

Risk Assessment

Safety Briefing. Outlining the Hazards Identified – Foreman
to Highlight Specific Risks

**Never undertake a task when PPE* is required but not
available**

**Aligned to The Construction (Design and Management)
regulations 2015**

Date of works: 14/4/20 onwards

Date of Risk Assessment: 14/4/20

Client: SLMS

Designer: Dermot Jones

Principal Contractor: SLMS

Principal Designer (Project Manager):

Contractor:

Working Team: SLMS members and volunteers

General advice

Due to COVID-19 our current guidance is that only lone working is allowed (or co-working by co-habiting members)

The government advice is vague and constantly changing, and the science is constantly developing. We're acting on the basis that the disease could be transmitted via:

- contact with contaminated surface
- airborne droplets – close proximity to a carrier
- aerosols – breathing the same air as a carrier by being in a confined space with them or where they have been recently

Please take extra care in general – A&E is no place to be during a pandemic

When operating as a lone working site it's vital we know when you are on the premises – please fill in the calendar in advance of your shift and notify on the WhatsApp group when you arrive and leave

The opening up protocol is as follows:

- check that last person has left (WhatsApp group or log)
- if 30 minutes has passed since the Space was closed you're good to go in
- tell the WhatsApp group you've arrived
- don respirator mask
- open the workshop outer shutter and front door
- turn on the Clean Room lights
- check if purge extraction is on (you'll hear it). If it's on you can remove mask, if not you should turn it on and leave for 30 minutes
- get spray cleaner and blue roll and clean all the points of contact as per checklist on the table (including: outside shutter controls light switches, door plates and handles, taps, toilet handle, keyboards and mice, laser controls, kettle) look out for items that should be on the checklist and advise the group
- turn off manual extraction and close purge vent

The closing up protocol is as follows:

- follow normal closing procedure but switch on manual venting and open the purge vent in Messy Room
- tell the WhatsApp group you've left

Tasks planned	<p>Preparation of laser cut and 3d printed face shields Other PPE preparation TBC</p> <p>Involves handling polypropylene and PVC sheet and cleaning materials, 3d printer bed and work surfaces</p> <p>Note: Standard Operating Procedure (SOP) for the tasks is covered separately and includes use of PPE and hygiene around specific tasks. Some of these will override the guidance below (for example: a mask must be worn when handling and preparing all parts of the face shields)</p>
Hazardous tools/materials	<p>Laser cutter Bleach and sundry cleaning materials Spirits for cleaning 3d printer bed</p>
PPE* available	<p>Respirator masks (FFP3)</p> <p>Vinyl or latex gloves</p> <p>Overalls</p>

Hazard and Risk	People at risk	Specific Tasks	Risk Rating without Controls	Potential Controls / Controls in Place	PPE* Required	Risk Rating with Controls
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<p>Lifting and Manual Handling</p>	<p>Members/Volunteers / Public</p>	<p>Getting sheet materials to laser cutter</p> <p>The polypropylene and PVC sheets are delivered in bulky packages up to 20kg each</p>	<p>None / Low / Medium / High</p>	<p>Advice: take small amount of materials as needed – if they need to be moved en-masse consult with the team online first</p> <p>Plan in advance for any lifting of heavy or awkward items</p> <p>Apply correct lifting techniques</p> <p>Clear access route Heavy items to be carried by 2 people</p> <p>The nature of the tasks may need to be altered to reduce risk of injury The amount of physical work to be reduced accordingly and lifting aids to be provided Any specific recommendations from GP to be observed</p> <p>Use appropriate PPE*</p>		<p>None / Low / Medium / High</p>
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Areas where Slips, Trips and Falls may occur.	Members/Volunteers / Public	All tasks – the workshop was closed in a hurry and we're aware some of the access routes are cluttered – this will be sorted by 20 th April	None / Low / Medium / High	<p>Maintain good working practice and ensure you don't create any pinch points or trip hazards for others</p> <p>Move around carefully and slowly Adopt good housekeeping procedures Wear appropriate footwear Keep the site tidy and clear of debris Use appropriate PPE*</p>		None / Low / Medium / High
Use of Hand Tools	Members/Volunteers / Public	Use of craft knives and scissors	None / Low / Medium / High	<p>Ensure tools are safe to use with no loose or broken parts</p> <p>Use appropriate PPE*</p>		None / Low / Medium / High
Use of Power Tools –	Members/Volunteers / Public		None / Low / Medium / High	Only power tools already approved for loan working to be used – this is vital		None / Low / Medium / High

