Risk assessment for : Leeds Wood Recycling Cic

Risk assessment name	Makita DSP600 Plunge Saw	**Assessment type**	General
Assessor name	Rebecca McGowan	**Affected site(s)**	Leeds Wood Recycling CIC (LS11 9RT)
Assessment date	19/01/2023	**Review period**	Annually
Approved by	Rebecca McGowan	**Review date**	19/01/2024
Approved date	19/01/2023	**Reference**	LEE1701458

Workspace(s)	Description
Processing	This risk assessment will explain the risks and hazards associated with using a Makita DSP600 Plunge Saw and the procedures in place to minimise risk.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Electricity (240 volts & 3 Phase 415 volts) Risk of injury due to faulty equipment, contact with live electrical components or improper use.	All staff How? Risk of injury due to faulty equipment, contact with live electrical components or improper use.	**Electrical Distribution Board Access Is Secure** Unauthorised access to the electrical distribution board is prevented **Electrical Fixed Mains Wiring Inspection Performed** Fixed mains wiring inspection carried out to the requirements of BS 7671 **Electrical Safety Check (PAT) Undertaken** Electrical safety check undertaken for portable appliances	1 x 8 8 Low

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Fire Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.	All staff How? Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.	 **Fire Exits & Fire Exit Signage Maintained** Fire exits & signage maintained & displayed to show the way to the nearest safe final exit.  **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).  **Fire Risk Assessment In Place** A fire risk assessment has been carried out denoting the fire hazards & appropriate control measures  **Fire Training Carried Out** Fire training (including evacuation) carried out at Induction and refreshed periodically	1 x 9  Low
 Hand Arm Vibration <<3>>m/s2 Excessive exposure to vibrating tools may cause health issues such as Hand Arm Vibration Syndrome	Operators How? Excessive exposure to vibrating tools may cause health issues such as Hand Arm Vibration Syndrome	 **Hand Arm Vibration Control <<15 Minutes>>** 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.  **Self-Check For Hand Arm Vibration Syndrome** Operatives self-check for Hand Arm Vibration Syndrome and report accordingly  **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.	1 x 7  Low

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Manual Handling of Wood/Wood Products Risk of injury whilst undertaking the manual handing of wood & wood products	Operators How? Risk of injury whilst undertaking the manual handing of wood & wood products	**Appropriate First Aid Provided** Casualties treated by first aider until emergency help arrives **Manual Handling - Team Lifting** Team lifting will be applied as required **Manual Handling - Trolley Truck Provided & Used** Manual Handling - Trolley Truck Provided & Used **PPE Issued, Worn & Kept In Good Condition** PPE Issued, Worn & Kept In Good Condition **Split Loads To Reduce The Manual Handling Risks** Loads are split into lighter load weights to reduce manual handling risks **Gloves Worn - EN 388 Mechanical Risks (Abrasion)** Gloves Worn - EN 388 Mechanical Risks (Abrasion Resistant) **Manual Handling - Trolley Truck Provided & Used** Manual Handling - Trolley Truck Provided & Used **Manual Handling Training Given** All relevant employees have received training on correct manual handling techniques **Protective Footwear Worn Whilst Manual Handling** Suitable protective footwear is worn whilst carrying out manual handling activity. **Storage Plan To Reduce Manual Handling Operations** Storage plan in place to reduce the risk from manual handling operations whilst picking stock.	1 x 7 7 Low

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Noise levels at/above 85 dB(A) Risk of hearing damage due to exposure to excessive levels of noise.	All staff How? Risk of hearing damage due to exposure to excessive levels of noise.	**All Employees Receive Induction Training** All employees receive induction training upon commencement with the Company **Hearing protection provided & worn** Hearing protection available and to be worn whilst carrying out noisy work activities **Hearing/Audiometric Tests Conducted** Audiometric hearing tests carried out for employees exposed regularly to noise levels 85dB(A) & over **Mandatory Hearing Protection Zones Designated** Mandatory hearing protection zones designated as noise levels are 85dB(A) and above in the area.	1 x 8 8 Low
 Particles/Debris Ejected From Work Equipment/Tools Risk of injury/ill-health due to dust/particles being ejected during the processing activities.	All staff How? Risk of injury/ill-health due to dust/particles being ejected during the processing activities.	**Eye Protection Worn** Eye protection supplied to BS EN 166 & relevant to the work activity hazard **Eye Wash Station Provided** Eye wash station provided for first aid treatment for debris/dust etc. in eyes. **Good Hand Washing/Hygiene Procedures Observed** Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene **Protective Clothing Must Be Worn** Protective Clothing Must Be Worn **Suitable & Sufficient Welfare Facilities Provided** To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition.	1 x 7 7 Low

