



## Risk assessment for : Leeds Wood Recycling Cic



<b>Risk assessment name</b>	Axminster Dust extractor AP60E (X2)	<b>Assessment type</b>	 General
<b>Assessor name</b>	Leon Varga	<b>Affected site(s)</b>	Leeds Wood Recycling CIC (LS11 9RT)
<b>Assessment date</b>	28/04/2023	<b>Review period</b>	Annually
<b>Approved by</b>	Leon Varga	<b>Review date</b>	28/04/2024
<b>Approved date</b>	28/04/2023	<b>Reference</b>	LEE1809958

Workspace(s)	Description
 Processing	<p>The following will enable you to observe good working practices, keep yourself and fellow workers safe and maintain your tools and equipment in good working order.  <b>WARNING!! KEEP TOOLS AND EQUIPMENT OUT OF REACH OF YOUNG CHILDREN</b>  <b>Mains Powered Tools</b></p> <ul style="list-style-type: none"> <li>• Tools are supplied with an attached 16 Amp plug.</li> <li>• Inspect the cable and plug to ensure that neither are damaged. Repair if necessary by a suitably qualified person.</li> <li>• Do not use when or where it is liable to get wet.</li> </ul> <p>N.B. This Machine requires a 16amp supply and it's recommended that a C Type breaker is used, if you are unsure please contact a qualified electrician.</p> <p><b>Workplace</b></p> <ul style="list-style-type: none"> <li>• Do not use 230V a.c. powered tools anywhere within a site area that is flooded.</li> <li>• Keep machine clean.</li> <li>• Leave machine unplugged until work is about to commence.</li> <li>• Always disconnect by pulling on the plug body and not the cable.</li> <li>• Carry out a final check e.g. check the cutting tool is securely tightened in the machine and the correct speed and function set.</li> <li>• Ensure you are comfortable before you start work, balanced, not reaching etc.</li> <li>• Wear appropriate safety clothing, goggles, gloves, masks etc. Wear ear defenders at all times.</li> <li>• If you have long hair wear a hair net or helmet to prevent it being caught up in the rotating parts of the machine.</li> <li>• Consideration should be given to the removal of rings and</li> </ul>





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	<p>wristwatches.</p> <ul style="list-style-type: none"> <li>• Consideration should also be given to non-slip footwear etc.</li> <li>• If another person is to use the machine, ensure they are suitably qualified to use it.</li> <li>• Do not use the machine if you are tired or distracted</li> <li>• Do not use this machine within the designated safety areas of flammable liquid stores or in areas where there may be volatile gases.</li> <li>• Check cutters are correct type and size, are undamaged and are kept clean and sharp, this will maintain their operating performance and lessen the loading on the machine.</li> <li>• OBSERVE.... make sure you know what is happening around you and USE YOUR COMMON SENSE.</li> </ul> <p>KEEP WORK AREA AS UNCLUTTERED AS IS PRACTICAL. UNDER NO CIRCUMSTANCES SHOULD CHILDREN BE ALLOWED IN WORK AREAS.</p> <p>Do not use this machine as a vacuum cleaner, try to keep the waste medium to wood by products.</p> <p>Do not uplift workshop floor debris (stones, nails, screws, paper etc., etc). Be aware that wood dust is an explosive medium.</p> <p>Do not allow any 'naked light' source to occur anywhere near the machine. This includes cigarettes, matches, etc, and do not place the machine near any unprotected light bulbs, that could possibly get broken.</p> <p>The suction force is generated by a high speed fan unit. This has the potential to amputate fingers, grab loose clothing (ties etc.,) and 'bat' large chips etc, at high speeds. Keep all guarding in place, and if access to the fan becomes necessary (due to blockage etc.,) Disconnect the machine from the mains supply and ensure the fan has come to a complete stop before putting your hands anywhere near to it.</p> <p>If you are not using 'clear' extraction hose, periodically remove the hose to check that the inlet to the machine is not getting restricted. (The safety guard grill of the inlet duct can be particularly irksome in this way, as long strand shavings etc., can wrap around the grill fret.)</p> <p>Keep the particle filter clean. The machine relies on its ability to 'blow' air through the filter, to generate good suction. If the particle filter starts to clog, this reduces the air flow and hence the machine becomes less efficient.</p> <p>The particle filter can be cleaned, by using an 'M' class vacuum</p>















