THE COCKPIT

Risk Assessment

Department The Cockpit **Risk Assessment** DJ/23/2022 **Date** 23rd August 2022 **Review Date** 23rd August 2023		
Activity Workshop activities.	**Location** The Cockpit	**Name of Assessor/s** Deb Jones

Please refer to Appendix A which contains:

- **outlines how to calculate the Risk Assessment**
- **contains other important information which you may wish to consider when completing this form, including:**

Legislation Considered	**HSE Risk Matrix**	**General considerations**
• **Health and Safety (Display Screen Equipment) Regs** • **Health and Safety at Work Act.** • **Manual Handling Operations Regulations.** • **Working at Height Regulations.** • **Electricity at Work Regulations.** • **Control of Substances Hazardous to Health Regs.** • **Regulatory Reform (Fire Safety) Order** • **Licensing Acts**	**To be assessed before and after control methods.** **Risk rating to be expressed numerically.**	**General Causes of injuries and hazards.** **Examples of good practice.**

Initial Risk Assessment							Re-assessed Risk Assessment			
Who are at Risk? Staff, students, contractors and visitors.	**Severity of Hazard (SH)**	**Likelihood of Risk (LR)**	**Initial Risk Level (IRL)**	**SH**	**LR**	**IRL**	**Control Methods**	**SH**	**LR**	**IRL**
Activities	**Hazards**									
Sawing Materials by Hand	• Inappropriate saw • Insecure material • Slippage • Inattention			4	4	16	• The tool that is appropriate for the job is to be used. • The saw is to be sharp and in good condition. • The saw is to be checked that the handle is secure and well fitting. • Workbench type support to be used • Work area to be unobstructed. • First aid kit to be fixed in the room used.	4	2	8
Drilling of Materials	• Electric fault • Hidden hazard • Nature of material used • Inappropriate drill bit • Injury • Inattention			4	4	16	• Appropriate drill and bit to be used. • Drill check visually for faults. • Cable to be unwound, but not forming a trip hazard. • Work area to have adequate lighting • Clear and safe area to be maintained. • Eye protection to be used. • Safe working area maintained.	3	2	6
Poor Ventilation	• Inhalation of dust • Hypoxia • Eye damage			4	4	16	• An effective ventilation system is to be installed, and used. • Dust masks to be provided and used by those working in a dusty environment. • The room is to be ventilated to prevent hypoxia.	4	2	8
	• Electrocution • Injury						• Machine to be check for defects, and any insecure parts before operation.			

Cutting Materials by Machine	• Materials being used • Toxic wood dust • Incorrect use of the machine • Person unfamiliar with the machine • Mechanical defect	4	3	12	• Operator to be familiar and competent to use the machine. • All dust poses a hazard, especially hard wood and MDF, and care must be take that dust is not inhaled or eye damage incurred. • Eye protection and dust masks must be used by everyone using a cutting machine. • At high level of dust pollution the machine is to be switched off, and the room vacated and aired. • A safe working area is to be maintained. • A qualified first aider is to be available.	3	3	9
Access and Egress to work areas	• Trips • Slips and spillages • Impact injuries • Fall	3	4	12	• Visual assessment to be carried out before commencing work in the area. • Good housekeeping by all staff carried out and all hazards to be removed before the start of the work. • No trailing leads or cables are to be in the work area, unless covered over. • No obstruction is permitted in the walk ways, corridors or fire escape routes. • The work area is to be kept clear and rubbish removed daily. • A good level of lighting is to be maintained. • Avoid working at height whenever possible.	3	2	6

