

RISK ASSESSMENT

Title:	Timber Products Department				Date of Assessment:	07/02/2020	Risk Assessor:	Ian Warne and Clare Crouch	
Reference Number:	RA22		Version Number:	5	People involved in making this assessment:			Ian Warne and Clare Crouch	
Task/Process:	Working in the Timber Products Department				People at Risk:	Employees, Visitors and Contractors			
Documents Associated with this Risk Assessment:				Timber Products Safe Systems of Work, FLT02 Pedestrian Safety Around Forklift Trucks, HSF16 Display Screen Assessment Form, RA55 Stress, Mental Health and Wellbeing, H&S09 Mental Health and Wellbeing Policy, SSW TP 06 Gas Heat Shrinker					
Review Date:	05/06/2025		Reviewer:	Dan Sawyer and Rosie McCallough			Next Review Date:	04/05/2025	

Hazard: Manual Handling		Risk of musculoskeletal injuries from poor manual handling. Risk to employees.	
Control Measures:			
1.	Lifting equipment provided where necessary (LOLER checked)		
2.	All staff trained in manual handling (training reviewed)		
3.	Two person lift when required		
4.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light		
5.	Work benches and machine tables set at a comfortable height		
6.	Instruction, information, training and supervision		

Hazard: Slips and Trips	Risk of musculoskeletal injuries. Risk to employees, visitors and contractors.
Control Measures:	
1.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
2.	Plan the route and brief all involved of the route
3.	Protective shoes to be worn providing slip protection
4.	Leads to be kept safe and not cause a trip hazard
5.	Spills in department to be cleaned immediately
6.	Department to be kept free from trip hazards and regularly checked
7.	Instruction, information, training and supervision

RISK ASSESSMENT

Hazard: Exposure to Wood Dust	Risk of lung diseases, such as asthma, from inhaling wood dust. Harwood dust can cause cancer, particularly of the nose. Risk to employees, visitors and contractors.
--------------------------------------	---

Control Measures:

1.	Local exhaust ventilation (LEV) provided at machines and staff are trained in using it properly
2.	LEV maintained to keep it in good condition and working effectively
3.	LEV inspected every 14 months by a competent person
4.	Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter
5.	Suitable respiratory protective equipment (RPE) as well as LEV for very dusty jobs and staff are trained how to use it
6.	Health surveillance implemented
7.	Instruction, information, training and supervision

Hazard: Machinery	Risk of serious and possibly fatal injuries following contact with moving parts of machinery, particularly saw blades. Risk to employees.
--------------------------	---

Control Measures:

1.	All machines guarded according to manufacturers' instructions
2.	Guards must never be removed during normal operations
3.	Guards inspected regularly and maintained as necessary to ensure their good condition
4.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
5.	Staff monitored by manager to ensure guards are always used
6.	Only trained, competent and approved staff to use machinery
7.	All long hair to be tied back and no loose clothing (including unzipped jumpers and coats) when using machinery
8.	Machines isolated when performing maintenance
9.	Instruction, information, training and supervision

Hazard: Gas Heat Shrinker	Risk of minor burns from nozzle. Risk of injury to employees.
----------------------------------	---

Control Measures:

1.	Safe System of Work
2.	Only trained, competent and approved employees to use this equipment
3.	All hot works to be completed at least 30 minutes before the end of the department shift
4.	Hot works area to be inspected after 30 minutes to ensure safe
5.	Instruction, information, training and supervision

Hazard: Noise and Vibration	Risk of damage to hearing and permanent damage to hands and arms (HAVS). Risk to employees.
------------------------------------	---

Control Measures:

RISK ASSESSMENT

1.	Low noise and low vibration tooling used where possible
2.	Planned maintenance for machinery and LEV systems
3.	Suitable hearing protectors provided for employees and employees trained how to use them.
4.	Employees trained in risks of noise and vibrations exposure
5.	Employees trained in system of work to reduce noise and vibration exposure (e.g. suitable feed rates, reduced time on certain jobs, timber control etc.)
6.	Health surveillance implemented
7.	Instruction, information, training and supervision

Hazard: Electricity	Risk of electric shocks, burns and death. Electrical faults could lead to fires. Risk to employees, visitors and contractors.
Control Measures:	
1.	All sockets have RCD's built in
2.	Electrical items regularly PAT tested as required
3.	Fixed wiring inspected every 3 years
4.	Good housekeeping to ensure leads cannot be damaged
5.	All faults to be reported to a supervisor/manager immediately
6.	Personal appliances to be approved before use
7.	Instruction, information, training and supervision

Hazard: Forklift Trucks and vehicles	Risk of crush injuries, broken bones, impalement and death. Risk to employees, visitors and contractors.
Control Measures:	
1.	Forklifts to stay within marked areas when possible
2.	Pedestrians to stay within marked areas when possible
3.	All forklifts are fitted with speed limiters (except Combi and Reach)
4.	Only trained, competent and approved employees to use forklifts
5.	Forklifts are regularly inspected and maintained (LOLER)
6.	Horns and flashing beacons are fitted as standard
7.	Pedestrians to take evasive action when horns sounding
8.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
9.	Ensure terrain and weather conditions are suitable
10.	Driver to ensure the load is secure, it is not overweight and it is correctly loaded
11.	Refer to FLT02 Pedestrian Safety Around Forklift Trucks
12.	Instruction, information, training and supervision.

RISK ASSESSMENT

Hazard: Fire	Risk of serious or fatal injuries from smoke inhalation, burns or death. Risk to employees, visitors and contractors.
Control Measures:	
1.	Fire Safety Risk Assessment completed that is linked to the MAPP and COMAH
2.	Smoke and heat detectors linked to the Fire Alarm
3.	Marked Fire Escape Routes
4.	Emergency lighting
5.	Trained Fire Wardens
6.	Regular Fire Drills
7.	All hot works to be completed at least 30 minutes before the end of the department shift and hot works area to be inspected after 30 minutes to ensure safe.
7.	Instruction, information, training and supervision

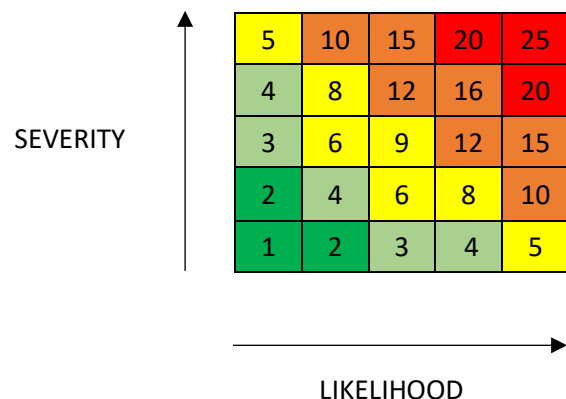
Hazard: Display Screen Equipment	Risk of musculoskeletal injuries, eye problems and headaches. Risk to employees
Control Measures:	
1.	DSE Assessment and appropriate action
2.	All staff to inform manager/supervisor of any issues
3.	Instruction, information, training and supervision

Hazard: Stress	Risk to mental health. Risk to employees.
Control Measures:	
1.	Vary the tasks if possible
2.	Monitor workload
3.	Control exposure to stressful situations
4.	One to One discussions
5.	Open door management and HR policy
6.	Refer to RA55 Stress, Mental Health and Wellbeing Risk Assessment
7.	Refer to H&S 09 Mental Health and Wellbeing Policy
8.	Instruction, information, training and supervision.

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk