

# THE COCKPIT

## Risk Assessment

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| <b>Department</b> The Cockpit <b>Risk Assessment</b> DJ/29/07/2020 <b>Date</b> 29th July 2020  |   |   |
| <b>Review Date</b> 29th July 2021  |   |   |
| <b>Activity</b><br>Workshop activities.  | <b>Location</b><br>The Cockpit  | <b>Name of Assessor/s</b><br>Deb Jones  |
| <b>Please refer to Appendix A which contains:</b> <ul style="list-style-type: none"><li>• outlines how to calculate the Risk Assessment</li><li>• contains other important information which you may wish to consider when completing this form, including:</li></ul>  |   |   |
| <b><u>Legislation Considered</u></b> <ul style="list-style-type: none"><li>• Health and Safety (Display Screen Equipment) Regs</li><li>• Health and Safety at Work Act.</li><li>• Manual Handling Operations Regulations.</li><li>• Working at Height Regulations.</li><li>• Electricity at Work Regulations.</li><li>• Control of Substances Hazardous to Health Regs.</li><li>• Regulatory Reform (Fire Safety) Order</li><li>• Licensing Acts</li></ul> | <b><u>HSE Risk Matrix</u></b><br><br>To be assessed before and after control methods.<br><br>Risk rating to be expressed numerically. | <b><u>General considerations</u></b><br><br>General Causes of injuries and hazards.<br><br>Examples of good practice. |

| <u>Initial Risk Assessment</u>                                       |  |                               |                                   |    |    |     | <u>Re-assessed Risk Assessment</u> |    |    |   |   |   |   |
|--|--|-------------------------------|-----------------------------------|----|----|-----|------------------------------------|----|----|---|---|---|---|
| Who are at Risk?<br>Staff, students,<br>contractors and<br>visitors. | Severity<br>of<br>Hazard<br>(SH)   | Likelihood<br>of Risk<br>(LR) | Initial<br>Risk<br>Level<br>(IRL) | SH | LR | IRL | <u>Control Methods</u>             | SH | LR | IRL   |   |   |   |
| <b>Activities</b>  | <b>Hazards</b>   |                               |                                   |    |    |     |                                    |    |    |   |   |   |   |
| <b>Sawing Materials by Hand</b>                                      | <ul style="list-style-type: none"> <li>Inappropriate saw</li> <li>Insecure material</li> <li>Slippage</li> <li>Inattention</li> </ul>  |                               |                                   |    |    |     | 4                                  | 4  | 16 | <ul style="list-style-type: none"> <li>The tool that is appropriate for the job is to be used.</li> <li>The saw is to be sharp and in good condition.</li> <li>The saw is to be checked that the handle is secure and well fitting.</li> <li>Workbench type support to be used</li> <li>Work area to be unobstructed.</li> <li>First aid kit to be fixed in the room used.</li> </ul> | 4 | 2 | 8 |
| <b>Drilling of Materials</b>   | <ul style="list-style-type: none"> <li>Electric fault</li> <li>Hidden hazard</li> <li>Nature of material used</li> <li>Inappropriate drill bit</li> <li>Injury</li> <li>Inattention</li> </ul> |                               |                                   |    |    |     | 4                                  | 4  | 16 | <ul style="list-style-type: none"> <li>Appropriate drill and bit to be used.</li> <li>Drill check visually for faults.</li> <li>Cable to be unwound, but not forming a trip hazard.</li> <li>Work area to have adequate lighting</li> <li>Clear and safe area to be maintained.</li> <li>Eye protection to be used.</li> <li>Safe working area maintained.</li> </ul>                 | 3 | 2 | 6 |
| <b>Poor Ventilation</b>  | <ul style="list-style-type: none"> <li>Inhalation of dust</li> <li>Hypoxia</li> <li>Eye damage</li> </ul>  |                               |                                   |    |    |     | 4                                  | 4  | 16 | <ul style="list-style-type: none"> <li>An effective ventilation system is to be installed, and used.</li> <li>Dust masks to be provided and used by those working in a dusty environment.</li> <li>The room is to be ventilated to prevent hypoxia.</li> </ul>  | 4 | 2 | 8 |
|  | <ul style="list-style-type: none"> <li>Electrocution</li> <li>Injury</li> </ul>  |                               |                                   |    |    |     |                                    |    |    | <ul style="list-style-type: none"> <li>Machine to be check for defects, and any insecure parts before operation.</li> </ul>   |   |   |   |