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	<p>cleaner, clean the inside of the filter.            Be aware that in dry air periods or areas, the movement of the air through the machine can generate static electric fields. These are not normally a problem as the machine is bonded together via its construction and the whole is earthed back through the electrical supply; problems can occur with isolated items, such as stands or hosing that are insulated from the ground (standing on rubber feet?, suspended in the air etc). If possible, try to connect everything together electrically, to eliminate static shocks.            (Use the integral metal coil in flexible plastic hosing to connect units together).            Try to route the power cable and the hosing away from busy walkways.            Do not allow the inlet to become 'dead ended', or block or restrict the outlet, this puts undue strain on the motor and can lead to overheating.  <b>ONLY USE DUST EXTRACTION BAGS WITH THIS MACHINE NOT DOMESTIC WASTE BAGES!</b>  <b>DO NOT PLACE DUST EXTRACTION BAGES OVER THE FILTER ASSEMBLY!</b></p>



Overall risk rating : 16 (Medium)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Electricity (General)	All staff, Operators, visitors  How? Under UK law the Health and Safety at Work etc Act	<div style="display: flex; justify-content: space-around;"> <div data-bbox="801 1145 891 1230">  <p><b>All Employees Receive Induction Training</b>            All employees receive induction training upon commencement with the Company</p> </div> <div data-bbox="1361 1145 1451 1230">  <p><b>Authorised Persons Only To Operate The Equipment</b>            Only operated by persons that have received adequate training &amp; authorised to use the equipment</p> </div> </div>	2 x 2  <b>4</b>

















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Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
<p>Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>1974 (HSW Act) in Great Britain or the Health and Safety at Work (Northern Ireland) Order 1978 in Northern Ireland employers are responsible for ensuring the safety and health of their employees and also the public, if they are at risk from those work activities. This includes electrical safety.</p> <p>Electrical Inspectors aim to reduce the number of electrical accidents by enforcing the law, providing advice on good working practices, and developing guidance in response to technical changes in equipment and working methods.</p> <p>Electrical Inspectors work in cooperation with other responsible bodies including The Department for Energy and Climate Change (DECC), Local Authority Standards departments and The Office of Gas and Electricity Markets (Ofgem).</p>	<p> <b>Chemical/CoSHH assessments communicated</b> CoSHH assessments have been communicated to relevant employees</p> <p> <b>Electrical Extension Leads Fully Unwound When Used</b> Electrical Extension Leads Fully Unwound When Used</p> <p> <b>Electrical Lock Off Procedures In Place</b> Electrical lock off procedures In place with operatives suitably equipped &amp; trained</p> <p> <b>Electrical Supply Isolated At Mains/Breaker</b> Electrical Supply Isolated At Mains/Breaker</p> <p> <b>Electrical Work Carried Out By Competent Workers</b> Electrical Work Carried Out By Competent Workers</p> <p> <b>Intrinsically Safe Electrical Equipment Used</b> Intrinsically safe electrical equipment is installed and intrinsically safe tools are used</p> <p> <b>Safe Operating Instructions For The Work Equipment</b> Operatives work to the safe operating instructions in place for the work equipment</p>	<p> <b>Damaged Electrical Equipment Taken Out Of Service</b> If electrical leads on equipment are damaged the item is taken out of service immediately</p> <p> <b>Electrical Fixed Mains Wiring Inspection Performed</b> Fixed mains wiring inspection carried out to the requirements of BS 7671</p> <p> <b>Electrical Safety Check (PAT) Undertaken</b> Electrical safety check undertaken for portable appliances</p> <p> <b>Electrical Warning Signage In Place</b> Electrical Warning Signage In Place</p> <p> <b>Emergency Electrical Supply Shut Off Fitted</b> The electrical supply has a safety shut-off switch located away from the appliance</p> <p> <b>Routine Maintenance Undertaken</b> Routine maintenance is undertaken in accordance with the manufacturer's requirements</p> <p> <b>Vehicle Pre-user Checklist &amp; Defect Reporting</b> Vehicle is checked prior to use and any defects are reported &amp; remedial actions arranged</p>	<p>Low</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p data-bbox="801 316 891 405"></p> <p data-bbox="913 316 1332 368"><b>Visual Pre-use Electrical Safety Check Undertaken</b></p> <p data-bbox="913 376 1332 429">Visual Pre-use Electrical Safety Check Undertaken</p> <p data-bbox="1355 316 1444 405"></p> <p data-bbox="1467 316 1848 368"><b>Warning &amp; Information Signage Displayed</b></p> <p data-bbox="1467 376 1886 461">Relevant warning &amp; information signage displayed relative to the work activity, hazard &amp; risks</p>	

