



Wayland Men's Shed

SUBJECT	WMS WORKSHOP RISK ASSESSMENT
AUTHOR	Rob Fielding

APPROVAL AUTHORITIES	NAME	SIGNATURE	DATE
WMS CHAIRMAN	Malcolm Trayhorn	<i>M. 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>RJB 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



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	Fire - Fatal injuries from smoke or burns.	Regular fire safety checks. Keeping flammables away from heat. Fire extinguishers within workshop serviced regularly. Fire instruction poster clearly displayed. Exit emergency light provided and having a clear and visible evacuation strategy.	Check fire extinguishers are available recently checked and have them sighted and clearly signed. Fire instructions to be displayed prominently with evacuation and assembly instructions	RF	Ongoing
2	Electrical - Shocks, burns or fire from faulty electrical equipment.	Regular checks for any defective plugs, discoloured sockets or damaged cables or equipment by Safety Officer. Portable Appliance Testing (PAT) carried out on all electrical equipment which will also be conducted every year. All workshop users to be made aware of electrical safety risks.	List all electrical equipment, ensure items have been PAT tested. Check all plugs and cables. Notice displayed for users of electrical safety issues.	RF	+ Ongoing
3	Noise - Temporary or permanent damage to hearing from woodworking equipment.	Use ear defenders where necessary, opt for low noise tooling in small spaces and consider anti-vibration mats. Posters and signs displayed.	Hearing defenders made available and stored so as to be accessible. Signs to be displayed.	RF	
4	Tools - Cuts, bruises and lacerations	Safety signage around the Shed to encourage safe tool use and an induction for every member. Common sense used and all Shedders act as safety advocates.	Signs to be prepared and displayed. Record of any induction given.	RF	+ Ongoing
5	Slips and trips - Injuries including bruises and fractures if Shedders fall e.g. on spillage or shavings.	Good housekeeping, offcuts and dust cleared immediately, Shedders wear shoes with good grip, good lighting.	Workshop supervisor for the session to monitor conditions.	RF	Ongoing
6	Exposure to dust and metal particles - Respiratory diseases such as asthma and cancer from inhalation.	Dust extraction in place with machinery producing dust or particles is in use, relevant PPE used, regular clearing of dust with vacuum cleaner.	Dust extractor to be placed appropriately. Eye protectors and ear defenders to be available.	RF	+ Ongoing
7	Machinery - Serious and possibly fatal cut injuries following contact with moving parts e.g. saw blades.	Machines guarded in line with manufacturer instructions, guards regularly inspected, Shedders safety trained and supervised where necessary, sufficient space for machines.	Set up machinery in appropriate settings and check any safety guards and features.	RF	+ Ongoing



Wayland Men's Shed

8	Lighting - Damage to eyes, seizures and high risk of accidents from poor lighting	Lights regularly checked for flickers, good quality bulbs used and stacking of materials near light fittings prohibited to avoid blocking light.	New lighting to be fitted.	RF	+ Ongoing
9	Manual handling - Musculoskeletal injuries, cuts or splinters.	Benches and tables set at comfortable height, strong gloves for handling tools, pallets and raw materials, safe lifting techniques used, heavy items lifted together.	Benches to be positioned at appropriate height. Instructions and guidance re manual handling to be displayed.	RF	

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