Risk Assessment policy

Our risk assessment carried out identifies hazards in the workshop. It evaluates the nature of the injury, its severity and likelihood of occurrence for each hazard identified. This decides whether the level of risk is acceptable or if risk reduction measures are needed.

The site owner is responsible for the risk assessment for the site, including:

- Emergency procedures, practice drills, identification of fire exits, evacuation point
- Fire alarm systems, detectors and lighting, and their annual testing
- Firefighting equipment annual inspection and test
- Electrical mains circuit testing (5 yearly)
- PAT testing – delegated to Shed Safety officer for workshop equipment
- Security lighting

The workshop shall ensure that all users have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment.

Users have a duty to take reasonable care of himself and others who could be affected by their actions, and to co-operate with the workshop so they can comply with their duties and requirements.

As a workshop user you must:

- report any safety hazard you identify to your health and safety representative
- use the equipment and safety devices supplied or given to you properly, in accordance with any training and instructions (unless you think that would be unsafe)
- co-operate with each other as you share machines, tools and workstations
- tell the other users about any risks their work activities could present to other users.

The Workshop is to provide adequate lighting, heating, ventilation and workspace (and kept in a clean condition). Facilities include washing facilities and refreshments, and safe passageways.

Our Policy is to:

- Make 'assessments of risk' to the health and safety of each shedder and to act upon risks they identify, so as to reduce them
- Appoint a competent person to oversee workplace H&S
- properly maintain the equipment, irrespective of how old it is
- provide information, instruction and training on the use of equipment; and protect users from dangerous parts of machinery
- Ensure portable electrical equipment is continuously maintained
- provide a first aid kit and accident book
- have insurance that covers you in case you get hurt.

Users are advised to:

- wear suitable PPE for the risk in question, and if necessary include face masks and goggles, safety helmets, gloves, ear defenders, overalls and protective footwear
- avoid (so far as is reasonably practicable) any manual handling activities involving injury risk
- take reasonable care of their own and other people’s health and safety
- tell the competent person if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk
- record in an accident book the date and time of any incident, details of the person(s) affected, the nature of their injury or condition and a brief note on what happened.

Fire risk assessment – Workshop specific

Any alterations will be done in accordance with modern building standards. These measures will be satisfactory as long as they are being properly maintained and no significant increase in risk has been introduced.

The facility is on the ground floor. The kitchen/quiet room is accessed through the workshop or rear door. There are no steps to/from the main entrance or to the main rooms.

A competent person will carry out the preventive and protective measures.

The risk assessment will focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those that have declared special needs. Consideration will be given of any dangerous substance liable to be on the premises. The handling and storing of flammable materials and substances, determine the necessary precautions to take to minimise the likelihood of them being involved in a fire.

Purpose - To identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions to take.

Requirements:

- Users will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to prevent fires, and how these measures will protect them if a fire breaks out
- Consideration given to dangerous substances and the risk presented to persons from fire
- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning are covered by annual maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair
- Users must co-operate to ensure the workplace is safe from fire and its effects.

The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

Room risk assessments

The main workshop uses a range of tools and machinery, this is sub divided into woodwork and metalwork spaces. Thre are quiet spaces outside with tables and chairs, with an information area. The kitchen area has facilities for refreshment making.

The rooms are well lit, especially the workshop. There is hand washing facilities.

There are separate toilets and a separate accessible toilet. There is a canteen available for use.

Forest Community Shed

Five steps to risk assessment:

Step 1: Identify the hazards
A hazard is ‘something with the potential to cause harm’ and a risk is ‘the likelihood of that potential harm being realised’

Step 2: Decide who might be harmed and how
People working in the workshop
Step 3: Evaluate the risks and decide on control measures
The hazards can either be removed completely or the risks controlled so that the injury is unlikely

Step 4: Record your findings
This shows that you have identified the hazards, decided who could be harmed and how, and also shows how you plan to eliminate the risks and hazards

Step 5: Review your assessment and update as and when necessary
Risk assessments should be reviewed and updated when required.

