



Risk assessment for : Leeds Wood Recycling Cic


















Risk assessment name	Axminster AHDP13B Pillar Drill	Assessment type	 General
Assessor name	Leon Varga	Affected site(s)	Leeds Wood Recycling CIC (LS11 9RT)
Assessment date	27/03/2023	Review period	Annually
Approved by	Leon Varga	Review date	27/03/2024
Approved date	27/03/2023	Reference	LEE1778194














Workspace(s)	Description
 Processing	This risk assessment will explain the risks and hazards associated with using a Axminster AHDP13B Pillar Drill and the procedures in place to minimise risk.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
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 <p>Electricity (General) Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>All staff</p> <p>How? Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p> All Employees Receive Induction Training All employees receive induction training upon commencement with the Company</p> <p> Damaged Electrical Equipment Taken Out Of Service If electrical leads on equipment are damaged the item is taken out of service immediately</p> <p> Electrical Faults Reported Immediately Electrical Faults Reported Immediately</p> <p> Electrical Supply Isolated At Mains/Breaker Electrical Supply Isolated At Mains/Breaker</p>	<p> Authorised Persons Only To Operate The Equipment Only operated by persons that have received adequate training & authorised to use the equipment</p> <p> Electrical Equipment Visually Checked Before Use Electrical equipment is visually examined for damage before use.</p> <p> Electrical Safety Check (PAT) Undertaken Electrical safety check undertaken for portable appliances</p>	<p>1 x 6</p> <p> 6</p> <p>Low</p>
 <p>Fire Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<p>All staff</p> <p>How? Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<p> Fire Exits & Fire Exit Signage Maintained Fire exits & signage maintained & displayed to show the way to the nearest safe final exit.</p> <p> Fire Risk Assessment In Place A fire risk assessment has been carried out denoting the fire hazards & appropriate control measures</p>	<p> Fire Extinguishers Provided In Areas of High Risk Fire extinguishers provided In areas of higher risk due to the work activity (e.g. welding booths).</p> <p> Fire Training Carried Out Fire training (including evacuation) carried out at Induction and refreshed periodically</p>	<p>1 x 9</p> <p> 9</p> <p>Low</p>













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 <p>Manual Handling Of Materials Risk of injury whilst undertaking the manual handing of materials & hazards along the route</p>	<p>Operators</p> <p>How? Risk of injury whilst undertaking the manual handing of materials & hazards along the route</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>All aisles and gangways kept clear All aisles and gangways kept clear to avoid slips and trips</p> </div> <div style="width: 50%;">  <p>Manual Handling - Trolley Truck Provided & Used Manual Handling - Trolley Truck Provided & Used</p> </div> <div style="width: 50%;">  <p>Manual Handling Risk Assessment Carried Out An assessment of the manual handling risk has been carried out for the task.</p> </div> <div style="width: 50%;">  <p>Manual Handling Training Given All relevant employees have received training on correct manual handling techniques</p> </div> <div style="width: 50%;">  <p>Protective Footwear Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.</p> </div> </div>	<p>1 x 6</p>  <p style="font-size: 24px; color: green;">6</p> <p>Low</p>
 <p>Noise levels at/above 85 dB(A) Risk of hearing damage due to exposure to excessive levels of noise.</p>	<p>All staff</p> <p>How? Risk of hearing damage due to exposure to excessive levels of noise.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>All Employees Receive Induction Training All employees receive induction training upon commencement with the Company</p> </div> <div style="width: 50%;">  <p>Hearing protection provided & worn Hearing protection available and to be worn whilst carrying out noisy work activities</p> </div> <div style="width: 50%;">  <p>Hearing/Audiometric Tests Conducted Audiometric hearing tests carried out for employees exposed regularly to noise levels 85dB(A) & over</p> </div> <div style="width: 50%;">  <p>Mandatory Hearing Protection Zones Designated Mandatory hearing protection zones designated as noise levels are 85dB(A) and above in the area.</p> </div> </div>	<p>1 x 8</p>  <p style="font-size: 24px; color: green;">8</p> <p>Low</p>