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 People Movement (Risk of Slips) Risk of injury due to a variety of access/egress hazards that can cause slips.	All staff How? Risk of injury due to a variety of access/egress hazards that can cause slips.	**All Staff Trained In Good Housekeeping Techniques** All staff are trained in good housekeeping techniques & the standards expected in the workplace **Good Housekeeping Observed During The Task** Good housekeeping standards observed & maintained by operatives throughout the duration of the task **Spillages Cleaned Up Immediately** Spillages Cleaned Up Immediately	1 x 7 7 Low
 People Movement (Risk of Trips & Falls) Risk of injury due to a variety of access/egress hazards that can cause trips & falls	All staff How? Risk of injury due to a variety of access/egress hazards that can cause trips & falls	**All aisles and gangways kept clear** All aisles and gangways kept clear to avoid slips and trips **Good Housekeeping Observed During The Task** Good housekeeping standards observed & maintained by operatives throughout the duration of the task **All Staff Trained In Good Housekeeping Techniques** All staff are trained in good housekeeping techniques & the standards expected in the workplace **Suitable & Sufficient Internal Lighting Provided** Suitable & sufficient lighting provided for the workplace activities	1 x 7 7 Low
 Poor Housekeeping Risk of injury during access & egress due to poor housekeeping.	All staff How? Risk of injury during access & egress due to poor housekeeping.	**All Staff Trained In Good Housekeeping Techniques** All staff are trained in good housekeeping techniques & the standards expected in the workplace **Good Housekeeping Observed During The Task** Good housekeeping standards observed & maintained by operatives throughout the duration of the task **Cleaning Schedules in Operation** Cleaning Schedules in Operation **Regular Housekeeping Inspections Are Carried Out** Regular housekeeping inspections are carried out in the workplace.	1 x 7 7 Low

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Sharp Tools/Cutting Blades Inappropriate use and storage of implements could cause injuries such as cuts to hands and fingers.	All staff How? Inappropriate use and storage of implements could cause injuries such as cuts to hands and fingers.	 **Appropriate First Aid Provided** Casualties treated by first aider until emergency help arrives  **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  **Gloves Worn - EN 388 Mechanical Risks (Cut Resist)** Gloves Worn - EN 388 Mechanical Risks (Cut Resistant)  **Storage System In Place To Reduce Risk Of Injury** Storage system in place for sharp tools & blades to reduce the risk of injury	1 x 7  7 Low

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Wood Dust Risk of ill-health due to the inhalation of harmful soft/hard wood & M.D.F. dust.	All staff How? Risk of ill-health due to the inhalation of harmful soft/hard wood & M.D.F. dust.	**All Employees Receive Induction Training** All employees receive induction training upon commencement with the Company **Cleaning tasks planned** The timing of routine floor cleaning is chosen so that people are not put at risk. **Do Not Use Brooms To Sweep Up** The use of brooms is not allowed to sweep up wood dust from the floor. **Provision Of Written Safe Systems of Work In Place** Provisions of written Safe Systems of Work to control the process with the minimum risk of injury **RPE Is Face-Fit Tested** RPE, used to protect workers from identifiable diseases, is "face-fit" tested by a competent person. **Wood Dust Control** Dust extraction is fitted to the machinery & vacuums are provided to remove dust from flooring **Cleaning Schedules in Operation** Cleaning Schedules in Operation **Correct Disposal of Wood Dust, Materials & Waste** Waste materials are disposed of in accordance with current guidelines. **Local Exhaust Ventilation Provided For The Task** Local Exhaust Ventilation Provided For The Task **RPE - Disposable Respirator FFP 3** Protects against fine dust, mists & fumes - FFP3 up to 50x TLV **Statutory Inspection On Local Exhaust Ventilation** Local Exhaust Ventilation Tested in accordance with the statutory requirement for the work/type.	1 x 8  Low

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Work Equipment - Woodworking Machinery Risk of injury due to contact with blades & ill health due to the inhalation of wood dust created.	Operators How? Risk of injury due to contact with blades & ill health due to the inhalation of wood dust created.	**Appropriate First Aid Provided** Casualties treated by first aider until emergency help arrives **Barriers In Place To Prevent Unauthorised Access** Barriers In Place To Prevent Unauthorised Access **Electrical Supply Isolated At Mains/Breaker When Not In Use** The machine is switched off at the mains when not in use to prevent inadvertent usage **Eye Protection Worn** Eye protection supplied to BS EN 166 & relevant to the work activity hazard **Guards Checked Prior To Machinery Use** All safety devices checked regularly to ensure that they are fully operational...to include any adjustable guarding in place. **Only Competent Persons Can Operate The Machine** Only personnel with sufficient information, instruction and training can operate the machine **Authorised Persons Only To Operate The Equipment** Only operated by persons that have received adequate training & authorised to use the equipment **Do Not Wear Gloves** The operative should not be wearing gloves as there is a risk of entanglement in the machine. **Entanglement Avoidance Rules In Place** All loose clothing, jewellery (watches / rings / necklaces) is removed & long hair is tied back **Fixed/Interlock Guards in Place At All Times** Fixed/interlock guards are in place at all times & regularly checked. **Machine Fitted With Automatic Braking Device** Automatic brake is fitted that stops the tool in ten seconds or less if there is a risk of contact **Operators Trained In Safe Operation Of Equipment** Operators receive adequate information, instruction & training for safely operating the equipment to include the dangers of "kickback".	1 x 8  Low

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 **Pre-start Checks Undertaken On Machinery** Pre-start Checks Undertaken On Machinery  **RPE - Disposable Respirator FFP 3** Protects against fine dust, mists & fumes - FFP3 up to 50x TLV  **Suitable & Sufficient Internal Lighting Provided** Suitable & sufficient lighting provided for the workplace activities  **Warning & Information Signage Displayed** Relevant warning & information signage displayed relative to the work activity, hazard & risks  **Routine Maintenance Undertaken** Routine maintenance is undertaken in accordance with the manufacturer's requirements  **Safe System of Work In Place For The Task & Specified Hazards (WIS Sheets)** Operatives work to the Safe System Of Work in place for the safe operation of the task such (e.g. the relevant HSE WIS Sheets for the machine).  **Supervision Provided For The Task** Supervision provided for the task	

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.

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Assessor's signature: Rebecca McGowan

Approved by signature: Rebecca McGowan