|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site / Area: |       | Date of Assessment |       | Risk Assessment # | 082RA |
| Completed by (name) |       | Signature |       |
| In Consultation with: |       | Signature |      Template only MUST modify to site conditions |
| Identify / describe activity, equipment, area or event you are assessing: | Timber Scroll (Scroll Saw) |
| Authorised by: |       | Signature: |       | Date: |       |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards?What could happen? | **Step 2: Assess the potential risks:**What do you believe are the risks?How could this happen? | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?Controls |
| **Electricity*** Damaged electrical cord
* Electrical fault within the piece of machinery
* Overloading power sockets
 | * Electric shock/burns
* Electrocution
* Fire
* Equipment Damage
 | * Visual inspections before use
* All faults reported immediately
* Ensure electrical equipment is in good working order (testing and tagging)
* Residual current device (RCD) push button tested according to legislative requirements
* RCD time tested according to legislative requirements
* Fire wardens are trained in fire extinguisher use and emergency evacuation
 |
| **Gravity*** Slippery surfaces
* Inappropriate footwear
* Trip hazards
 | * Slip, trip, fall
* Concussion
* Fracture
 | * Exclusion zones around machinery
* Maintain a clear work space in and around the machine
* Provide non-slip floor surfaces that give a firm foothold
* Good housekeeping practices
* Non slip footwear
* Workplace inspections
 |
| **Hazardous Manual Tasks*** Bending/stooping to cut timber
* Moving projects on/off the cutting table
 | * Sprains & strains
* Fatigue
 | * Plant is set at a suitable height to minimise stooping
* Trolleys are available for moving items if required
* Limited time using this piece of machinery
 |
| **Noise*** Noisy machinery
* Prolonged exposure to noise
* No hearing protection worn
* Inadequate hearing protection
 | * Potential hearing loss/impairment
* Workers / others cannot communicate due to noise
 | * Local acoustic dampening is in place (where practicable) to reduce noise levels
* Hearing protection is available if required
* Warning signs displayed in the workshop
* Rotation of tasks
* Workers have audiometric testing (hearing test) every 2 years
 |
| **Machinery & Equipment*** Guarding is inadequate
* Parts disintegrating and / or being ejected
* Blade not attached correctly
* Entanglement
 | * Worker / other receiving a laceration to their fingers or hand from contact with the cutting blade.
* Worker / other becoming entangled in moving parts of the plant
 | * Ensure hair, loose clothing, rags and jewellery is kept clear of moving parts when in use. Aprons can be used to restrict loose clothing. Hair tie/hair nets can be used to secure long hair.
* Pre operational checks are completed.
* The cutting blade is guarded with the OEM guard. The guard should be adjustable for the size of the work piece while ensuring minimum amount of blade is exposed during cutting.
* Machine is securely fixed to the floor or bench and appropriate clamps are in place to ensure that work pieces are secured, where applicable.
* Operators hands and body parts are kept clear of moving saw blade during operation and maintenance.
* Regular workplace inspections are conducted
* No loose clothing or items worn while using machinery
* Safety glasses are worn when using this equipment
* Workers are trained in plant maintenance and all equipment is “locked-out” electrically when maintenance is undertaken

  |
| **Airborne Contaminants*** Dust
 | * Asthma
* Irritation to the lungs
* Worker/student receiving an eye injury from flying particles
 | * Provide and maintain local exhaust ventilation
* Regularly vacuum dust and sawdust
* PPE is available and worn when using equipment
* Dust is not blown off with compressed air
* Plant has dust extraction system fitted.
* Workplace inspections
* Preventative Maintenance Schedule in place
 |
| **OTHER** |  |  |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** |
| **Step 4: Monitor & Review:** |
| Were the controls effective? | Were there any unforeseen hazards / incidents? | New controls |
| Yes | [ ]  | No | [ ]  | Yes | [ ]  | No | [ ]  |
|  |  |  |