

# THE COCKPIT

## Risk Assessment

<b>Department</b> The Cockpit <b>Risk Assessment</b> DJ/23/2018 <b>Date</b> 23 <sup>rd</sup> August 2018		
<b>Review Date</b> 23 <sup>rd</sup> August 2019		
<b>Activity</b> Workshop activities.	<b>Location</b> The Cockpit	<b>Name of Assessor/s</b> Deb Jones
<b>Please refer to Appendix A which contains:</b> <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>		
<b><u>Legislation Considered</u></b> <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><li>• Licensing Acts</li></ul>	<b><u>HSE Risk Matrix</u></b>  To be assessed before and after control methods.  Risk rating to be expressed numerically.	<b><u>General considerations</u></b>  General Causes of injuries and hazards.  Examples of good practice.

<u>Initial Risk Assessment</u>							<u>Re-assessed Risk Assessment</u>			
Who are at Risk? Staff, students, contractors and visitors.	Severity of Hazard (SH)	Likelihood of Risk (LR)	Initial Risk Level (IRL)	SH	LR	IRL	<u>Control Methods</u>	SH	LR	IRL
<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
	<ul style="list-style-type: none"> <li>Electrocution</li> <li>Injury</li> </ul>						<ul style="list-style-type: none"> <li>Machine to be check for defects, and any insecure parts before operation.</li> </ul>			



<b>Working at height</b>	<ul style="list-style-type: none"> <li>• Struck by falling items</li> <li>• Overbalance</li> </ul>	5	4	20	<ul style="list-style-type: none"> <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
<b>Hot Work (use of hot flame equipment)</b>	<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
	<ul style="list-style-type: none"> <li>• Back injury</li> </ul>				<ul style="list-style-type: none"> <li>• Mechanical means of moving heavy items must be used, whenever</li> </ul>			

<b>Carrying heavy items</b>	<ul style="list-style-type: none"> <li>• Strains and sprains</li> <li>• Crush injuries</li> <li>• Impact injury</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>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
<b>Using Solvent Cements</b>	<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> <ul style="list-style-type: none"> <li>• Injury</li> <li>• Electrocutation</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> <ul style="list-style-type: none"> <li>• Ensure First Aid information is displayed.</li> <li>• Induction Training.</li> <li>• Adequate Training given and an</li> </ul>	4	2	8

<b>Defective Tools</b>	<ul style="list-style-type: none"> <li>High speed breakage</li> <li>Projectile injury</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>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 23<sup>rd</sup> August 2018

Theatre Manager

Name: Dave Wybrow

Signature Dave Wybrow

Date 23<sup>rd</sup> August 2018

#### Legal

Workplace (Health, Safety and Welfare) Regulations 1992.  
 Manual Handling Operations Regs. 1992 & 2002.  
 Provision & use of work Equipment Regs. 1998.  
 The Dangerous Substances & Explosive Atmospheres Regulations 2002.

Health and Safety at Work Act 1974.  
 Working at Height Regs. 2005.  
 Control of Substances Hazardous to Health.

#### General Risks

Contact with moving Machine parts. Flooring - Slippery

Safe Access and Egress.

Air born wood dust.

Working at Height. Welfare, washing and WC. Exposure to wood dust.	Use hazardous substances. Storing & moving pipes. Eye damage.	Solo working. Explosive atmosphere. Lack of welfare facilities.	Student/trainee behaviour. Cutting tools. Unsafe Access and Egress.
<b>Examples:</b>			
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>			

<u>Management Action Plan</u>	To be completed by	Completed Date	Comments
<ul style="list-style-type: none"> <li>Annual First aid training provided to key staff</li> </ul>	08/11/18	14/11/18	Completed by all key staff

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

<b>Probable</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>Very Likely to Occur</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
<b>Risk Rating</b>	<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.				