

Wayland Men's Shed

SUBJECT	WMS COMPUTER WORKSHOP RISK ASSESSMENT
AUTHOR	John Bunning

APPROVAL AUTHORITIES	NAME	SIGNATURE	DATE
WMS CHAIRMAN	Malcolm Trayhorn	<i>M. Trayhorn</i>	20/07/26
WMS VICE-CHAIRMAN	Gordon Williams	<i>G. Williams</i>	06-07-26
WMS SECRETARY	Dave Cooper	<i>D. Cooper</i>	10/6/26
WMS TREASURER	John Chamberlin	<i>J. Chamberlin</i>	06/07/26
WORKSHOP SUPERVISOR	Rob Fielding	<i>R. Fielding</i>	06/07/26
COMPUTER ROOM SUPERVISOR	Mike Briggs	<i>M. Briggs</i>	06/07/26



Revision:	3.3	Date:	10 th June 2026
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SSUE 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
Committee Review	2.1	Updated to new form issued by Supervisor	14/07/2024	5
Committee Review	2.2	Emergency lighting updated by Supervisor	06/08/2024	5
Committee Review	3	Issued for yearly review	02/04/2025	5
Update	3.1	Jeff Heath removed from Approval Authorities. Author changed to J. Bunning.	19/04/2025	5
Update	3.2	Charity Number added, Committee updated	21/10/2025	5
Committee Review	3.3	Reviewed, no changes made	10/06/2026	5

Property Of Wayland Men's Shed

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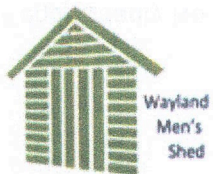
Wayland Men's Shed

Risk assessment template

Wayland Men's Shed Computer Workshop

Assessment carried out by: J.T. Heath

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Access/ Exit	Personnel working in the Computer workshop	All Personnel made aware of exit points.	Rear emergency door fitted with a quick release action lock for easy exit from building.	Wayland Men's Shed Contactor	A.S.A.P	Completed 07/12/ 2021
Emergency Lighting / Information	All personnel working in the Computer workshop	Emergency lighting has been fitted above entrance and exit doors.	Emergency lighting systems to be checked for serviceability	Sports Centre Management	Every 12months	On-going requirement
Working Area	Personnel working in the Computer workshop	Monitoring activity in the in the Computer workshop	Protective clothing / gloves worn by personnel working in the Computer workshop	To be accessed by Supervisor.	Duration time spent in the Computer workshop	On-going requirement
Lighting	All personnel	Improve lighting	Install additional lighting in Computer workshop	Electrical Contractor	A.S.A.P	Completed 2021
Portable Electrical Appliance (PAT)	All Personnel	All personnel made aware of electrical	Arrangements are made to have all electrical portable	To ensure Pat testing taken out	On the anniversary of the	Last completed



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		safety when using portable electrical appliance.	appliance, PAT tested.	yearly.	date due.	10/12/2023
Information / Action/ How to	All personnel advised	Informing personnel of safety posters.	Electrical Safety posters can be found pinned to the Workshop notice board nearby.	Computer workshop supervisor	On - going	Completed 2024
Fire Extinguishers	All personnel	Source suitable Fire Extinguishers within the Computer area.	CO2 fire Extinguisher fitted in the Computer area. To be checked annually for serviceability.	Sports Centre management	On - going	2024
Discovering a Fire and action to take	All Personnel	Inform personnel of action to take in the case of a fire.	Contact Emergency services	Computer workshop Supervisor	On - going	2024
First Aid	All Personnel	A first Aid Box and accident report book is located in the Workshop area nearby.	Personnel to use first aid box and report any minor accidents, unless further assistance is needed.	Depending on the amount of assistance required , contact Duty First Aider at the Sports Centre reception.	On - going	Completed 2024



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				Or the emergency services		

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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