The workshop lead:

- looked at HSE’s web pages for woodworking for free advice and where hazards can occur
- walked around the premises, inside and out, noting what might pose a risk
- Used their knowledge and experience of areas and activities
- For the hazards, wrote down what controls, if any, were in place to manage them
- Where existing controls were not considered good enough, they wrote down what else needed to be done to control the risk
- Putting it into practice, the workshop lead will recorded further actions and when they should be done

The risk assessment is available for all users to see

The findings were discussed with the users

To be reviewed and updated annually or straightaway if any major changes in the workshop happen.

Risk Assessment – Workshop

Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action
Exposure to wood dust	Users risk lung diseases, such as asthma, from inhaling wood dust. Hardwood dust can cause cancer, particularly of the nose.	• Local fine dust exhaust ventilation (LEV) provided at static machines where necessary and users are trained in using it • LEV maintained to keep it in good condition and working effectively • Wood dust cleared up regularly • Fine dust mobile extractor available for mobile sanding • Suitable respiratory protective equipment (RPE) is advised • Any affected user referred to a medical professional	• Remind staff of the risks of wood dust, and why these controls are necessary • Remind users never to dry sweep wood dust, which just spreads the dust • Ensuring any new extraction equipment is fit for purpose, and is a filtered modern extractor.	In process. Ongoing as new members join
Machinery	Users risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades.	• Machines that users operate are guarded according to manufacturer's' instructions • Guards inspected regularly and maintained as necessary • Users have sufficient space at machines to work safely • All users to be trained in safe use of machines • All machines braked where relevant and fitted with necessary safety features	• Manuals available • High risk machinery risk assessments • Detailed training written for each machine • Other members instructed not to distract users when operating machines.	In process. Ongoing as new members join
Manual handling	Users may suffer musculoskeletal disorders, such as back pain, from handling heavy/bulky objects. Also risk cuts when handling tooling, or splinters from timber.	• Shedders trained in manual handling • Workbenches and machine tables set at a comfortable height • Strong, thick gloves advised for handling tooling and timber • Systems of work in place for the safe and careful handling of assembled items	• Where possible, store tooling next to the machine • Remind staff to use gloves • not to try to lift objects that appear too heavy	In process. Ongoing as new members join
Noise	Shedders may suffer temporary or permanent hearing	• Low-noise tooling purchased wherever possible • Isolate or enclose noisy machines	• Consider if any could be safely mounted on anti-vibration mountings	Confirmed

	damage from exposure to noise from woodworking machinery.	• Planned maintenance programme for machinery and LEV systems • Suitable hearing protectors advised and available for user.	• Noise emission is considered in any purchase of new tools	
Slips, trips and falls	Users could suffer injuries such as bruising or fractures if they trip over objects, or slip, eg on spillages, and fall.	• Generally good housekeeping – off-cuts cleared away promptly, dust cleared regularly • Good lighting in all areas • Clear passageways maintained • No steps throughout premises. •	• Users advised to wear safety shoes that have a good grip. • Remind users to clear up spillages	In process. Ongoing as new members join
Electrical	Users could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	• Residual current device (RCD) built into main switchboard • Users trained to spot and report any defective plugs, discoloured sockets or damaged cable/ equipment to owner • Trailing leads avoided	• Safety check of the electrical installation done at installation prior to building sign off • Confirm the system for making safe any damage to building installation electrics	Confirmed. Electrical system and equipment under Continuous inspection and maintenance.
Fire	If trapped, user could suffer fatal injuries from smoke inhalation/burns	• Fire risk assessment done, necessary action taken • Smoke detectors fitted • Evacuation procedures visible • Main door and emergency exit kept clear	• Ensure the actions identified as necessary by the fire risk assessment are completed	See fire risk assessment. New members and visitors instructed.

