



## Wayland Men's Shed

<b>SUBJECT</b>	WMS COMPUTER WORKSHOP RISK ASSESSMENT
<b>AUTHOR</b>	Jeff Heath

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>RFB</i>	4.9.24
WITHOUT PORTFOLIO	Dave Cooper	<i>D Cooper</i>	4.9.24



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## 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
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



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### Risk assessment template

Wayland Men's Shed Computer Workshop

Assessment carried out by: J.T. Heath

Date of next review: 18/01/2025

Date assessment was carried out: 18/01/2024

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
<b>Access/ Exit</b>	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
<b>Emergency Lighting / Information</b>	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
<b>Working Area</b>	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



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<b>Lighting</b>	All personnel	Improve lighting	Install additional lighting in Computer workshop	Electrical Contractor	A.S.A.P	Completed 2021
<b>Portable Electrical Appliance ( PAT)</b>	All Personnel	All personnel made aware of electrical safety when using portable electrical appliance.	Arrangements are made to have all electrical portable appliance, PAT tested.	To ensure Pat testing taken out yearly.	On the anniversary of the date due.	Last completed 10/12/2023
<b>Information / Action/ How to</b>	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
<b>Fire Extinguishers</b>	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
<b>Discovering a Fire and action to take</b>	All Personnel	Inform personnel of action to take in the case of a fire.	Contact Emergency services	Computer workshop Supervisor	On - going	2024
<b>First Aid</b>	All Personnel				On - going	Completed



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		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. Or the emergency services		2024

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19