Risk assessment for : Leeds Wood Recycling Cic

Risk assessment name	DeWalt Biscuit jointer	**Assessment type**	General
Assessor name	Leon Varga	**Affected site(s)**	Leeds Wood Recycling CIC (LS11 9RT)
Assessment date	31/03/2023	**Review period**	Annually
Approved by	Leon Varga	**Review date**	31/03/2024
Approved date	31/03/2023	**Reference**	LEE1781050

Workspace(s)	Description
Processing	Adjust fences and depth gauges accurately PRE-OPERATIONAL SAFETY CHECKS 1. Ensure this power tool has a suitable safe work area. 2. Dial to the correct cutting depth to suit the size of the biscuits to be used. 3. Ensure all safety guards are serviceable and in place. 4. Make all machine adjustments with the power lead disconnected from the AC isolating switch. 5. Ensure adequate dust ventilation or extraction. OPERATIONAL SAFETY CHECKS 1. Use a vice or clamp to securely hold the work piece and support any overhanging portion. 2. Set the fence height and correct biscuit 'size' adjustment knob to assure accurate positioning and correct depth for cutting (slotting). 3. Do not hold your work piece by hand, if at all possible. 4. Keep the sole plate pressed firmly on the work piece. 5. Do not apply excessive force – this could cause the cutter disc to burn the work piece. 6. Before cleaning away waste material and inspecting the results of the slotting process, always bring the machine to a complete stop and keep hands away from the disc. 7. If any unforeseen problems arise while machining, stop immediately, switch off and report it to your teacher. 8. Turn off immediately after use. Do not place the machine down until the disc has stopped rotating. HOUSEKEEPING 1. Return this tool to the appropriate storage cupboard. 2. Leave the work area in a safe, clean and tidy condition. POTENTIAL HAZARDS Moving, rotating and sharp parts Electricity Excessive noise Excessive dust Eye injuries

Overall risk rating : 9 (Low)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)

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 Electricity (240 volts) Risk of injury due to faulty equipment, contact with live electrical components or improper use.	All staff, Operators How Many? vary How? Check that the electrical equipment is suitable The equipment should be physically capable of doing the job, and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. If the environment is damp you may choose to use battery or air powered equipment, or equipment that operates at a reduced voltage such as that supplied by a transformer with an output that is centre tapped to earth (this halves the voltage between a live wire and earth). These are used in the construction industry and are readily available from hire shops. If the environment is conductive with restricted movement (eg inside a metal tank) additional precautions are necessary. BS7671 'Requirements for Electrical Installations', IEE Wiring Regulations, Seventeenth edition,	 **All Staff Trained In Good Housekeeping Techniques** All staff are trained in good housekeeping techniques & the standards expected in the workplace  **Appropriate First Aid Provided** Casualties treated by first aider until emergency help arrives  **Correct Electrical Fuses Are Used** Correct fuses are used to protect the machine in the event of an overload  **Damaged Electrical Equipment Taken Out Of Service** If electrical leads on equipment are damaged the item is taken out of service immediately  **Electrical Cable Management In Place** Electrical cable management in place ensuring no trailing wires in the workplace reducing trip risks  **Electrical Equipment Fit for Purpose** Electrical Equipment Fit for Purpose  **Electrical Faults Reported Immediately** Electrical Faults Reported Immediately  **Electrical Live Working Procedures Followed** Electrical Live Working Procedures Followed  **Electrical Lock Off Procedures In Place** Electrical lock off procedures In place with operatives suitably equipped & trained  **Electrical Safety Check (PAT) Undertaken** Electrical safety check undertaken for portable appliances  **Electrical Sockets Not Overloaded** Electrical Sockets Not Overloaded  **Electrical Warning Signage In Place** Electrical Warning Signage In Place  **Good Housekeeping Observed During The Task** Good housekeeping standards observed & maintained by operatives throughout the duration of the task  **Power Press Guards Inspected** Power press guards inspected at start of shift and at every changeover of tooling.	2 x 1 2 Low

