>Location</b> The Cockpit	<b>Name of Assessor/s</b> Deb Jones Anthony Moore. Health and Safety Adviser.	
<p><b>Please refer to Appendix A which contains:</b></p> <ul style="list-style-type: none"> <li>• outlines how to calculate the Risk Assessment</li> <li>• contains other important information which you may wish to consider when completing this form, including:</li> </ul>			
<p style="text-align: center;"><u>Legislation Considered</u></p> <ul style="list-style-type: none"> <li>• Health and Safety (Display Screen Equipment) Regs</li> <li>• Health and Safety at Work Act.</li> <li>• Manual Handling Operations Regulations.</li> <li>• Working at Height Regulations.</li> <li>• Electricity at Work Regulations.</li> <li>• Control of Substances Hazardous to Health Regs.</li> <li>• Regulatory Reform (Fire Safety) Order</li> </ul>	<p style="text-align: center;"><u>HSE Risk Matrix</u></p> <p>To be assessed before and after control methods.</p> <p>Risk rating to be expressed numerically.</p>	<p style="text-align: center;"><u>General considerations</u></p> <p>General Causes of injuries and hazards.</p> <p>Examples of good practice.</p>	

• Licensing Acts

<u>Initial Risk Assessment</u>							<u>Re-assessed Risk Assessment</u>			
<b>Who are at Risk?</b> Staff, students, contractors and visitors.	<b>Severity of Hazard (SH)</b>	<b>Likelihood of Risk (LR)</b>	<b>Initial Risk Level (IRL)</b>	<b>SH</b>	<b>LR</b>	<b>IRL</b>	<b><u>Control Methods</u></b>	<b>SH</b>	<b>LR</b>	<b>IRL</b>
<b>Activities</b>	<b>Hazards</b>									
<b>Sawing Materials by Hand</b>	<ul style="list-style-type: none"> <li>Inappropriate saw</li> <li>Insecure material</li> <li>Slippage</li> <li>Inattention</li> </ul>			4	4	16	<ul style="list-style-type: none"> <li>The tool that is appropriate for the job is to be used.</li> <li>The saw is to be sharp and in good condition.</li> <li>The saw is to be checked that the handle is secure and well fitting.</li> <li>Workbench type support to be used</li> <li>Work area to be unobstructed.</li> <li>First aid kit to be fixed in the room used.</li> </ul>	4	2	8
<b>Drilling of Materials</b>	<ul style="list-style-type: none"> <li>Electric fault</li> <li>Hidden hazard</li> <li>Nature of material used</li> <li>Inappropriate drill bit</li> <li>Injury</li> <li>Inattention</li> </ul>			4	4	16	<ul style="list-style-type: none"> <li>Appropriate drill and bit to be used.</li> <li>Drill check visually for faults.</li> <li>Cable to be unwound, but not forming a trip hazard.</li> <li>Work area to have adequate lighting</li> <li>Clear and safe area to be maintained.</li> <li>Eye protection to be used.</li> <li>Safe working area maintained.</li> </ul>	3	2	6
<b>Poor Ventilation</b>	<ul style="list-style-type: none"> <li>Inhalation of dust</li> <li>Hypoxia</li> <li>Eye damage</li> </ul>			4	4	16	<ul style="list-style-type: none"> <li>An effective ventilation system is to be installed, and used.</li> <li>Dust masks to be provided and used by those working in a dusty environment.</li> <li>The room is to be ventilated to prevent hypoxia.</li> </ul>	4	2	8

<p><b>Cutting Materials by Machine</b></p>	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Injury</li> <li>• Materials being used</li> <li>• Toxic wood dust</li> <li>• Incorrect use of the machine</li> <li>• Person unfamiliar with the machine</li> <li>• Mechanical defect</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Machine to be check for defects, and any insecure parts before operation.</li> <li>• Operator to be familiar and competent to use the machine.</li> <li>• All dust poses a hazard, especially hard wood and MDF, and care must be take that dust is not inhaled or eye damage incurred.</li> <li>• Eye protection and dust masks must be used by everyone using a cutting machine.</li> <li>• At high level of dust pollution the machine is to be switched off, and the room vacated and aired.</li> <li>• A safe working area is to be maintained.</li> <li>• A qualified first aider is to be available.</li> </ul>	3	3	9
<p><b>Access and Egress to work areas</b></p>	<ul style="list-style-type: none"> <li>• Trips</li> <li>• Slips and spillages</li> <li>• Impact injuries</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Visual assessment to be carried out before commencing work in the area.</li> <li>• Good housekeeping by all staff carried out and all hazards to be removed before the start of the work.</li> <li>• No trailing leads or cables are to be in the work area, unless covered over.</li> <li>• No obstruction is permitted in the walk ways, corridors or fire escape routes.</li> <li>• The work area is to be kept clear and rubbish removed daily.</li> <li>• A good level of lighting is to be maintained.</li> </ul>	3	2	6

<p><b>Working at height</b></p>	<ul style="list-style-type: none"> <li>• Fall</li> <li>• Struck by falling items</li> <li>• Overbalance</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Avoid working at height whenever possible.</li> <li>• Assess the task before starting work.</li> <li>• Use a safe place to access the work area.</li> <li>• Use appropriate means of working at height i.e. ladder, stepladder and over 5m; use a genie lift, ladder, mobile tower, scaffolding etc.</li> <li>• Fall prevention equipment (Dog Lead type) to be used when appropriate.</li> <li>• Appropriate supervision to be provided especially when the work is over 5m high.</li> <li>• Working at height training to be provided.</li> <li>• Tool belt provided.</li> <li>• Two members of staff to carry out the work.</li> <li>• Work area to be cordoned off beforehand.</li> </ul>	5	3	15
<p><b>Hot Work (use of hot flame equipment)</b></p>	<ul style="list-style-type: none"> <li>• Serious injuries</li> <li>• Burn injuries</li> <li>• Fire damage</li> <li>• Smoke inhalation</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• A dynamic risk assessment is to be made for very minor hot work, and a written risk assessments for any other hot working.</li> <li>• Good ventilation to be maintained.</li> <li>• Permit to work to be completed whenever hot work is carried out.</li> <li>• Site to be monitored for one hour after hot work has been finished to check for anything smouldering.</li> <li>• Only persons qualified in hot work are to undertake the work.</li> <li>• An appropriate fire extinguished is to be kept near to the site of hot working.</li> <li>• Hot work is not to be carried out near to any highly flammable materials.</li> </ul>	5	3	15

<p><b>Carrying heavy items</b></p>	<ul style="list-style-type: none"> <li>• Back injury</li> <li>• Strains and sprains</li> <li>• Crush injuries</li> <li>• Impact injury</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Mechanical means of moving heavy items must be used, whenever possible.</li> <li>• Before purchasing items, consideration should be given to the weight of multiple packed items and the ease of their handling.</li> <li>• An assessment is to be carried out before repetitive manual handling operations.</li> <li>• Heavy items not to be store over shoulder height.</li> <li>• Supervisors are to assess the physical strength of employees engaged in manual handling, and ensure the item is not beyond the employee's capability.</li> <li>• All regular and repetitive manual handling activities to be risk assessed using the HSE Manual Handling Assessment Chart (MAC) Score Sheet.</li> <li>• Manual handling training to be given to all workshop users on the staff.</li> </ul>	4	2	8
<p><b>Using Solvent Cements</b></p>	<ul style="list-style-type: none"> <li>• Fumes.</li> <li>• Inadequate Ventilation</li> <li>• Ignition points</li> <li>• Ingestion</li> <li>• Skin eruptions</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• A dynamic risk assessment must be carried out by anyone using solvents.</li> <li>• The manufacturer's instructions are to be followed.</li> <li>• Adequate ventilation must be available for the solvent to be used.</li> <li>• Spills to be cleaned up as soon as possible and the room ventilated.</li> <li>• A safe working area is to be maintained.</li> </ul>	4	2	8