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| <p><b>Cutting Materials by Machine</b></p>    | <ul style="list-style-type: none"> <li>• Materials being used</li> <li>• Toxic wood dust</li> <li>• Incorrect use of the machine</li> <li>• Person unfamiliar with the machine</li> <li>• Mechanical defect</li> </ul> | 4 | 3 | 12 | <ul style="list-style-type: none"> <li>• Operator to be familiar and competent to use the machine.</li> <li>• All dust poses a hazard, especially hard wood and MDF, and care must be taken that dust is not inhaled or eye damage incurred.</li> <li>• Eye protection and dust masks must be used by everyone using a cutting machine.</li> <li>• At high level of dust pollution the machine is to be switched off, and the room vacated and aired.</li> <li>• A safe working area is to be maintained.</li> <li>• A qualified first aider is to be available.</li> </ul>  | 3 | 3 | 9 |
| <p><b>Access and Egress to work areas</b></p> | <ul style="list-style-type: none"> <li>• Trips</li> <li>• Slips and spillages</li> <li>• Impact injuries</li> </ul><br><ul style="list-style-type: none"> <li>• Fall</li> </ul>  | 3 | 4 | 12 | <ul style="list-style-type: none"> <li>• Visual assessment to be carried out before commencing work in the area.</li> <li>• Good housekeeping by all staff carried out and all hazards to be removed before the start of the work.</li> <li>• No trailing leads or cables are to be in the work area, unless covered over.</li> <li>• No obstruction is permitted in the walk ways, corridors or fire escape routes.</li> <li>• The work area is to be kept clear and rubbish removed daily.</li> <li>• A good level of lighting is to be maintained.</li> </ul><br><ul style="list-style-type: none"> <li>• Avoid working at height whenever possible.</li> </ul> | 3 | 2 | 6 |

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| <b>Working at height</b>                     | <ul style="list-style-type: none"> <li>• Struck by falling items</li> <li>• Overbalance</li> </ul>   | 5 | 4 | 20 | <ul style="list-style-type: none"> <li>• Assess the task before starting work.</li> <li>• Use a safe place to access the work area.</li> <li>• Use appropriate means of working at height i.e. ladder, stepladder and over 5m; use a genie lift, ladder, mobile tower, scaffolding etc.</li> <li>• Fall prevention equipment (Dog Lead type) to be used when appropriate.</li> <li>• Appropriate supervision to be provided especially when the work is over 5m high.</li> <li>• Working at height training to be provided.</li> <li>• Tool belt provided.</li> <li>• Two members of staff to carry out the work.</li> <li>• Work area to be cordoned off beforehand.</li> </ul>   | 5 | 3 | 15 |
| <b>Hot Work (use of hot flame equipment)</b> | <ul style="list-style-type: none"> <li>• Serious injuries</li> <li>• Burn injuries</li> <li>• Fire damage</li> <li>• Smoke inhalation</li> </ul> | 5 | 4 | 20 | <ul style="list-style-type: none"> <li>• A dynamic risk assessment is to be made for very minor hot work, and a written risk assessments for any other hot working.</li> <li>• Good ventilation to be maintained.</li> <li>• Permit to work to be completed whenever hot work is carried out.</li> <li>• Site to be monitored for one hour after hot work has been finished to check for anything smouldering.</li> <li>• Only persons qualified in hot work are to undertake the work.</li> <li>• An appropriate fire extinguished is to be kept near to the site of hot working.</li> <li>• Hot work is not to be carried out near to any highly flammable materials.</li> </ul> | 5 | 3 | 15 |
|  | <ul style="list-style-type: none"> <li>• Back injury</li> </ul>  |   |   |    | <ul style="list-style-type: none"> <li>• Mechanical means of moving heavy items must be used, whenever</li> </ul>  |   |   |    |

|                              |   |   |   |    |   |   |   |   |
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| <b>Carrying heavy items</b>  | <ul style="list-style-type: none"> <li>• Strains and sprains</li> <li>• Crush injuries</li> <li>• Impact injury</li> </ul>  | 4 | 4 | 16 | <ul style="list-style-type: none"> <li>possible.</li> <li>• Before purchasing items, consideration should be given to the weight of multiple packed items and the ease of their handling.</li> <li>• An assessment is to be carried out before repetitive manual handling operations.</li> <li>• Heavy items not to be store over shoulder height.</li> <li>• Supervisors are to assess the physical strength of employees engaged in manual handling, and ensure the item is not beyond the employee's capability.</li> <li>• All regular and repetitive manual handling activities to be risk assessed using the HSE Manual Handling Assessment Chart (MAC) Score Sheet.</li> <li>• Manual handling training to be given to all workshop users on the staff.</li> </ul> | 4 | 2 | 8 |
| <b>Using Solvent Cements</b> | <ul style="list-style-type: none"> <li>• Fumes.</li> <li>• Inadequate Ventilation</li> <li>• Ignition points</li> <li>• Ingestion</li> <li>• Skin eruptions</li> </ul><br><ul style="list-style-type: none"> <li>• Injury</li> <li>• Electrocutation</li> </ul> | 4 | 4 | 16 | <ul style="list-style-type: none"> <li>• A dynamic risk assessment must be carried out by anyone using solvents.</li> <li>• The manufacturer's instructions are to be followed.</li> <li>• Adequate ventilation must be available for the solvent to be used.</li> <li>• Spills to be cleaned up as soon as possible and the room ventilated.</li> <li>• A safe working area is to be maintained.</li> </ul><br><ul style="list-style-type: none"> <li>• Ensure First Aid information is displayed.</li> <li>• Induction Training.</li> <li>• Adequate Training given and an</li> </ul>   | 4 | 2 | 8 |