Use of Ladders, Step Ladders or platforms	Members/Volunteers / Public		None / Low / Medium / High	Ensure that locking mechanisms are in place and that the ladder is on level ground Always have someone footing the ladder For leaning ladders, the ladder should be inclined at an angle of 75 degrees Do not overreach Do not carry heavy or awkward items Out riggers? Use appropriate PPE*		None / Low / Medium / High
Handling of Sharps, Medical Waste etc.	Members/Volunteers / Public		None / Low / Medium / High	Wear protective gloves when clearing debris, especially in areas which could harbour discarded needles etc. Only use litter pickers to handle debris, do not sweep back vegetation by hand. Notify EV facilitator if syringes are discovered. Use appropriate PPE*		None / Low / Medium / High
Contact with Pre-Treated Timber	Members/Volunteers / Public		None / Low / Medium / High	Wear protective gloves provided when handling rough timber Wash hands before eating/drinking/smoking Use appropriate PPE*		None / Low / Medium / High
Verbal or physical threats/abuse	Members/Volunteers / Public	Potential issues with loan working late at night on the estate	None / Low / Medium / High	Advised to work during opening hours of other businesses on the estate and avoid night shifts		None / Low / Medium / High

<p>Minor Injuries</p>	<p>Members/Volunteers / Public</p>	<p>All tasks</p>	<p>None / Low / Medium / High</p>	<p>If you are not able to self-administer administer first aid then please phone NHS 111</p> <p>Also: our neighbours at Canopy and Kio Ramen have first aid trained staff</p> <p><i>Action point: get formal arrangement with them in case of emergency and share contact details</i></p> <p>First Aid – Operative qualified in basic first aid on site at the project Good housekeeping practices to be adopted Use appropriate PPE*</p>		<p>None / Low / Medium / High</p>
<p>Working in Extremes of Heat or Cold -Dehydration, Chilling, Hyperthermia, Sunburn, Heat Stroke, Loss of Concentration</p>	<p>Members/Volunteers / Public</p>	<p>All tasks</p> <p>The railway arch has not been used for several weeks and temperatures have plummeted. We expect this to change over the next week or so</p>	<p>None / Low / Medium / High</p>	<p>Bring an extra layer of warm clothing</p>		<p>None / Low / Medium / High</p>

<p>Handling Toxic Chemicals/using Chemical Agents</p> <p>If paints are not water based check CoSHH*** guidelines for specific product</p>	<p>Members/Volunteers / Public</p>	<p>Cleaning in the workshops</p> <p>Prepping the materials</p> <p>Cleaning 3d printer bed</p>	<p>None / Low / Medium / High</p>	<p>Check labels on all chemical products Follow manufacturer's instructions Keep the area well ventilated and wear appropriate PPE*, RPE*** and eye protection Avoid contact with sources of ignition Wear appropriate gloves and masks All staff to be instructed not to eat or drink in areas where toxic chemicals are used or stored All staff to observe good hygiene practices, for example washing before meals Use appropriate PPE*</p> <p>Return all products to COSHH cabinet after use</p>		<p>None / Low / Medium / High</p>
<p>Contact with Soil Borne Micro-Organisms</p>	<p>Members/Volunteers / Public</p>		<p>None / Low / Medium / High</p>	<p>Wash hands before eating, drinking or smoking Use appropriate PPE*</p>		<p>None / Low / Medium / High</p>
<p>Contact with Water Borne Micro-Organisms</p>	<p>Members/Volunteers / Public</p>		<p>None / Low / Medium / High</p>	<p>Wash hands before eating, drinking or smoking Use appropriate PPE*</p>		<p>None / Low / Medium / High</p>

Insect Bites and/or Stings	Members/Volunteers / Public	N/A	None / Low / Medium / High	Wear long sleeves and long trousers where possible Volunteers made aware to bring insect repellent/bite cream where appropriate		None / Low / Medium / High
High Pollen Count	Members/Volunteers / Public	N/A	None / Low / Medium / High	Ensure that you take appropriate medication/inhalers/anti-histamines etc. Wear wraparound sunglasses to avoid pollen getting in your eyes		None / Low / Medium / High
Contact with Flora / Fauna	Members/Volunteers / Public	N/A	None / Low / Medium / High	Always wear gloves/appropriate clothing to avoid plant sap coming into contact with skin. Gauntlet gloves provided if appropriate. Restrict/control access to areas where fauna may be. Use appropriate PPE*		None / Low / Medium / High
Public/member Access	Members/Volunteers / Public	All tasks Risk of infected members and public entering the workshops	None / Low / Medium / High	Keep the front door closed – other members have been advised that the workshops are closed, and their access fobs should be deactivated There are signs on the door explaining the situation		None / Low / Medium / High

High Levels of Dust	Members/Volunteers / Public		None / Low / Medium / High	Always wear gloves, dust mask and eye protections when mixing and/or laying cement/concrete. Also, always wear wellingtons or sturdy boots, preferably safety boots Always wear a dust mask and eye protection when filling and sanding If available shadow vacuum technique Clean off residual dust using a dampened cloth or vacuum Ensure area is well ventilated. Take regular breaks Use appropriate PPE*		None / Low / Medium / High
Fire	Members/Volunteers / Public	Laser cutting	None / Low / Medium / High	Observe our laser cutter rules and do not leave the machine when it's in operation Understand on site evacuation process and meeting point. Only use white spirit in ventilated area, away from sources of heat/flame.		None / Low / Medium / High