Fire risk assessment

1.Identify the fire hazards Sources of ignition Sources of fuel Sources of oxygen If any one of these is missing, a fire cannot start. Taking measures to avoid the three coming together will therefore reduce the chances of a fire.	**Sources of ignition** • matches and lighters • naked flame equipment • hot processes/hot work • dust removal systems, • heat sources • friction generated heat from mechanical equipment • light fittings and lighting equipment • hot surfaces and obstruction of equipment ventilation	**Remove or reduce the hazards** • Wherever possible replace a potential source by a safer alternative • Operate a safe no smoking policy indoors • Ensure electrical, mechanical and gas equipment is installed, used, maintained and protected in accordance with the manufacturer's instructions • Strictly control hot processes/hot work • Check all areas where hot work (e.g. soldering, heating) has been carried out to ensure that no ignition has taken place and no smouldering or hot materials remain that may cause a fire • Take precautions to avoid arson.	**Action taken** No matches permitted. Lighters stored in sealed box away from fuel sources. Maintenance of electrical fittings covered under general risk assessment. Daily clean up of sawdust and chippings from machinery. Empty dust collection systems regularly to avoid dust build-up. General clean workshop policy enforced. Empty general waste bins after every session. No welding permitted. Secondary person to watch while any bench grinding takes place. Switch off machines power supply when leaving the workshop.
	Sources of fuel • flammable liquid-based products, such as paints, varnishes, thinners and adhesives • flammable liquids and solvents • flammable gases • stored goods and high piled or racked storage • plastics and rubber • combustible materials • waste products	• Reduce stocks of flammable materials, liquids and gases in open areas to a minimum during usage • Dedicated metal cabinet for all stored flammable liquids and gases • Ensure adequate separation between stacks of stored goods • Develop a formal system for the control of combustible waste by ensuring that waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of, particularly at the end of the day. • Take action to avoid any areas being vulnerable to arson or vandalism.	All potential sources of gas ignition stored in metal cabinet away from potential risk. Waste wood storage minimised in workshop. Flammable liquids kept in small quantities only. Control of combustible waste policy including daily removal from workshop.
	Oxygen Air. No additional sources of oxygen	• Reduce the potential source of oxygen supplied to a fire by closing all doors, windows and other openings not required for ventilation at the end of day.	Doors locked, windows closed at end of day.
2. Identify people at risk	People especially at risk • Users who work alone • People who are unfamiliar with the premises	In evaluating the risk to people with disabilities discuss their individual needs with them. • Do not allow lone working. • Awareness of people with special needs	Registration form asks for detail of any disability that may affect them whilst in the workshop. For those with their own carers seek their professional advice for that particular individual.

People in and around the premises	• People with disabilities may be more at risk • People with disabilities not being able to leave the premises quickly • visitors		Mitigate accordingly. Visitors and disabled users included in access and emergency procedures policy and instructions.
3. Evaluate, remove, reduce and protect from risk • Evaluate the risk of a fire occurring • Evaluate the risk to people from fire • Remove or reduce fire hazards • Remove or reduce the risks to people	In general, fires start in one of three ways: • Accidentally • by act or omission, such as when electrical equipment is not properly maintained, or when waste packaging is allowed to accumulate near to a heat source • deliberately, such as an arson attack Fire spreads by Convection, Conduction, Radiation. It is essential that the means of escape and other fire precautions are adequate to ensure that everyone can make their escape to a place of total safety before the fire and its effects can trap them in the building.	The chances of a fire starting is low as the few ignition sources are kept at a minimum and combustible materials are kept away from them. Hazards: • Fire starting affecting the escape route • fire spreading rapidly through the building because of combustible structural elements and/or large quantities of combustible goods • rapid vertical fire spread in high rack storage Precautions • Early warning of fire using automatic fire detection • Reduce the fire risk by removing or reducing combustible materials and/or ignition sources • Control the number of people in the premises • Limit the area to trained users only • Increase staff training and awareness. Firefighting equipment: The safe use of an appropriate fire extinguisher to control a small fire in its early stages significantly reduces the risk to other people in the premises Allow people to assist others who are more at risk. People with no training should not be expected to attempt to extinguish a fire. However, all staff should be familiar with the location and basic operating procedures for the equipment provided, Escape routes Once a fire has started, been detected and a warning given, everyone in the is able to escape to a place of total safety unaided and without the help of the fire and rescue service. However, some people with disabilities and others with special needs may need help from other members. In the event of a fire, it is important to evacuate people as quickly as possible from the premises. The escape routes	2 doors - 1 main entrance door and one rear door must be kept clear at all times. Passageways are kept free wherever possible. General workshop tidiness essential User training and awareness. Adequate fire precautions are in place to warn people in the event of a fire and allow them to safely escape **Fire-detection and warning systems** We operate on one floor in 2 rooms. A simple shout of 'fire' should be adequate. Smoke alarms are fitted in all rooms. Portable extinguishers of the appropriate type, are readily available for use Workshop training focuses on health & safety and fire awareness. Shedders are informed in training sessions about the escape routes within the premises. Workshop numbers are limited to a safe number. Those who require special assistance have a dedicated carer. Carers have specific responsibility for the person in their care. There are two escape routes independent of each other. This will prevent a fire affecting more than one escape route at the same time. There is an assembly point well away from the building in the car park. Persons with mobility impairment have issues