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Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
 <p>Fire</p> <p>Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<p>All staff, Members of the public, Operators, visitors</p> <p>How Many? vary</p> <p>How?</p> <p>What are the fire and explosion hazards of wood dust? Wood dust is considered to be explosive if ignition of part of a cloud of wood dust results in the propagation of flame through the rest of the cloud. The vigour of flame propagation will vary from dust cloud to dust cloud and not all flammable dusts are equally explosive.1</p> <p>The burning of an unconfined wood dust cloud produces a flash fire. However, if the wood dust is contained within a full or partial enclosure, the pressure build-up can produce a destructive explosion. Its severity will depend on the type and concentration of the dust, particle size distribution, moisture content, the size of the source of ignition and the strength of</p>	<p> <b>Access to Air Compressor Free From Obstructions</b> Access to Air Compressor Free From Obstructions</p> <p> <b>All Staff Trained In Good Housekeeping Techniques</b> All staff are trained in good housekeeping techniques &amp; the standards expected in the workplace</p> <p> <b>Combustible material stored correctly</b> Combustible material is stored correctly in accordance with the manufacturer's guidelines &amp; MSDS.</p> <p> <b>Fire Action/Emergency Plan Displayed</b> A fire action notice/plan is clearly displayed instructing occupants actions to take in an emergency</p> <p> <b>Fire Exits &amp; Fire Exit Signage Maintained</b> Fire exits &amp; signage maintained &amp; displayed to show the way to the nearest safe final exit.</p> <p> <b>Fire Fighting Equipment tested and maintained</b> Fire fighting equipment is maintained annually by competent persons.</p> <p> <b>Fire Marshals In Place</b> The appointment of fire marshals and appropriate training given</p>	<p> <b>All Employees Receive Induction Training</b> All employees receive induction training upon commencement with the Company</p> <p> <b>Appropriate First Aid Provided</b> Casualties treated by first aider until emergency help arrives</p> <p> <b>Escape Routes Included In Fire Monitoring</b> Pro-active monitoring ensure that escape routes are not blocked or obstructed.</p> <p> <b>Fire Emergency Call Points Provided &amp; Maintained</b> Fire Emergency Call Points Provided &amp; Maintained</p> <p> <b>Fire Extinguishers Provided In Areas of High Risk</b> Fire extinguishers provided In areas of higher risk due to the work activity</p> <p> <b>Fire Log Book In Place</b> Fire log book records alarm/emergency lighting testing c/w other fire provision monitoring &amp; testing</p> <p> <b>Fire Risk Assessment In Place</b> A fire risk assessment has been carried out denoting the fire hazards &amp; appropriate control measures</p>	<p>3 x 3</p> <p></p> <p>9</p> <p>Low</p>

Axminster Dust extractor AP60E (X2)

