



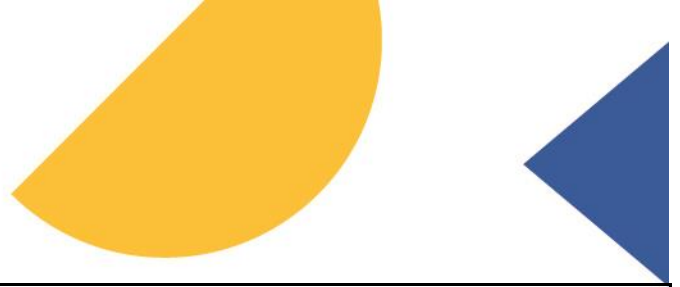
Interest Group: Woodwork & Chat Wednesdays 2pm to 4pm	Date: 23.05.2024
Name of person completing risk assessment checklist: Barry Charlesworth	
Description of Activity: Woodwork and Chat meet each Wednesday afternoon. We are a mixed group of 14 members who carry out a variety of wood working activities. Members have a range of skills from basic beginner to skilled woodworkers. We use a variety of hand and electric machine tools. The workshop has basic woodworking tools, 2 powered woodlaths, an electric table saw, members also bring along their own tools.	

SOUTHWELL u3a WORKSHOP ACTIVITY RISK ASSESSMENT CHECKLIST

This checklist is to help in the planning for a workshop activity such as woodworking. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Are tools sharp and in good condition? (eg no damage, splitting of handles etc)?	√			
Are electric power tools Portable Appliance Tested (PAT)?	√			Last test 22/11/2023 next test due 21/11/2025
Are electric power tools double insulated?	√			Tools that are not double insulated are earthed and PAT tested
Have you completed a visual inspection of leads and connections?	√			
Are electrical connections & wiring in good condition?	√			
Is the equipment suitably earthed?	√			





	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Are there electrical isolation systems in place?	√			
Is there suitable extraction/ventilation in place where appropriate to the machine?	√			
Are appropriate guards fitted and in good condition?	√			
Do members have the following PPE (if required): a) Eye protection b) Hearing protection c) Dust mask	√			
Does the material require special precautions in use? (e.g., the wearing of PPE?)	√			We have had a meeting to discuss safety precautions when using equipment and using certain types of timber.
Are there 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?	√			
Are the floors free from trip hazards and escape routes clear?	√			This is under review
Are precautions in place to prevent or respond to fire?	√			Fire Extingisher checked annually. Rubbish and wood shavings removed weekly
Does the activity require special precautions? Eg removal of jewellery, tying back long hair?	√			This is essential when using any rotating machiney eg wood lathes
First Aid kit and eye wash available in workshop.	√			

This Risk Assessment must be checked annually and amended as needed
Please send any updates to the webmaster

