

## Risk assessment

### Introduction

Please complete the form as fully and accurately as you can.

### Assessment details

<b>Name of organisation</b>	Any Company
<b>Assessor's name</b>	John Smith
<b>Assessors job title</b>	Manager
<b>Date of assessment</b>	22 <sup>nd</sup> September 2017
<b>Date to be reviewed</b>	22 <sup>nd</sup> September 2017

### Task

#### Describe the task you are assessing

General risk assessment for small metal fabrication and welding workshop

#### Where is the task carried out?

Workshop

## Hazards

Who is at risk and how might they be injured or harmed?	What are you doing at the moment to control the risk?	With the control measures you have in place, do you believe:	What are you going to do to control the risk further if existing controls are not adequate?	Who is going to lead this change?	By when will this change be in place?
Staff and visitors –  Slips, trips and falls in the work area. Risk of injuries such as fractures and bruising	<ul style="list-style-type: none"> <li>• Employees trained on good housekeeping.</li> <li>• Bins provided, staff adopt a clean as you go policy.</li> <li>• Daily check of workshop prior to starting work.</li> <li>• Hoses and cables tied and clear from passing places.</li> </ul> Visitors aren't allowed to walk around the premises without supervision, finished products for display are located at entrance.	The risk is adequately controlled			
Staff and visitors –  Fire - Ignition of adjacent materials with potential serious burns and inhalation of smoke	<ul style="list-style-type: none"> <li>• Check area prior to starting hot work to ensure that there is no combustible materials around</li> <li>• Fire extinguisher nearby while carrying out hot works and staff have received training on its use.</li> <li>• Move the workpiece to a safe location before commencing hot work.</li> </ul>	Further controls are required	<ul style="list-style-type: none"> <li>• Acquisition of metal sheeting used.</li> <li>• Ensure all staff are trained and competent, maintain training records.</li> <li>• Ensure young person receive training on fire extinguisher use.</li> <li>• To review young person's competence regularly, and</li> </ul>	John Smith	25-07-18

	<ul style="list-style-type: none"> <li>• Employees instructed on not using oxygen to blow their clothes and never use grease or oil with oxygen valves or cylinders.</li> <li>• Fire risk assessment in place.</li> <li>• Staff instructed to follow emergency procedures.</li> <li>• Smoking prohibited in all working areas</li> <li>• Fire alarm maintained annually.</li> <li>• Regular alarm testing.</li> <li>• Extinguishers provided and serviced.</li> </ul>		check their progress with foreman.		
<p>Staff and visitors –</p> <p>Explosion, damage to cylinders or pipe work causing gas explosion with potential serious burns, inhalation of smoke or impact injury.</p>	<ul style="list-style-type: none"> <li>• Experienced welder to carry out pre-start check on equipment, which is regularly maintained.</li> <li>• Young person only uses equipment under supervision.</li> <li>• Use leak detecting spray to detect leaks.</li> <li>• Leaking components are repaired immediately.</li> <li>• Leaks found in hoses are not repaired, hoses can be shortened if possible, or they will be disposed of.</li> <li>• Cylinders with leaks to be moved outside if possible, and the</li> </ul>	Further controls are required	<ul style="list-style-type: none"> <li>• Ensure all employees are trained and competent, maintain training records.</li> <li>• To review young person's competence regularly, check their progress with foreman.</li> </ul>	John Smith	1-11-17

	<p>manufacturer should be contacted immediately</p> <ul style="list-style-type: none"> <li>• Employees trained on how to deal with backfires.</li> <li>• Cylinders fitted with flashback arresters.</li> <li>• Hoses are purged before lighting using spark igniter.</li> <li>• Gas supply turned off after finishing the job or before moving cylinders.</li> <li>• Hoses are kept away from sparks or hot metal.</li> <li>• Employees received training safe system of work for use of equipment, methods for purge, light and shut down.</li> <li>• Employees instructed on following emergency procedures.</li> <li>• Gas cylinders are stored outside.</li> </ul>				
<p>Staff –</p> <p>Burns, contact with hot parts of tools and materials</p>	<ul style="list-style-type: none"> <li>• Staff wear task welding helmets, hand-held visors, aprons, gauntlet, lower leg spats and goggles.</li> <li>• Torch turned off when not in use, and never left lighted on bench or floor.</li> <li>• Workpiece held using clamp.</li> </ul>	<p>Further controls are required</p>	<ul style="list-style-type: none"> <li>• Refresh training with staff for use, store and maintenance of PPE.</li> </ul>	<p>Gillian Black</p>	<p>1-11-17</p>