|                         |  |   |   |    |   |   |   |   |
|-------------------------|--|---|---|----|---|---|---|---|
| <b>Defective Tools</b>  | <ul style="list-style-type: none"> <li>High speed breakage</li> <li>Projectile injury</li> </ul>                                       | 4 | 4 | 16 | <ul style="list-style-type: none"> <li>acceptable level achieved.</li> <li>Adequate supervision.</li> <li>Periodic and adequate maintenance.</li> </ul>   | 4 | 2 | 8 |
| <b>Sharp Hand Tools</b> | <ul style="list-style-type: none"> <li>Injuries</li> <li>Defective tool</li> <li>incorrect tool</li> <li>User unfamiliarity</li> </ul> | 4 | 3 | 12 | <ul style="list-style-type: none"> <li>Tool to be checked before use for any defects.</li> <li>The correct tool for the job must be used.</li> <li>Training to be given when required.</li> <li>A safe working area is to be maintained.</li> </ul> | 3 | 2 | 6 |

### Assessors

Name of Assessor: Deb Jones      Signature Deb Jones      29th July 2020

Name:      Signature

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| <b><u>Legal</u></b>  |  |  |  |
| Workplace (Health, Safety and Welfare) Regulations 1992.<br>Manual Handling Operations Regs. 1992 & 2002.<br>Provision & use of work Equipment Regs. 1998.<br>The Dangerous Substances & Explosive Atmospheres Regulations 2002. |  | Health and Safety at Work Act 1974.<br>Working at Height Regs. 2005.<br>Control of Substances Hazardous to Health. |  |
| <b><u>General Risks</u></b>  |  |  |  |
| Contact with moving Machine parts.<br>Working at Height.<br>Welfare, washing and WC.<br>Exposure to wood dust.   | Flooring - Slippery<br>Use hazardous substances.<br>Storing & moving pipes.<br>Eye damage. | Safe Access and Egress.<br>Solo working.<br>Explosive atmosphere.<br>Lack of welfare facilities.                   | Air born wood dust.<br>Student/trainee behaviour.<br>Cutting tools.<br>Unsafe Access and Egress. |

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| <b>Examples:</b>  |  |  |   |
| Sawing materials by hand.<br>Drilling.<br>Poor ventilation.                             | Cutting materials by machine.<br>Restricted working areas.<br>Using solvent cements. | Defective tools.<br>Fumes.<br>Sharp hand tools.    | Occupational Asthma.<br>Loose clothing. |
| <b>Risk assessment (Significant risks and hazards)</b>                                  |  |  |   |
| 1. Identify the hazards   |  | 2. Decide who might be at risk and how.            |   |
| 3. Evaluate the risks and decide on the appropriate control methods.                    |  | 3. Record your findings and their implementations. |   |
| 4. Review and update as necessary or within 12 months.                                  |  |  |   |
| <b>Persons at risk include;</b>   |  |  |   |
| Employees, members of the public, students, disabled persons, contractors and visitors. |  |  |   |

| <u>Management Action Plan</u>   | To be completed by | Completed Date | Comments                   |
|---|--------------------|----------------|----------------------------|
| <ul style="list-style-type: none"> <li>Annual First aid training provided to key staff</li> </ul> | 08/11/18           | 14/11/18       | Completed by all key staff |

| Severity<br>/ Likelihood | No Injury | First Aid Injury | Lost Time (Over 3 days) | Major Injury or Disabling Disease | Death |
|--------------------------|-----------|------------------|-------------------------|-----------------------------------|-------|
| Improbable               | 1         | 2                | 3                       | 4                                 | 5     |
| Remote                   | 2         | 4                | 6                       | 8                                 | 10    |
| Possible                 | 3         | 6                | 9                       | 12                                | 15    |
| Probable                 | 4         | 8                | 12                      | 16                                | 20    |

|                                 |   |           |           |           |           |
|---------------------------------|---|-----------|-----------|-----------|-----------|
|                                 |   |           |           |           |           |
| <b>Very Likely<br/>to Occur</b> | <b>5</b>  | <b>10</b> | <b>15</b> | <b>20</b> | <b>25</b> |
| <b>Risk Rating</b>              | <b>Action Required</b>  |           |           |           |           |
| <b>16 to 25</b>                 | <b>High risk</b> and may require the provision of considerable resources involving special equipment, training, high levels of supervision and consideration of the most effective methods of eliminating or controlling hazards. |           |           |           |           |
| <b>6 to 15</b>                  | <b>Medium risk</b> and will require an appropriate level of resources.  |           |           |           |           |
| <b>1 to 5</b>                   | <b>Low risk</b> but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.  |           |           |           |           |