		from the building will be sufficient to evacuate all the occupants within a reasonable time. It is essential that escape routes, and the means provided to ensure they are used safely, are managed and maintained to ensure that they remain usable and available at all times when the premises are occupied. ● Emergency evacuation of persons with mobility impairment. ● The means of escape provide are suitable for the evacuation of everyone likely to be in the premises. Lighting Adequate lighting must be provided to facilitate evacuation. Consider natural light, electric light, sensors. Signs Where the locations of escape routes and fire fighting equipment are readily apparent and the firefighting equipment is visible at all times, then signs are not necessary. Installation, testing and maintenance Regular checks, periodic servicing and maintenance are carried out, and any defects are put right as quickly as possible.	discussed with them during training. See emergency evacuation of disabled persons, however workshop is on the ground floor with no steps and unaided evacuation should be possible. Additional procedure for wheelchair users needing unaided escape. In conclusion: Keep the escape routes open. Keep the workshop tidy Continue giving user training and awareness. Supply adequate signage. The two fire escapes are clearly signed.

4. Record, plan, inform, instruct and train	Record the significant findings and action taken	In simple premises, record keeping can be simple, containing details of significant findings, any action taken and a copy of the emergency plan. The information and instruction given includes: ● the significant findings from the fire risk assessment ● measures put in place to reduce the risk ● what users should do if there is a fire ● the identity of people you have nominated with responsibilities for fire safety ● any special arrangements for serious and imminent danger to persons from fire. Significant findings should include details of: ● the fire hazards you have identified ● the actions you have taken or will take to remove or reduce the chance of a fire occurring (preventive measures) persons who may be at risk, particularly those especially at risk	There is a fire action notice. In our simple premises, where no significant risks have been identified and there are limited numbers of users, information and instruction will simply involve an explanation of the fire procedures and how they are to be applied in the induction process. This will include showing users the fire-protection arrangements, including the designated escape routes, the location and operation of the fire-warning system and any other fire-safety equipment provided, such as fire extinguishers. Fire action notices complement this information and are posted in prominent locations.

		• protective measures • the actions people need to take in case of fire, including details of any persons nominated to carry out a particular function • the information, instruction and training you have identified that people need and how it will be given.	
5. Review	You should constantly monitor what you are doing to implement the fire risk assessment, to assess how effectively the risk is being controlled.	Reasons for review could include • changes to work activities or the way that you organise them, including the introduction of new equipment alterations to the building, including the internal layout • the introduction, change of use or increase in the storage of hazardous substances • the failure of the fire-detection systems • significant changes to type and quantities and/or method of storage of goods • a significant increase in the number of people present • the presence of people with disability.	Annual review plus ongoing if any changes. If a fire or 'near miss' occurs, this could indicate that the existing assessment may be inadequate and a re-assessment will be done. It is good practice to identify the cause of any incident and then review and, if necessary, revise your fire risk assessment in the light of this.