<p>Lifting and Manual Handling</p>	<p>Members/Volunteers / Public who are pregnant</p>	<p>Getting sheet materials to laser cutter</p> <p>The polypropylene and PVC sheets are delivered in bulky packages up to 20kg each</p>	<p>None / Low / Medium / High</p>	<p>All manual handling tasks to be re-assessed for Pregnant women</p> <p>The nature of the tasks may need to be altered to reduce risk of injury</p> <p>The amount of physical work to be reduced accordingly and lifting aids to be provided</p> <p>Any specific recommendations from GP to be observed</p> <p>Use appropriate PPE*</p>		<p>None / Low / Medium / High</p>
<p>Working in Extremes of Heat or Cold</p> <p>-Dehydration, Chilling, Hyperthermia, Sunburn, Heat Stroke, Loss of Concentration</p>	<p>Members/Volunteers / Public who are pregnant</p>	<p>All tasks</p> <p>The railway arch has not been used for several weeks and temperatures have plummeted. We expect this to change over the next week or so</p>	<p>None / Low / Medium / High</p>	<p>Pregnant volunteers not to work in areas where temperatures are either too hot or too cold</p> <p>Additional rest and refreshment breaks to be provided.</p> <p>Pregnant women may be more susceptible to heat stress and breast-feeding may become impaired</p> <p>Use appropriate PPE*</p>		<p>None / Low / Medium / High</p>

<p>Handling Toxic Chemicals/using Chemical Agents</p> <p>If paints are not water based check CoSHH*** guidelines for specific product</p>	<p>Members/Volunteers / Public who are pregnant</p> <p>If any toxic chemicals, such as oil based paints/cement are being used these tasks should be avoided if pregnant</p>	<p>Cleaning in the workshops</p> <p>Prepping the materials</p> <p>Cleaning 3d printer bed</p>	<p>None / Low / Medium / High</p>	<p>The use of substances labelled as being likely to cause injury to pregnant women, nursing mothers, unborn child or child of a nursing mother should be avoided</p> <p>Awareness of oil or water based paints. Keep area well ventilated with gloss paints and provide Use appropriate PPE*</p>		<p>None / Low / Medium / High</p>
<p>Additional Risks</p> <p>COVID-19 general</p> <p>Risk of contracting a fatal respiratory disease</p>	<p>Members/Volunteers/Public</p>	<p>All tasks</p>	<p>None / Low / Medium / High</p>	<p>Follow our protocols when in the workshops as outlined above and in safety briefing</p> <p>Travel by foot or bicycle if possible and avoid public transport</p> <p>Follow government's guidelines for social distancing. In addition to this we strongly recommend using face masks when entering shops and other confined spaces</p>		<p>None / Low / Medium / High</p>
<p>Assessed By Date</p>	<p>Dermot Jones 14/04/2020</p>	<p>Signed Off By Date</p>				

Risk Matrix – assess both the likelihood of an accident happening and the likely severity of an injury. If something is rated to have any risk other than low, mitigating controls (changing task, PPE etc) must be put in place. With these in place re-assess the task to check this lowers any potential risk to an acceptable level. ANY task which initially comes out at High or Medium High must be raised with a director

to ensure all precautions are in place, or if task needs to be excluded.

		Severity						
Likelihood	Risk Matrix	Negligible	Minor	Moderate	Significant	Severe	Key	
	Very Likely	Low / Medium	Medium	Medium / High	High	High	Negligible	Minor Injuries or discomfort. On site first aid treatment possibly required
	Likely	Low / Medium	Medium	Medium	Medium / High	High	Minor	Injury requiring first aid treatment. Doctors visit after the project could be advised
	Possible	Low	Low / Medium	Medium	Medium	Medium / High	Moderate	Serious injury (non life threatening). A&E visit required. Dislocated finger, bang to head etc.
	Unlikely	Low	Low / Medium	Low / Medium	Medium	Medium	Significant	Major Injury (life threatening). A&E Visit required. Over 7 days incapacitation
	Very Unlikely	Low	Low	Low / Medium	Low / Medium	Low / Medium	Severe	Fatality, permanent disability, loss of limb
Score Matrix	1	2	3	4	5			
5	5	10	15	20	25	Very Unlikely	Could happen, but probably never will	
4	4	8	12	16	20	Unlikely	Not likely to occur under normal circumstances	
3	3	6	9	12	15	Possible	May occur at some time	
2	2	4	6	8	10	Likely	Expected to occur at some time	
1	1	2	3	4	5	Very Likely	Expected to occur regularly under normal circumstances	
Score	Range	Verdict	Actions					
Low	1 to 3	Desirable	None					
Low / Medium	4 to 7	Acceptable	None					
Medium	8 to 12	Undesirable	Mitigating controls required					
Medium / High	13 to 16	Unacceptable	Action required - Report to Project Manager					
High	17 to 25	Stop	Cannot go ahead - Report to Project Manager					

Highlight any duties to be restricted for any pregnant volunteers.