

RISK ASSESSMENT

Title:	Timber Products Automatic Drilling Machine				Date of Assessment:	27/06/2022	Risk Assessor:	Clare Crouch and Ian Warne	
Reference Number:	RA96		Version Number:	2	People involved in making this assessment:			Clare Crouch and Ian Warne	
Task/Process:	Using the Automatic Drilling Machine in Timber Products				People at Risk:	Employees and visitors			
Documents Associated with this Risk Assessment:				SSW TP 20 Drilling Machine, SSW TP 15 Airlines, HSF16 Display Screen Assessment Form					
Review Date:	30/07/24		Reviewer:	Ian Warne			Next Review Date:	30/07/25	

Hazard: Manual Handling	Risk of musculoskeletal injuries from poor manual handling. Risk to employees.
Control Measures:	
1.	Lifting equipment provided where necessary
2.	All staff trained in manual handling (training reviewed)
3.	Two person lift when required
4.	Ensure working zone is clear, tidy and has plenty of space and light
5.	Instruction, information, training and supervision

Hazard: Slips and Trips	Risk of musculoskeletal injuries. Risk to employees and visitors
Control Measures:	
1.	Ensuring the working zone is clear, tidy and has plenty of space and light
2.	Department to be kept free from trip hazards and regularly checked
3.	Ensure work areas are kept clean and tidy
4.	Leads to be kept safe and not cause a trip hazard
5.	Instruction, information, training and supervision

Hazard: Automatic Drilling Machine	Risk of entrapment, burns and flying debris. Risk to employees
Control Measures:	
1.	Machine is guarded
2.	Machine isolated when performing maintenance
3.	Eye protection and steel toe caps must be used
4.	Multiple Emergency Stop buttons easily accessible

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5.	Safe System of Work (reviewed)
6.	Only trained, competent and approved employees to use this equipment
7.	Instruction, information, training and supervision

Hazard: Electricity	Risk of electric shocks and burns. Electrical faults could lead to fires which could lead to death. Risk to employees
Control Measures:	
1.	All sockets have RCDs built in
2.	Fixed wiring inspected every 3 years
3.	Good housekeeping and maintenance to ensure leads cannot be damaged
4.	All faults to be reported to a supervisor/manager immediately
5.	Instruction, information, training and supervision

Hazard: Using Compressed Airline	Risk of injury or death if compressed air comes into direct contact with skin, injury from flying debris, inhalation of airborne dust particles. Risk to employees
Control Measures:	
1.	Only trained, competent and approved employees to use this equipment
2.	Wear suitable PPE
3.	Safe System of Work (reviewed)
4.	Equipment examined and serviced by a competent person
5.	Visual inspection before use
6.	Not to be used to clean clothing
7.	Instruction, information, training and supervision

Hazard: Maintenance	Risk of injury/crushing from moving parts of machinery, entrapment, electrocution and death. Risk to employees
Control Measures:	
1.	Machine problems to be reported to manager immediately
2.	Isolation procedure to be followed
3.	Only trained, competent and approved employees to maintain machines
4.	Safe System of Work
5.	Planned maintenance schedule followed
6.	Instruction, information, training and supervision

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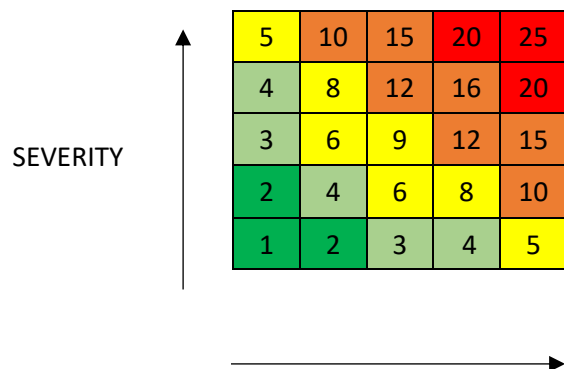
Hazard: Display Screen Equipment		Risk of Musculoskeletal problems, eye problems and headaches from not following guidelines for good DSE usage. Risk to employees
Control Measures:		
1.	DSE Assessment and appropriate action	
2.	All staff to inform supervisor/manager of any issues	
3.	Instruction, information, 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:

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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