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Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
	<p>the enclosure. Generally, the larger the volume of the exploding dust cloud, the more widespread its effects will be. It is important to ensure that wood dust does not escape from collection systems and be allowed to build up within workrooms. If dust does accumulate, any primary explosion which occurs in a collection unit may stir up dust deposits within the building which houses the plant. Burning particles from the primary explosion can ignite the dust cloud resulting from it, leading to a secondary explosion that is usually more destructive than the first. The explosibility of wood waste You should assume that all wood waste is potentially explosive, unless a dust explosion test<sup>1</sup> demonstrates it is not. Wood waste usually has a dust explosion risk where the mean particle size is less than 200 microns, and where as little as 10% of</p>	<p> <b>Fire Training Carried Out</b> Fire training (including evacuation) carried out at Induction and refreshed periodically</p> <p> <b>Routine Checking of Emergency Lighting</b> Routine Checking of Emergency Lighting - Daily, Monthly &amp; Annual to BS 5266</p>	<p> <b>Regular Fire Drills Undertaken</b> Regular Fire Drills Undertaken</p> <p> <b>Routine Fire Alarm Testing</b> Routine Fire Alarm Testing</p>	

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	<p>the mixture contains dust less than 80 microns in size. Only weak explosions are likely where the mean particle size exceeds 200 microns. Wood waste is commonly produced by:</p> <ul style="list-style-type: none"> <li>■ fine cutting (eg sanding) – which produces a dust of very fine particle size – usually assumed to be explosive;</li> <li>■ sawing and machining hardwoods – often producing wood waste containing considerably more dust than that from softwood – which should be assumed to be explosive;</li> <li>■ the processing of MDF, chipboard and similar boards by machining and sawing – which can be expected to produce waste containing much fine dust – which should be assumed to be explosive;</li> <li>■ machining and sawing softwoods – producing chips, shavings and coarse dust with only a small amount of fine dust – which does not normally create an explosion risk, provided the fine dust is</li> </ul>		




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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	not allowed to separate and accumulate within confined spaces; and ■ profiling and moulding components on routers, spindle moulders etc. When processing a variety of woods and boards, assume that the waste produced is explosive.		

















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 <p>Poor Housekeeping Risk of injury during access &amp; egress due to poor housekeeping.</p>	<p>All staff, Operators, visitors</p> <p>How Many? vary</p> <p>How? What do we mean by poor housekeeping? One of the most common findings in workplaces is poor housekeeping i.e. untidiness, disorder, poor storage of materials and stock. On many workplace inspection visits one can usually see dirt and dust on the workbenches, light fittings and floors etc.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p><b>Aisles &amp; Gangways Kept Clear For Good Housekeeping</b> All aisles and gangways kept clear to avoid slips and trips</p> </div> <div style="width: 50%;">  <p><b>All Staff Trained In Good Housekeeping Techniques</b> All staff are trained in good housekeeping techniques &amp; the standards expected in the workplace</p> </div> <div style="width: 50%;">  <p><b>Appropriate First Aid Provided</b> Casualties treated by first aider until emergency help arrives</p> </div> <div style="width: 50%;">  <p><b>Cleaning Schedules in Operation</b> Cleaning Schedules in Operation</p> </div> <div style="width: 50%;">  <p><b>Electrical Cable Management In Place</b> Electrical cable management in place ensuring no trailing wires in the workplace reducing trip risks</p> </div> <div style="width: 50%;">  <p><b>External Waste Facilities Kept Secure</b> To reduce the risk of infection/contamination etc., the external waste facilities are kept secure</p> </div> <div style="width: 50%;">  <p><b>Frequent Cleaning Of Work Areas &amp; Equipment</b> Work areas &amp; equipment are cleaned frequently between uses including handles &amp; regular touch points</p> </div> <div style="width: 50%;">  <p><b>Good Housekeeping Observed During The Task</b> Good housekeeping standards observed &amp; maintained by operatives throughout the duration of the task</p> </div> <div style="width: 50%;">  <p><b>Pro-active Monitoring In Place</b> Pro-active monitoring systems in place</p> </div> <div style="width: 50%;">  <p><b>Regular Housekeeping Inspections Are Carried Out</b> Regular housekeeping inspections are carried out in the workplace.</p> </div> <div style="width: 50%;">  <p><b>Spillages Cleaned Up Immediately</b> Spillages Cleaned Up Immediately</p> </div> <div style="width: 50%;">  <p><b>The Use Of Trailing Cables Is Avoided/Minimised</b> The Use Of Trailing Cables Is Avoided/Minimised</p> </div> <div style="width: 50%;">  <p><b>Tools cleaned, checked &amp; stored after use</b> Hand tools are cleaned down after use, checked and stored correctly.</p> </div> <div style="width: 50%;">  <p><b>Trailing Wires/Cables Made Safe To Prevent Trips</b> Leads &amp; extension cables are routed and/or secured/taped to minimise trip risks</p> </div> <div style="width: 50%;">  <p><b>Waste Bins Are Provided Within The Premises</b> Axminster Dust extractor AP60E (X2)</p> </div> </div>	<p>3 x 3</p>  <p>9</p> <p>Low</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p><b>The Premises</b> Waste Bins Are Provided Within The Premises</p>	