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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Particles/Debris Ejected From Work Equipment/Tools Risk of injury/ill-health due to dust/particles being ejected during the processing activities.</p>	<p>All staff</p> <p>How? Risk of injury/ill-health due to dust/particles being ejected during the processing activities.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Eye Protection Worn Eye protection supplied to BS EN 166 & relevant to the work activity hazard</p>  <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p>  <p>Suitable & Sufficient Welfare Facilities Provided To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition.</p> </div> <div style="width: 45%;">  <p>Eye Wash Station Provided Eye wash station provided for first aid treatment for debris/dust etc. in eyes.</p>  <p>Protective Clothing Must Be Worn Protective Clothing Must Be Worn</p> </div> </div>	<p>1 x 6</p> <p style="font-size: 2em; color: green; text-align: center;">6</p> <p>Low</p>
 <p>People Movement (Risk of Slips) Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p>All staff</p> <p>How? Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p>  <p>Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately</p> </div> <div style="width: 45%;">  <p>Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> </div> </div>	<p>1 x 3</p> <p style="font-size: 2em; color: green; text-align: center;">3</p> <p>Low</p>












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Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
 <p>People Movement (Risk of Trips & Falls) Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p>All staff</p> <p>How? Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p> All aisles and gangways kept clear All aisles and gangways kept clear to avoid slips and trips</p> <p> Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p>	<p> All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> <p> Suitable & Sufficient Internal Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p>	<p>1 x 5</p> <p> 5</p> <p>Low</p>
 <p>Poor Housekeeping Risk of injury during access & egress due to poor housekeeping.</p>	<p>All staff</p> <p>How? Risk of injury during access & egress due to poor housekeeping.</p>	<p> All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> <p> Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p>	<p> Cleaning Schedules in Operation Cleaning Schedules in Operation</p> <p> Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p>	<p>1 x 6</p> <p> 6</p> <p>Low</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Sharp Tools/Cutting Blades Inappropriate use and storage of implements could cause injuries such as cuts to hands and fingers.</p>	<p>All staff</p> <p>How? Inappropriate use and storage of implements could cause injuries such as cuts to hands and fingers.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate First Aid Provided Casualties treated by first aider until emergency help arrives</p> </div> <div style="width: 50%;">  <p>Gloves Worn For Handling Only - EN 388 Mechanical Risks (Cut Resist) Gloves Worn - EN 388 Mechanical Risks (Cut Resistant) - for the handling of sharp tools & cutters and NOT for operating the machine</p> </div> <div style="width: 50%;">  <p>Provision Of Written Safe Systems of Work In Place For Handling Sharp Tooling/Blades Provisions of written Safe Systems of Work to control the process with the minimum risk of injury</p> </div> <div style="width: 50%;">  <p>Storage System In Place To Reduce Risk Of Injury Storage system in place for sharp tools & blades etc. to reduce the risk of injury</p> </div> </div>	<p>1 x 7</p>  <p style="font-size: 2em; color: green;">7</p> <p>Low</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Work Equipment/Moving Machinery (General Risks) Cutting, shearing, entanglement, drawing-in, trapping, impact, stabbing, puncture, friction etc.</p>	<p>All staff</p> <p>How Many? Risk of injury due to contact with blades & ill health due to the inhalation of wood dust created. Injuries due to incorrect clothing worn and hair not tied back.</p> <p>How? Inappropriate clothing, PPE and personal preparation could cause injuries to the user such as entanglement or cuts from the drill.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate First Aid Provided Casualties treated by first aider until emergency help arrives</p> </div> <div style="width: 50%;">  <p>Authorised Persons Only To Operate The Equipment Only operated by persons that have received adequate training & authorised to use the equipment</p> </div> <div style="width: 50%;">  <p>Entanglement Avoidance Rules In Place All loose clothing, jewellery (watches / rings / necklaces) is removed & long hair is tied back</p> </div> <div style="width: 50%;">  <p>Fixed Guards in Place At All Times Fixed guards in place at all times & regularly checked</p> </div> <div style="width: 50%;">  <p>Only Competent Persons Can Operate The Machine Only personnel with sufficient information, instruction and training can operate the machine</p> </div> <div style="width: 50%;">  <p>Operators Trained In Safe Operation Of Equipment Operators receive adequate information, instruction & training for safely operating the equipment</p> </div> <div style="width: 50%;">  <p>Pre-start Checks Undertaken On Machinery Pre-start Checks Undertaken On Machinery</p> </div> <div style="width: 50%;">  <p>Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements</p> </div> <div style="width: 50%;">  <p>Suitable & Sufficient Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p> </div> </div>	<p>1 x 8</p>  <p>8</p> <p>Low</p>

Further control measures

None required

Operating procedures

Must have completed the workshop induction and modules 1 and 3 before use. Operator must be trained by a competent person and only trained individuals are allowed to use the machine. PTL must be signed. Correct PPE must be worn as well as face fit tested RPE. Risk assessment must be read before use.

Assessor's signature: Leon Varga

Approved by signature: Leon Varga