



## Wayland Men's Shed

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| <b>SUBJECT</b> | WMS MEETING ROOM RISK ASSESSMENT |
| <b>AUTHOR</b>  | Malcolm Trayhorn                 |

| APPROVAL AUTHORITIES      | NAME             | SIGNATURE              | DATE     |
|---------------------------|------------------|------------------------|----------|
| WMS CHAIRMAN              | Malcolm Trayhorn | <i>M.K. Trayhorn</i>   | 4.9.24   |
| WMS VICE-CHAIRMAIN        | Gordon Williams  | <i>Gordon Williams</i> | 04-09-24 |
| WMS SECRETARY             | Neil Rowe        | <i>N Rowe</i>          | 4-9-24   |
| WMS TRASURER              | John Chamberlin  | <i>J Chamberlin</i>    | 4-9-24   |
| WORKSHOP SUPERVISOR       | Rob Fielding     | <i>R Fielding</i>      | 4-9-24   |
| COMPUTER GROUP SUPERVISOR | Jeff Heath       | <i>J Heath</i>         | 6/11/24  |
| TECHNICAL                 | John Bunning     | <i>John Bunning</i>    | 4.9.24   |
| WITHOUT PORTFOLIO         | Dave Cooper      | <i>D Cooper</i>        | 4.9.24   |



# Wayland Men's Shed

## ISSUE AND CHANGE CONTROL MECHANISM

This Risk Assessment shall be prepared, configured, controlled, and stored in a retrieval system in accordance with WMS procedures.  
 This document MUST be reviewed at least once a year.

| ISSUE AND CHANGE RECORD | ISSUE | COMMENTS                      | DATE       | No. OF SHEETS |
|-------------------------|-------|-------------------------------|------------|---------------|
| Version 1               | 1     | Approved by the WMS Committee |            | 1             |
| Committee Review        | 2     | Issued for yearly review      | 06/07/2024 | 4             |
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# Wayland Men's Shed

## Workshop Risk Assessment

| Shed Name: Wayland Men's Shed |   | Date Completed: + Ongoing  |  |                       |               |
|-------------------------------|---|--|--|-----------------------|---------------|
|                               | Risk identified   | How will the risk be mitigated?  | Action required?   | Action Owner Initials | Date Complete |
| 1                             | <b>Fire</b> - Fatal injuries from smoke or burns.   | Regular fire safety checks. Keeping flammables away from heat. Fire extinguishers within social serviced regularly. Fire instruction poster clearly displayed. Exit emergency light provided and having a clear and visible evacuation strategy.   | Check with Sports Centre management that fire extinguishers are available and have been recently checked. Also that they are appropriately sighted and clearly signed. Fire instructions to be displayed prominently with evacuation and assembly instructions | MT                    | Ongoing       |
| 2                             | <b>Electrical</b> - Shocks, burns or fire from faulty electrical equipment.   | Regular checks for any defective plugs, discoloured sockets or damaged cables or equipment by a committee member. Portable Appliance Testing (PAT) carried out on all electrical equipment which will also be conducted every year. All social room users to be made aware of electrical safety risks. | Ensure items have been PAT tested. Liaise with Centre management to ensure all plugs and cables are checked. Notice displayed for users of electrical safety issues.   | MT                    | + Ongoing     |
| 3                             | <b>Slips and trips</b> - Injuries including bruises and fractures if Sheddors fall e.g. on wet floor or damaged floor surfaces. | Good housekeeping. Mop up any spillages in kitchen area and ensure any damaged floor surfaces are clearly marked and repaired  | Sports Centre management informed immediately of any defects in floor surfaces.  | MT                    |               |
| 4                             | <b>Lighting</b> - Damage to eyes, seizures and high risk of accidents from poor lighting  | Lights regularly checked for flickers, good quality bulbs used.  | Sports Centre management informed immediately of any defects in lighting fitments.   | MT                    | + Ongoing     |
| 5                             | <b>Manual handling</b> - Musculoskeletal injuries, cuts or splinters  | Should any tables or chairs need to be moved, safe lifting techniques are used. Any heavy items to be moved or lifted by more than one person.   | Members to be reminded of correct manual handling procedures.  | MT                    | Ongoing       |
| 6                             | <b>Medical Emergency</b><br>Cuts, grazes, scalds; personal health emergencies   | First Aid kit available for minor cuts, bruises, etc. Defibrillator available for Heart Attacks. In the event of a major incident call emergency services. A first aider is available at each session. First Aid courses offered to members.   | Ensure Defibrillator clearly displayed and battery level regularly checked. First Aid Kit available, contents checked, accessible and clearly displayed. Organise first aid courses.   | MT                    | + Ongoing     |



## Wayland Men's Shed

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| 7 | <b>Transmission of diseases &amp; infections</b><br>Close interaction with others. Contact with door handles, furniture, switches. | If outbreak of serious viral infections, consider closing the social room. Provide thermometer to check temperatures. Hand sanitisers made available. Regular hand washing and wiping of surfaces. | Make members aware of hygiene procedures and maintaining social distancing. Ensure thermometer and hand sanitiser is available. | MT | +<br>Ongoing |
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