Working at height	• Struck by falling items • Overbalance	5	4	20	• Assess the task before starting work. • Use a safe place to access the work area. • Use appropriate means of working at height i.e. ladder, stepladder and over 5m; use a genie lift, ladder, mobile tower, scaffolding etc. • Fall prevention equipment (Dog Lead type) to be used when appropriate. • Appropriate supervision to be provided especially when the work is over 5m high. • Working at height training to be provided. • Tool belt provided. • Two members of staff to carry out the work. • Work area to be cordoned off beforehand.	5	3	15
Hot Work (use of hot flame equipment)	• Serious injuries • Burn injuries • Fire damage • Smoke inhalation • Back injury	5	4	20	• A dynamic risk assessment is to be made for very minor hot work, and a written risk assessments for any other hot working. • Good ventilation to be maintained. • Permit to work to be completed whenever hot work is carried out. • Site to be monitored for one hour after hot work has been finished to check for anything smouldering. • Only persons qualified in hot work are to undertake the work. • An appropriate fire extinguished is to be kept near to the site of hot working. • Hot work is not to be carried out near to any highly flammable materials.	5	3	15

Carrying heavy items	• Strains and sprains • Crush injuries • Impact injury	4	4	16	• Mechanical means of moving heavy items must be used, whenever possible. • Before purchasing items, consideration should be given to the weight of multiple packed items and the ease of their handling. • An assessment is to be carried out before repetitive manual handling operations. • Heavy items not to be store over shoulder height. • Supervisors are to assess the physical strength of employees engaged in manual handling, and ensure the item is not beyond the employee's capability. • All regular and repetitive manual handling activities to be risk assessed using the HSE Manual Handling Assessment Chart (MAC) Score Sheet. • Manual handling training to be given to all workshop users on the staff.	4	2	8
Using Solvent Cements	• Fumes. • Inadequate Ventilation • Ignition points • Ingestion • Skin eruptions • Injury • Electrocution	4	4	16	• A dynamic risk assessment must be carried out by anyone using solvents. • The manufacturer's instructions are to be followed. • Adequate ventilation must be available for the solvent to be used. • Spills to be cleaned up as soon as possible and the room ventilated. • A safe working area is to be maintained. • Ensure First Aid information is displayed.	**4**	**2**	**8**

Defective Tools	• High speed breakage • Projectile injury	4	4	16	• Induction Training. • Adequate Training given and an acceptable level achieved. • Adequate supervision. • Periodic and adequate maintenance.	**4**	**2**	**8**
Sharp Hand Tools	• Injuries • Defective tool • incorrect tool • User unfamiliarity	4	3	12	• Tool to be checked before use for any defects. • The correct tool for the job must be used. • Training to be given when required. • A safe working area is to be maintained.	**3**	**2**	**6**

Assessors

Name of Assessor: Deb Jones Signature Deb Jones Date 23rd August 2022

Theatre Manager

Name: Dave Wybrow Signature Dave Wybrow Date 23rd August 2022

Legal

Workplace (Health, Safety and Welfare) Regulations 1992.
Manual Handling Operations Regs. 1992 & 2002.
Provision & use of work Equipment Regs. 1998.
The Dangerous Substances & Explosive Atmospheres Regulations 2002.
Health and Safety at Work Act 1974.
Working at Height Regs. 2005.
Control of Substances Hazardous to Health.

General Risks

Contact with moving Machine parts.	Flooring - Slippery	Safe Access and Egress.	Air born wood dust.
Working at Height.	Use hazardous substances.	Solo working.	Student/trainee behaviour.
Welfare, washing and WC.	Storing & moving pipes.	Explosive atmosphere.	Cutting tools.
Exposure to wood dust.	Eye damage.	Lack of welfare facilities.	Unsafe Access and Egress.

Examples:

Sawing materials by hand.	Cutting materials by machine.	Defective tools.	Occupational Asthma.
Drilling.	Restricted working areas.	Fumes.	Loose clothing.
Poor ventilation.	Using solvent cements.	Sharp hand tools.	

Risk assessment (Significant risks and hazards)

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.

Persons at risk include;

Employees, members of the public, students, disabled persons, contractors and visitors.

Management Action Plan	To be completed by	Completed Date	Comments
• Annual First aid training provided to key staff	08/11/18	14/11/18	Completed by all key staff

Severity / Likeli-hood	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
Very Likely					

to Occur	5	10	15	20	25

Risk Rating	Action Required
16 to 25	**High risk** 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.
6 to 15	**Medium risk** and will require an appropriate level of resources.
1 to 5	**Low risk** but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.