High risk machinery risk assessments

General practice to reduce risk include:
Training of users – comprising instruction, authorisation and supervision
Correct setting up and maintenance of machines
Any woodworking machines designed, manufactured or supplied after 2001 should have a braking device fitted.

Risk associated with all machines

Who might be harmed and how?	**What are you already doing?**	**What further action has been implemented and is necessary?**
Users risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades. Flying fragments Eye/facial injury Inadequate signage, information and warnings leading to unsafe use of machine and injury Dust hazzard Noise Ingestion of contaminated material resulting in ill health Contact with hazerdous materials Electric shock	Review of any incidents and past recorded accidents. Machines that users operate are guarded according to manufacturer's' instructions Guards inspected regularly and maintained as necessary. Users have sufficient space at machines to work safely. All users to be trained in safe use of machines. Operators manual is available. To use push sticks when operating woodworking machinery, including table saws, band saws, radial arm saws. Use the push stick to remove the cut piece from between the fence and the blade. Where applicable machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency All machines braked where relevant and fitted with necessary safety features. Maintenance programme. Machines secured – if on bench, it is fixed, or has lockable wheels. Users instructions include: Ergonomics - All users to ensure they are at the correct height to use the machine safely, with a good view. Use a stool if necessary to get a better height. Ensure no loose clothing, hanging jewelry, or untied long hair. Ensure eye, hearing and clothing protection and appropriate footwear is worn prior to operation. Machines are serviced by a competent person and service records kept as part of the maintenance schedule. Minimise dust - Typically, cutting hardwoods and MDF can produce dust levels significantly higher than for softwoods. Instruction on use of extractors.	Manuals/ instructions are readily available Individual high risk machinery risk assessments. Detailed training written for each machine. Other members instructed not to distract users when operating machines. Adequate signage. Warning signs are prominently located and maintained in good condition. Food and drink are prohibited in working area. KEEP tools safely maintained. Users instructed not to hurry! To take regular rest breaks to avoid fatigue and loss of concentration. Support the workpieces on extension tables or roller trestles. Help to lift large, heavy or awkward workpieces. Suitable implements should be used to remove swarf (dustpan and brush). No swarf to be removed whilst machine is in motion Ingestion of contaminated material Personal hygiene is promoted (washing of hands, use of barrier creams etc.) Technologies. Fine dust extractors are permanently fitted to all machinery sanders and portable handers have a fine dust extractor.

Risk Assessment by machine

Circular/table saw

Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?
Rotating saw blade Dust Falling timber offcuts	Users risk serious cut injuries following contact with moving parts of machinery, particularly saw blades. Flying fragments Eye/facial injury. Hand,finger,arm onto saw blade Impact from kick back Projection into eyes Build up of waste Not supporting timber	FIXED adjustable hood guards to all benches, large enough to cover the blades, to prevent contact with blade and access underneath the machine table. REPLACE guards before making trial cuts after tool setting or adjustment. Instructions include: USE power feeds/automatic feeding devices whenever possible. FIT a steel riving knife to every circular saw. ENSURE knives are securely mounted, have a smooth surface, slanting leading edge, and curved to the shape of the saw blade. USE extension tables and roller stands on the in-feed and out-feed sides to support larger work pieces. KEEP push sticks by each machine (at least 300 mm long and jagged to grip the work piece).	Training of new members and sign off when competent for unsupervised use.

Mitre/Cross cut saws – Chop saw

A mitre saw is a circular saw mounted on a frame, fixed to a rotating cutting table to make various cuts across the grain of timber. The saw may have a slide action, allowing cuts on much wider boards. Without a slide action, it is also known as a chop saw, or cut-off saw.

Cross-cut saws can be difficult machines to make safe because physical guarding alone cannot eliminate all the risks completely and those which remain have to be managed by a safe working practice.

Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?
Rotating blade	Users risk serious cut injuries following contact with moving parts of machinery, particularly saw blades. Pulling blade towards you in an uncontrolled way Angled cuts	Safe working practices Secure workpiece Keep hands well away FIXED guarding. Replace guards if damaged FIT the teeth below the spindle with a peripheral guard that automatically lifts to clear timber as the operator lowers the blade. USE clamps to eliminate the need for reaching to the blade. DO NOT feed the workpiece into the blade or cut “freehand” – the workpiece MUST be fixed, and clamped or braced by your hand. NEVER cross your hand over intended line of cutting. Only cut one piece at a time.	Training of new members and sign off when competent for unsupervised use.

Band saw

A bandsaw is a toothed steel blade passed over two band wheels. It cuts material held between the wheels. The material may be wood or plastic. Bandsaws are set up in different ways for different materials.
Contact with blades at any time may cause cuts and amputation.

Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?
Moving blade Blunt blade Workpiece trapped between fences	Users risk serious cut injuries following contact with moving parts of machinery, particularly saw blades. Inappropriate height of blade Cutting round timber Pushing too hard on workpiece Not using fences correctly	Instructions include: Never push on back of piece with fingers or thumb. Don't reach across the blade. Make all cuts under power, not while blade is coasting. Never remove guard. Minimise visual distraction. Allow space near the operator to avoid accidental bumping. Adjust the blade guide and guard as close as possible to the material being cut, to prevent fingers reaching above the workpiece. Use a push stick, jig, or other aid to push small pieces of material to the blade. Keep fingers off the line of the cut at all times. Only cut one piece of material at a time. Do not force a wide blade on a curve of small radius – make relief cuts on tight curves. Avoid stacking pieces of material to ensure that each piece moves smoothly along the blade. Turn off all power supplies before maintenance and cleaning, or adjusting blades and guard.	Training of new members and sign off when competent for unsupervised use.

Woodturning lathe

Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?
Chips in eyes. Hair or clothing caught in rotating parts. Objects ejected from chuck, especially when pushing too hard Toxic wood dust – carcinogenic and/or allergenic woods. Slips trips and falls may be caused by dust produced in use	Users risk injuries and those in close proximity from object ejected accidently	Users will be required to attend training to learn how to use the tool safely. Safety glasses or mask are advised. Long hair will be required to be tied back, and lathe use will not be allowed when wearing loose clothing/lanyards etc. Breathing mask will be mandatory when turning hazardous woods Area will be vacuum-cleaned after every session Check everything is secure before starting motor. Hold work piece correctly. A reference book detailing hazards of a wide variety of woods is available and should be consulted before starting a turning project. Work area must be periodically cleared of dust and wood chips.	Connection of extractor for sanding Training of new members Banning of toxic woods in workshop

Pillar drill

Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?
Work not properly clamped Being hit by objects flying off the machine Hair and clothing caught by the rotating chuck Inhaling dust Machine works without the safety guard in place Eyes exposed to flying particles and material.	Users risk injuries The drill table can slip down or heavy objects can also fall from the table and injure others	Use vice or clamp to hold work securely Suitable implements should be used to remove swarf (dustpan and brush). No swarf to be removed whilst machine is in motion. Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism	It is important that the work piece is clamped in a suitable work vice. Training of new members

Metal work milling machine

Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?
Sharp cutters. Hair/clothing getting caught in moving machine parts. Eye injuries. Skin irritation. Metal splinters and burrs. Flying debris. **Trapping** Closing movements between parts under power feed can present a trapping hazard. **Flying workpiece** Workpieces (and cutting tools) can be ejected violently if not held correctly or if the machine starts unexpectedly.	**User injury** Human contact with rotating parts, especially the cutting tool and swarf can cause cuts or abrasions. Swarf can enter the eyes. Application of cutting oil using a brush can lead to entanglement. **Entanglement** Long hair, dangling jewellery or loose clothing can become entangled with rotating parts, dragging the user onto them. **Manual handling** Heavy parts, eg, machine vices and angle plates or large work pieces can resent a manual-handling hazard	Training provided for users	Training of new members ongoing

Metal lathe

Metal turning lathes, particularly centre or engine lathes, are commonly used for machining metal parts.
A workpiece secured in a chuck is turned against a tool which cuts metal from the workpiece. Parts are created by turning the workpiece in one or both ends of the lathe, and changing its shape using tools with specific cutting edges.