Staff and visitors –  Arc eye, ultraviolet radiation causing injury to the eye	<ul style="list-style-type: none"> <li>• Staff use welding helmets and hand-held visors.</li> <li>• Health surveillance arrangements in place.</li> <li>• Visitors aren't allowed to walk around the premises without supervision, finished products for display are located at entrance.</li> </ul>	Further controls are required	<ul style="list-style-type: none"> <li>• Acquisition of welding screens</li> </ul>	Gillian Black	1-11-17
Staff –  Manual handling of equipment and materials with potential musculoskeletal disorder and injuries	<ul style="list-style-type: none"> <li>• Staff received manual handling training.</li> <li>• Materials stored on trestles close to production area.</li> <li>• Deliveries are always processed by two members of staff.</li> <li>• Young person not allowed to carry heavy weights by themselves.</li> </ul>	Further controls are required	<ul style="list-style-type: none"> <li>• Acquisition of trolley to help moving materials around workshop.</li> <li>• Acquisition of pallet truck to help with deliveries.</li> <li>• Refresh training to remind employees to follow manual handling procedures</li> </ul>	John smith	1-11-17
Staff and visitors –  Fumes, damage to respiratory system by inhalation.	<ul style="list-style-type: none"> <li>• Staff use and trained on respiratory equipment, fit test carried out.</li> <li>• Electrical driven ventilators maintained regularly</li> <li>• Health surveillance arrangements in place</li> </ul>	Further controls are required	<ul style="list-style-type: none"> <li>• Ensure young person is confident on use of PPE, to provide "Your mask can protect you" leaflet from HSE with staff.</li> <li>• Refresh training with staff for use, store and maintenance of PPE.</li> </ul>		
Staff-  Vibration injury due to prolonged use of grinders and/or drills	<ul style="list-style-type: none"> <li>• Vibration assessment carried out</li> <li>• Health surveillance arrangements in place</li> </ul>	Further controls are required	<ul style="list-style-type: none"> <li>• Review equipment provided at the moment, check for more up to date equipment</li> </ul>	Gillian Black	1-12-17

	<ul style="list-style-type: none"> <li>• All equipment maintained regularly</li> <li>• Tasks using vibration equipment is shared among employees with daily limits set.</li> <li>• PPE provided and used.</li> </ul>		<ul style="list-style-type: none"> <li>• with lower levels of vibration.</li> <li>• Refresh staff training on vibration</li> </ul>		
Staff and visitors – Noise, hearing loss or damage through prolonged equipment used.	<ul style="list-style-type: none"> <li>• Noise assessment carried out.</li> <li>• Staff issued with information about noise hazard awareness.</li> <li>• Staff issued with hearing protection</li> <li>• Health surveillance arrangements in place</li> <li>• All equipment maintained regularly</li> </ul>	Further controls are required	<ul style="list-style-type: none"> <li>• Review equipment provided at the moment, check for more up to date equipment with lower levels of vibration.</li> </ul>	Gillian Black	1-12-17
Staff and visitors – Crushing injuries, by falling cylinders	<ul style="list-style-type: none"> <li>• Cylinders are secured with chain to trolley.</li> </ul>	The risk is adequately controlled			
Staff – Crush/laceration injury to hand, arms, fingers using cropper.	<ul style="list-style-type: none"> <li>• Equipment located in open area without any obstructions and good lighting.</li> <li>• Guards on machinery fitted, checked and maintained regularly.</li> <li>• Only trained staff to use equipment, young person not allowed.</li> <li>• Daily pre-use checks and close down checks on equipment.</li> </ul>	Further controls are required	<ul style="list-style-type: none"> <li>• Ensure machinery is not used by young employee, brief foreman to remind.</li> <li>• Create safe system of work and train employees on it. Install stop emergency control to equipment</li> </ul>	John smith	10-1-2018

	<ul style="list-style-type: none"> <li>• Staff trained in set up and routine maintenance, any defects reported immediately and any repairs and maintenance recorded in maintenance log.</li> <li>• Equipment isolated prior to repair, cleaning or maintenance.</li> <li>• Contract with company to carry out maintenance.</li> <li>• Jewellery and rings removed daily at start work.</li> </ul>				
Staff and visitors –  Electricity, with potential electric shock from equipment or electrical mains.	<ul style="list-style-type: none"> <li>• Visual inspection before use of any electrical equipment and PAT carried out annually by contractor.</li> <li>• Fixed guarding to all electrical connections and cables.</li> <li>• Electrical 3 year inspection carried out by contractor.</li> </ul>	Further controls are required	Contact contractor to carry out inspection this year.	Gillian Black	1-12-17
Staff –  Hazardous substances, various injuries and health effects.	<ul style="list-style-type: none"> <li>• Separate COSHH assessments carried out for hazardous substances.</li> <li>• Staff received COSHH training and they only use substances that they have received instruction on its usage, handling and disposal.</li> </ul>	The risk is adequately controlled			

<p>Staff –</p> <p>Driving at work</p>	<ul style="list-style-type: none"> <li>• Driving licenses checked yearly.</li> <li>• Vehicles daily checks carried out.</li> <li>• Vehicles are service yearly.</li> <li>• Staff don't use mobile devices while driving.</li> <li>• Slow speed signals applied at industrial estate.</li> </ul>	<p>The risk is adequately controlled</p>			
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Talk to the Healthy Working Lives experts FREE on:  
**0800 019 2211**  
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