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Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
 <p>Wood Dust Risk of ill-health due to the inhalation of harmful soft/hard wood &amp; M.D.F. dust.</p>	<p>All staff, Operators, visitors</p> <p>How Many? vary</p> <p>How? Many work activities can create dust, and exposure to any dust in excessive amounts can create respiratory problems.</p> <p>This leaflet describes how to control exposure to dust at work to avoid ill health. It is for employers and managers, but employees and health and safety professionals may also find it useful.</p> <p>It will help you understand what you need to do to comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and gives advice on the precautions that may be needed to prevent or adequately control exposure.</p>	<p> <b>All Employees Receive Induction Training</b> All employees receive induction training upon commencement with the Company</p> <p> <b>Correct Disposal Of Contaminated Material/Waste</b> Contaminated material is disposed of in accordance with current guidelines.</p> <p> <b>Frequent Cleaning Of Work Areas &amp; Equipment</b> Work areas &amp; equipment are cleaned frequently between uses including handles &amp; regular touch points</p> <p> <b>Machine Fitted With Automatic Braking Device</b> Automatic brake is fitted that stops the tool in ten seconds or less if there is a risk of contact</p> <p> <b>Provision Of Written Safe Systems of Work In Place</b> Provisions of written Safe Systems of Work to control the process with the minimum risk of injury</p> <p> <b>RPE - Half Face Mask</b> Protects against fine dust, mists &amp; fumes. Up to 50 x TLV</p> <p> <b>Statutory Inspection On Local Exhaust Ventilation</b> Local Exhaust Ventilation Tested in accordance with the statutory requirement for the work/type.</p>	<p> <b>Cleaning Schedules in Operation</b> Cleaning Schedules in Operation</p> <p> <b>Do Not &lt;&lt;enter relevant prohibition&gt;&gt;</b> Do Not &lt;&lt;enter relevant prohibition&gt;&gt;</p> <p> <b>Local Exhaust Ventilation Provided For The Task</b> Local Exhaust Ventilation Provided For The Task</p> <p> <b>Machine regularly cleaned</b> The workshop and machine cleaned regularly to remove waste wood and dust</p> <p> <b>RPE - Disposable Respirator FFP 1/2/3</b> Protects against fine dust, mists &amp; fumes (FFP1 - APF of 4; FFP2 - APF of 10 &amp; FFP3 - APF of 20)</p> <p> <b>RPE Worn &amp; Kept In Good Condition</b> RPE Worn &amp; Kept In Good Condition</p> <p> <b>Wood Dust Control</b> Dust extraction is fitted to the machinery &amp; vacuums are provided to remove wood dust from flooring.</p>	<p>3 x 3</p> <p></p> <p><b>9</b></p> <p>Low</p>

**Further control measures**

None required

**Operating procedures**

The symbols below advise the correct safety procedures when using this machine.

Fully read manual  
and safety instructions  
before use

Eye protection  
should be worn

Ear protection  
should be worn

Dust mask HAZARD  
should be worn.