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	Section 706, gives guidance on this. If there is the chance that there is an explosive atmosphere (containing flammable aerosols, vapours, gases or dusts) nearby you should ensure the work can be carried out safely and that the right equipment is chosen. (see Resources) [Back to top] Check that the electrical equipment is in good condition Many faults with work equipment can be found during a simple visual inspection: Switch off and unplug the equipment before you start any checks. Check that the plug is correctly wired (but only if you are competent to do so). Ensure the fuse is correctly rated by checking the equipment rating plate or instruction book. Check that the plug is not damaged and that the cable is properly secured with no internal wires visible. Check the electrical cable is not damaged and has	 **Pro-active Monitoring In Place** Pro-active monitoring systems in place  **Routine Maintenance Undertaken** Routine maintenance is undertaken in accordance with the manufacturer's requirements  **Visual Pre-use Electrical Safety Check Undertaken** Visual Pre-use Electrical Safety Check Undertaken  **Work Equipment Inspected By A Competent Person** Only personnel with sufficient information, instruction and training can inspect the work equipment.	

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	not been repaired with insulating tape or an unsuitable connector. Damaged cable should be replaced with a new cable by a competent person. Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards. Check for burn marks or staining that suggests the equipment is overheating. Position any trailing wires so that they are not a trip hazard and are less likely to get damaged. If you are concerned about the safety of the equipment you should stop it from being used and ask a competent person to undertake a more thorough check. Additional information on the visual inspection of electrical equipment is in the free guidance note Homeworking. Additional regular inspections may be required where a risk assessment indicates this is necessary (such as where equipment is used in a harsh environment). These inspections should be performed by a		

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	competent person using suitable equipment, and often enough to ensure equipment does not become unsafe between the inspections. The table below gives a list of suggested initial inspection intervals for different types of equipment. The combined inspection and test could be a Portable Appliance Test (PAT), or a detailed test with a more sophisticated instrument. You should make sure that the person carrying out the tests is trained and competent to do so. See the guidance booklet Maintaining portable and transportable electrical equipment for more information. You may need to change how often inspections are being carried out if there are indications that equipment may become unsafe before the next inspection.		

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Hand Arm Vibration <<enter dosage & time>>m/s2 Excessive exposure to vibrating tools may cause health issues such as Hand Arm Vibration Syndrome	All staff, Contractors, Operators, visitors How Many? vary How? Many work activities can create dust, and exposure to any dust in excessive amounts can create respiratory problems. 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. 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.	 **Hand Arm Vibration Control <<enter time of use>>** Hand Arm Vibration is controlled through the measurement of the vibration dosage & time permitted  **Hand Arm Vibration Training Given** Information, instruction and training is given to employees using vibrating tools in the workplace.  **Regular Breaks Taken** Regular Breaks Taken  **Tools With Excessive Hand Arm Vibration Not Used** Operatives are not to use vibrating tools unless the vibration dosage/time to meet the ELV is known.	2 x 2 4 Low

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 Particles/Debris Ejected From Work Equipment/Tools Risk of injury/ill-health due to dust/particles being ejected during the processing activities.	All staff, Operators How Many? vary How? Anyone who breathes in these dusts should know the damage they can do to the lungs and airways. The main dust related diseases affecting construction workers are: lung cancer silicosis Chronic Obstructive Pulmonary Disorder (see also Chronic obstructive pulmonary disease (COPD)) asthma (see also the Asthma site) While some of lung disease like advanced silicosis can come on quite quickly, most take a long time. Often this is over years. They happen because during this time regularly breathing even small amounts of dust adds up and damages the lungs and airways. Unfortunately, by the time you notice the damage is often done and it is more difficult to treat.	 **Barriers In Place To Prevent Unauthorised Access** Barriers In Place To Prevent Unauthorised Access  **Foot Protection Worn** Foot protection supplied & worn to BS EN 20345 relevant to the work activity hazard  **Protective Screens Provided & Used** Protective Screens Provided & Used  **Eye Wash Station Provided** Eye wash station provided for first aid treatment for debris/dust etc. in eyes.  **Good Housekeeping Observed During The Task** Good housekeeping standards observed & maintained by operatives throughout the duration of the task	3 x 3  9 Low