<b>Defective Tools</b>	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Electrocution</li> <li>• High speed breakage</li> <li>• Projectile injury</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Ensure First Aid information is displayed.</li> <li>• Induction Training.</li> <li>• Adequate Training given and an acceptable level achieved.</li> <li>• Adequate supervision.</li> <li>• Periodic and adequate maintenance.</li> </ul>	4	2	8
<b>Sharp Hand Tools</b>	<ul style="list-style-type: none"> <li>• Injuries</li> <li>• Defective tool</li> <li>• incorrect tool</li> <li>• User unfamiliarity</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Tool to be checked before use for any defects.</li> <li>• The correct tool for the job must be used.</li> <li>• Training to be given when required.</li> <li>• A safe working area is to be maintained.</li> </ul>	3	2	6

### Assessors

Name of Assessor: Deb Jones      Signature Deb Jones      Date 13<sup>th</sup> August 2014

Name of Assessor: Anthony Moore      Signature *Anthony Moore*      Date 13<sup>th</sup> August 2014

### Theatre Manager

Name: Dave Wybrow      Signature Dave Wybrow      Date 13<sup>th</sup> August 2014

<p style="text-align: center;"><b><u>Legal</u></b></p> <p>Workplace (Health, Safety and Welfare) Regulations 1992.  Manual Handling Operations Regs. 1992 &amp; 2002.  Provision &amp; use of work Equipment Regs. 1998.  The Dangerous Substances &amp; Explosive Atmospheres Regulations 2002.</p>		<p>Health and Safety at Work Act 1974.  Working at Height Regs. 2005.  Control of Substances Hazardous to Health.</p>	
<p style="text-align: center;"><b><u>General Risks</u></b></p>			
Contact with moving Machine parts. Working at Height. Welfare, washing and WC. Exposure to wood dust.	Flooring - Slippery Use hazardous substances. Storing & moving pipes. Eye damage.	Safe Access and Egress. Solo working. Explosive atmosphere. Lack of welfare facilities.	Air born wood dust. Student/trainee behaviour. Cutting tools. Unsafe Access and Egress.
<p style="text-align: center;"><b><u>Examples:</u></b></p>			
Sawing materials by hand. Drilling. Poor ventilation.	Cutting materials by machine. Restricted working areas. Using solvent cements.	Defective tools. Fumes. Sharp hand tools.	Occupational Asthma. Loose clothing.
<p><b>Risk assessment (Significant risks and hazards)</b></p> <ol style="list-style-type: none"> <li>1. Identify the hazards</li> <li>2. Decide who might be at risk and how.</li> <li>3. Evaluate the risks and decide on the appropriate control methods.</li> <li>3. Record your findings and their implementations.</li> <li>4. Review and update as necessary or within 12 months.</li> </ol>			
<p><b>Persons at risk include;</b>  Employees, members of the public, students, disabled persons, contractors and visitors.</p>			

<b><u>Management Action Plan</u></b>	<b>To be completed by</b>	<b>Completed Date</b>	<b>Comments</b>
<ol style="list-style-type: none"> <li>1. Annual Maintenance: Manual Tools and a Log Record retained.</li> <li>2. Scheduled Replacement of Defective Equipment.</li> <li>3. Scheduled Staff Training.</li> </ol>	End of each Month		

Severity Likelihood	No Injury	First Aid Injury	Lost Time (Over 3 days)	Major Injury or Disabling Disease	Death
Improbable	1	2	3	4	5
Remote	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Very Likely to Occur	5	10	15	20	25
Risk Rating	<b>Action Required</b>				
<b>16 to 25</b>	<b>High risk</b> and may require the provision of considerable resources involving special equipment, training, high levels of supervision and consideration of the most effective methods of eliminating or controlling hazards.				
<b>6 to 15</b>	<b>Medium risk</b> and will require an appropriate level of resources.				
<b>1 to 5</b>	<b>Low risk</b> but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.				