GENERAL INSTRUCTION FOR 230V MACHINES

SPECIFIC SAFETY FOR DUST EXTRACTORS

The following will enable you to observe good working  
practices, keep yourself and fellow workers safe and maintain  
your tools and equipment in good working order.

WARNING!! KEEP TOOLS AND EQUIPMENT  
OUT OF REACH OF YOUNG CHILDREN

Mains Powered Tools

- Tools are supplied with an attached 16 Amp plug.
- Inspect the cable and plug to ensure that neither are damaged. Repair if necessary by a suitably qualified person.
- Do not use when or where it is liable to get wet.

N.B. This Machine requires a 16amp supply and it's  
recommended that a C Type breaker is used, if you are  
unsure please contact a qualified electrician.

Workplace

- Do not use 230V a.c. powered tools anywhere  
within a site area that is flooded.

- Keep machine clean.
  - Leave machine unplugged until work is about to commence.
  - Always disconnect by pulling on the plug body and not the cable.
  - Carry out a final check e.g. check the cutting tool is securely tightened in the machine and the correct speed and function set.
  - Ensure you are comfortable before you start work, balanced, not reaching etc.
  - Wear appropriate safety clothing, goggles, gloves, masks etc. Wear ear defenders at all times.
  - If you have long hair wear a hair net or helmet to prevent it being caught up in the rotating parts of the machine.
  - Consideration should be given to the removal of rings and wristwatches.
  - Consideration should also be given to non-slip footwear etc.
  - If another person is to use the machine, ensure they are suitably qualified to use it.
  - Do not use the machine if you are tired or distracted
  - Do not use this machine within the designated safety areas of flammable liquid stores or in areas where there may be volatile gases.
  - Check cutters are correct type and size, are undamaged and are kept clean and sharp, this will maintain their operating performance and lessen the loading on the machine.
  - OBSERVE.... make sure you know what is happening around you and USE YOUR COMMON SENSE.  
KEEP WORK AREA AS UNCLUTTERED AS IS PRACTICAL. UNDER NO CIRCUMSTANCES SHOULD CHILDREN BE ALLOWED IN WORK AREAS.
- Do not use this machine as a vacuum cleaner, try to keep the waste medium to wood by products.
- Do not uplift workshop floor debris (stones, nails, screws, paper etc., etc). Be aware that wood dust is an explosive medium.
- Do not allow any 'naked light' source to occur anywhere near the machine. This includes cigarettes, matches, etc, and do not place the machine near any unprotected light bulbs, that could

possibly get broken.

The suction force is generated by a high speed fan unit. This has the potential to amputate fingers, grab loose clothing (ties etc.) and 'bat' large chips etc, at high speeds. Keep all guarding in place, and if access to the fan becomes necessary (due to blockage etc.) Disconnect the machine from the mains supply and ensure the fan has come to a complete stop before putting your hands anywhere near to it.

If you are not using 'clear' extraction hose, periodically remove the hose to check that the inlet to the machine is not getting restricted. (The safety guard grill of the inlet duct can be particularly irksome in this way, as long strand shavings etc., can wrap around the grill fret.)

Keep the particle filter clean. The machine relies on its ability to 'blow' air through the filter, to generate good suction. If the particle filter starts to clog, this reduces the air flow and hence the machine becomes less efficient.

The particle filter can be cleaned, by using an 'M' class vacuum cleaner, clean the inside of the filter.

Be aware that in dry air periods or areas, the movement of the air through the machine can generate static electric fields.

**Supporting evidence**

[Axminster AP60E dust extractor manual.pdf](#)

28/04/2023 -9018465 kb

[cis36 construction dust HSE.pdf](#)

28/04/2023 -836437 kb

[eh44 Dust in the workplace hse.pdf](#)

28/04/2023 -606729 kb

[hsg107 electrical equipment safety hse.pdf](#)

28/04/2023 -514492 kb

[hsg168 HSE fire safety.pdf](#)

28/04/2023 -5721260 kb

Assessor's signature: Leon Varga

Approved by signature: Leon Varga