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 Poor Housekeeping Risk of injury during access & egress due to poor housekeeping.	All staff, Operators How Many? vary How? POTENTIAL HAZARDS Moving, rotating and sharp parts Electricity Excessive noise Excessive dust Eye injuries	**All Staff Trained In Good Housekeeping Techniques** All staff are trained in good housekeeping techniques & the standards expected in the workplace **Appropriate First Aid Provided** Casualties treated by first aider until emergency help arrives **Good Housekeeping Observed During The Task** Good housekeeping standards observed & maintained by operatives throughout the duration of the task **Regular Housekeeping Inspections Are Carried Out** Regular housekeeping inspections are carried out in the workplace. **Reporting Procedures Followed** Reporting Procedures Followed **Spillages Cleaned Up Immediately** Spillages Cleaned Up Immediately	1 x 1 1 Low
 Sharp objects Inappropriate use and storage of implements could cause injuries such as cuts to hands and fingers.	All staff, Operators How Many? vary How? Most accidents at woodworking machines are caused by the operator's hands or fingers making contact with the rotating cutters. If this happened with old style tooling, it tended to pull the hand into the cutters after contact was made. This resulted in severe finger and hand injuries, often resulting in amputations. Limited cutter projection tooling, sometimes	**First Aid Needs Assessment Carried Out** Appropriate first aid facilities & personnel provided as a result of a First Aid Needs Assessment. **Only Competent Persons Can Carry Out The Task** Only personnel with sufficient information, instruction and training can carry out the task. **Only Competent Persons Can Operate The Equipment** Only personnel with sufficient information, instruction and training can operate the equipment. **Operators Trained In Safe Operation Of Equipment** Operators receive adequate information, instruction & training for safely operating the equipment **Storage System In Place To Reduce Risk Of Trips** Storage system in place to reduce the risk of trips & falls over items left on access/egress routes	3 x 3 9 Low

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	referred to as chip thickness limitation tooling, significantly reduces the severity of injury if a machine operator's fingers contact the rotating tool. They also reduce the risk of workpiece kickback and the many other serious injuries that this can cause. Old-style tooling often only had the cutters held in place by the friction produced by clamping bolts. Fatalities happened if the operator set the machine to run at too fast a speed, with the increase in centrifugal force causing bolts to stretch and the cutters to be ejected. Limited cutter projection tooling is designed to prevent the cutters from being ejected from the tool body as there are two means of securing the cutters, for example, serrations in the head and knife and a bolted clamping wedge (see 'Tool fixing').		

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 Work Equipment (Woodworking Machinery) Risk of injury due to contact with blades & ill health due to the inhalation of wood dust created.	All staff, Operators, visitors How Many? vary How? POTENTIAL HAZARDS Moving, rotating and sharp parts Electricity Excessive noise Excessive dust Eye injuries	 **Do Not Wear Gloves** The operative should not be wearing gloves as there is a risk of entanglement in the machine.  **Fixed Guards in Place At All Times** Fixed guards in place at all times & regularly checked  **Guards Checked Prior To Machinery Use** All safety devices checked regularly to ensure that they are fully operational  **Operators Trained In Safe Operation Of Equipment** Operators receive adequate information, instruction & training for safely operating the equipment	3 x 3  Low

Further control measures

None required

Operating procedures

PRE-OPERATIONAL SAFETY CHECKS
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4. Make all machine adjustments with the power lead disconnected from the AC isolating switch.
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OPERATIONAL SAFETY CHECKS
1. Use a vice or clamp to securely hold the work piece and support any overhanging portion.
2. Set the fence height and correct biscuit ‘size’ adjustment knob to assure accurate positioning and correct depth for cutting (slotting).
3. Do not hold your work piece by hand, if at all possible.
4. Keep the sole plate pressed firmly on the work piece.
5. Do not apply excessive force – this could cause the cutter disc to burn the work piece.
6. Before cleaning away waste material and inspecting the results of the slotting process, always bring the machine to a complete stop and keep hands away from the disc.
7. If any unforeseen problems arise while machining, stop immediately, switch off and report it to your teacher.
8. Turn off immediately after use. Do not place the machine down until the disc has stopped rotating.

Supporting evidence

eh44 Dust in the workplace hse.pdf

29/03/2023 -606729 kb

indg175 Hand-arm vibration at work safety.pdf

29/03/2023 -265416 kb

wis37 Hand-fed woodworking machines HSE.pdf

29/03/2023 -855761 kb

Assessor's signature: Leon Varga

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