Workshop Activity Risk Assessment Checklist

U3A Name						
Interest Group						
Date L		Location	ocation/Postcode			
Description of Activity						
Hazard		Ye	No.	N/A	Comments	
Use	of Hand Tools					
1	Are tools sharp and in good condition? (e.g. no damage, splitting of handles etc)					
Electrical Power Tools						
1	Portable Appliance tested?					
2	Double insulated?					
3 Visual inspection of leads and connections made?						
Fixed Machinery (lathes etc.)						
1	Are electrical connections & wiring in good condition?					
2	Is the equipment suitably earthed?					
3	Are appropriate guards fitted and in good condition?					
Personal Protective Equipment (PPE)						
	Does the activity require the following:					
1	a. Eye Protection					
	b. Hearing Protection					
	c. Dust Mask					
	d. Gloves					
L	e. Safety shoes					
Hazardous Materials						
1	Are the materials used hazardous? (e.g. toxic, harmful, irritant, dusty etc. see container label)					
2	Does the material require special precautions in use? (e.g. the wearing of PPE)					
Workplace Hazards						
1	Are the floors free from trip hazards & escape routes clear?					
2	Are precautions in place to prevent or respond to fire?					
	Does the activity require special precautions? (e.g.	ξ.				
3	removal of jewellery, tying back long hair)					
Signed					Dated	

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