

Woodhall Spa U3A Workshop Activity Risk Assessment Checklist

Interest Group	
Date	Location/Postcode
Description of Activity	

Hazard	Yes	No	N/A	Comments
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Use of Hand Tools

1	Are tools sharp and in good condition? (e.g. no damage, splitting of handles etc)				
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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 there electrical isolation systems in place?				
4	Is there suitable extraction/ventilation in place where appropriate to the machine?				
5	Are appropriate guards fitted and in good condition?				

Personal Protective Equipment (PPE)

1	Does the activity require the following: a. Eye Protection b. Hearing Protection c. Dust Mask d. Gloves e. Safety shoes				
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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 there are clear safe systems of work and operation guidance posted for the machines, identifying the specific safety cut offs in place, or some instruction available to cover these issues?				
2	Are the floors free from trip hazards & escape routes clear?				
3	Are precautions in place to prevent or respond to fire?				
4	Does the activity require special precautions? (e.g. removal of jewellery, tying back long hair)				

Signed	Dated
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