

BUCKSWOOD SCHOOL – RISK ASSESSMENT POLICY

Appendix I: Examples of Workplace Hazards, Risks & Control Measures

EXAMPLES OF WORKPLACE HAZARDS, RISKS & CONTROL MEASURES		
HAZARDS <i>Anything with the potential to cause harm/danger</i>	SIGNIFICANT RISKS <i>Outcome/Likelihood of Hazard occurring</i>	CONTROL MEASURES <i>To remove/prevent or reduce risks to the lowest levels reasonably practicable</i>
User/Operative Staff/Students	Accidents Death/Serious Injury Ill-health	Provide suitable information/instruction & training <ul style="list-style-type: none"> • Approved/recognised training • Assessment based training • In-house best practice training • Toolbox Talks • Periodic Refresher Training
User/Operative Staff/Students	Accidents Death/Serious Injury Ill-health	Restrict Use <ul style="list-style-type: none"> • Only to be used by/under direct supervision of trained approved staff • Students only to use equipment under direct supervision of staff
User/Operative Staff/Students	Accidents Death/Serious Injury Ill-health	Prevent unauthorised use of equipment <ul style="list-style-type: none"> • Equipment power supplies isolated when not in use – Key switches/Key Control/Keys removed when equipment not in use • Workshops/Labs kept locked when not in use • Students not permitted in workshops/labs unless staff present
User/Operative Staff/Students	Accidents Death/Serious Injury Ill-health	Safe Systems of Working/Method Statements Safety Signs & Posters
Equipment Damage/Defect	Accidents Death/Serious Injury Ill-health Damage etc. to Equipment	Equipment Inspection & Maintenance <ul style="list-style-type: none"> • Inspection & Servicing in accordance with Manufacturers Specifications • Statutory Inspection & Testing – LOLER/PSSR • In-house Maintenance Inspections/Checks – Lubrication, Cleaning etc. • User/Operator PRE-USE Checks – Guards etc. • Damage/defect Reporting Procedures • Inspection Records

Equipment Damage/Defect	Accidents Death/Serious Injury Ill-health Damage etc. to Equipment	Machine Guarding <ul style="list-style-type: none"> • Fixed Guards • Adjustable guards on saws to permit cutting • Push-Sticks to prevent fingers coming into contact with rotating blades • Suitable braking systems to stop equipment quickly & safely • Workshop Emergency Stop Buttons to enable others to stop equipment if User gets into difficulties
Dust/Fumes Flying Debris/Dust	Inhalation or Ingestion Eye & Skin Contact Ill-health	Inspect, maintain & test dust or fume extraction systems – Fume cupboards/LEVs etc. Daily Pre-Use/Annual Statutory Provision & Use of suitable PPE Eye Protection – Visors; Goggles; Safety Spectacles Respiratory Protection – Dust Masks; Respirators Skin Protection - Gloves
Dangerous (Flammable etc.) & Hazardous (to Health) Substances	Inhalation, Ingestion, Contact Risks	Material Safety Data Sheets & Register D & H Substance Risk Assessments Use of less hazardous substances User Information, Instruction & Training Provision & Use of PPE Goggles; Safety Spectacles Aprons/Overalls/Lab Coats Gloves
Noise >85dB(A)	Noise induced hearing loss	Noise Prevention – Soundproofing Provision & Use of PPE Ear Defenders Ear Plugs
Hot Work Welding/Soldering Grinding/Cutting Burning Off	Flying sparks Ignition of flammable/combustible/explosive materials Face & Eye Injuries – UV/Arc Eye etc. Burns	Hot Work Permit to Work System Removal or covering of combustible/flammable/explosive material Provision & Use of Screens Exclusion Zones Provision & use of fire extinguishers Provision & use of PPE Visors; Goggles Gloves
Working at Height – Roof work	Falls from height Death/Serious Injury	Roof Work Permit to Work System Guardrails on roofs

	Falls of Equipment/Materials from height Death/Serious Injury	Fall Arrest & Travel Restraint Systems Control of Roof Access
Work at Height – Scaffolds/Tower Scaffolds	Falls from height Death/Serious Injury Falls of Equipment/Materials from height Death/Serious Injury	Erection/Alteration by Trained Approved Persons Provision of Guardrails/Toe boards/Access Ladders Secured against unauthorised access Daily User & Weekly Statutory Checks
Work at Height – Ladders/Step-Ladders	Falls from height Death/Serious Injury	User Information/Instruction & Training Equipment Pre-Use & Annual Inspection & Maintenance
Work at Height – MEWPS/Cherry Pickers	Falls from height Death/Serious Injury Falls of Equipment/Materials from height Death/Serious Injury	Only operated by trained certificated persons MEWP Pre-Use Risk Assessment/Method Statement (RAMS) Provision & Use of PPE – Safety Harnesses & Lanyard