Hazards?	**Who might be harmed and how?**	**What are you already doing?**	**What further action is necessary?**
Heavy lifting Contact, impact or entanglement from moving parts/ loose objects Contact with metal chips or swarf Contact with liquid coolant Leaking hydraulic hoses Inappropriate tooling and polishing techniques	Users risk injuries	ENCLOSE parts (eg. Chuck keys, tools or swarf) in interlocked guards to avoid being hit. USE the appropriate chuck for the workpiece. KEEP the headstock free of loose items. AVOID wearing loose clothing, jewellery or gloves - they increase the risk of entanglement. PLACE lathe controls to AVOID reaching through the work zone. Workpieces SHOULD NOT extend beyond the headstock of the lathe. If they do, adequate support MUST be provided.	Training of new members

Sharpening wheels & grinders

Hazards?	**Who might be harmed and how?**	**What are you already doing?**	**What further action is necessary?**
Eye and finger injury	Users risk injuries Incorrectly adjusted tool rest Broken/missing guard	Guards goggles	Training of new members

Drum sander

Hazards?	**Who might be harmed and how?**	**What are you already doing?**	What further action is necessary?
Trapped fingers Caught clothing Grit and dust.	Users risk injuries Serious injury resulting in torn skin, finger-tip flesh removal or finger nail tearing. Entanglement of clothing and hair can also occur. Grit in eyes can occur if eye protection is not worn or the operator rubs their eyes with dusty hands. Dust can cause breathing problems and can be harmful long term if dangerous dust is inhaled	Keep hands away from the abrasive surface. Inspect abrasive belts before using them. Replace belts worn, frayed, or excessively worn in spots. Advice on no loose clothing, hanging jewellery, or untied long hair. Users are advised not to wear gloves, but goggles advised Connected permanently to an extractor.	Training of new members ongoing

Bobbin and disc/belt sander

Hazards?	**Who might be harmed and how?**	**What are you already doing?**	**What further action is necessary?**
Abraded fingers Work thrown upwards Work pulled down into gap between rest and disc Dust	Users risk injuries Keep fingers/hands away from the abrasive surface of the sander. Too small workpiece. Not using downward side of disc Piece not held firmly Distance of disc rest is too great Dust inhalation	Extractor connected to all sanders Adjustments The disc rest should be adjusted so that it is no more than 1/8” from the disc. Avoid pressure against the disc. Feed stock into the abrasive material at a moderate rate of feed and pressure. Use the disc sander for sanding outside curves or angles only. Ensure extractor is turned on prior to using any sander. Keep hands away from the abrasive surface. Hold small or thin pieces of stock in a jig or holding device to prevent injuries to the fingers or hands. Inspect abrasive belts before using them. Replace belts worn, frayed, or excessively worn in spots. Sand on the downward side of a disc sander so that the wood is driven onto the table by the machine's rotation. Enclose all drums, disk or belt sanding machines with an exhaust dust hood that covers all portions of the machine but the portion designed for the work feed.	Training of new members ongoing

Radial Arm saw

A radial arm saw is a circular saw mounted on a sliding horizontal arm. It is often used for cutting long pieces of timber to length.

Hazards?	**Who might be harmed and how?**	**What are you already doing?**	**What further action is necessary?**
Contact with blade	Users risk serious cut injuries following contact with moving parts of machinery, particularly saw blades Pulling blade towards you in an uncontrolled way Angled cuts	FIXED guarding to enclose the blade as much as possible above the spindle. Fit a peripheral guard to the teeth below the spindle, which will automatically lift to clear timber as the blade cuts through. FEED timber so the saw revolves upwards at the front and towards the timber. FIT a stop or widen the bench to prevent the saw coming out past its edge. USE a push stick for reaching close to the blade. POSITION the saw against a wall or fit with a fence, to prevent reaching. KEEP operator’s handle on the side of timber flow, away from the operator’s body.	Training of new members and sign off when competent for unsupervised use.