



# Wight Woodturners Risk Assessment Form

**Type of Event:-** Club Evening with  
“Lathes Out”

**Location of Event:-** Scout Hall

**Date of Event:-** Repeated regular  
meetings during 2020

**R. A. Date:-** 19-11-2019  
**Assessor:-** Peter Smart

### Caveats for this Assessment

- ♦ For regular Club evenings members are expected to observe the general safety advice contained in the Club Member’s Safety Guide. Guests must be advised of essential safety aspects as appropriate.
- ♦ Guests are not permitted to use Club equipment until they become a fully paid up member (Insurance requirement).
- ♦ The detailed hazards involved in the turning process are too numerous to identify in a general Risk Assessment. The guidance given in the Club Safety Guide Section 5 should be followed by the turner.

IDENTIFY HAZARD	WHO MIGHT BE HARMED	LIST ANY CONTROLS	ADDITIONAL CONTROLS	RESPONSIBLE PERSON
<p>Look only for hazards which you could reasonably expect to result in harm under the conditions of the event.</p> <p><i>e.g. Slips/Trips, Fire, Electricity, Dust, Noise, Chemicals, Moving Parts, Manual Handling</i></p>	<p>Do not list individuals, identify groups.</p> <p><i>e.g. club members, guests, visitors, general public, professional demonstrators, groups under tuition lone workers,</i></p>	<p>List any precautions that are in place.</p> <p><i>Has there been provided Adequate Training Instruction and information? Does it meet the standards required by law and any Code of Practice? if so then the risk has been adequately controlled.</i></p>	<p>List any additional controls that may be used to improve those that are in use at present:</p> <p><i>Remove the risk completely, add additional guarding, reduce exposure time, substitute the task, PPE as a last resort.</i></p>	<p>A named person responsible for checking that controls are in place and enacted in order to minimize the identified Hazard</p> <p><i>To check before event starts and if necessary during the event</i></p>
<p><b>General Housekeeping and Safety</b></p> <p><b>Informing Members &amp; Guests</b></p> <p><b>Fire Register</b></p> <p><b>Fire Marshalling Area</b></p>	<p>Members</p> <p>Guests</p> <p>Members and Guests</p> <p>All present</p>	<p><b>Members</b> to have a copy of Club Member’s Safety Guide.</p> <p><b>Guests</b> to be advised of essential safety aspects as appropriate</p> <p>All present requested to sign the Sign-in/Fire Register on arrival (including Guests)</p> <p>All present to be informed at start of meeting of the location of building fire exits (south &amp; west exits) and the carpark as the marshalling area</p>	<p>In the event of evacuation ANY committee member to take the sign-in/fire register to car park marshalling area for roll call</p> <p>Fire Exits and location of extinguishers displayed on Club Notice board at sign- in location</p>	<p>Members</p> <p><b>JS and DI</b></p> <p>Announcement <b>MG / RG</b> Sign-in/fire register <b>JS / DB</b> Evacuation - <b>ANY</b> Committee member to collect Fire Register and take a roll call</p> <p>Announcement <b>MG / RG / DI</b></p>



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Minor injury - <b>Personal Injury Hazard</b>	Any person present	Place basic First Aid Kit at Sign-in location	Advise all of First Aid kit location	Announcement <b>MG /MG</b> Place First Aid Kit <b>AS/JS/DB</b>
<b>Kitchen Hatch - Opening &amp; Closing</b> Hatch is hinged on the lower edge & is awkward to move - <b>Personal Injury Hazard</b>	Club Members	Place Risk Assessment Folder with Accident Report Book at Sign in location	Log any accident in Accident Report Book	Place Accident Book <b>DI /DB</b> Log Accident - <b>Any Committee member</b>
<b>Equipment Set-up</b>		Advise Club members Ensure other members are standing clear when opening & closing	Included in Club Safety Booklet When closed <b>ENSURE</b> the Safety Chain is in place	<b>All Committee members</b>
Moving lathe and positioning - <b>Personal Injury Hazard</b>	Committee members	Members to be aware of manual handling & lifting techniques. (See HSE Guide in RA Folder) Employ appropriate number of people for moving equipment.	Once in position, ensure the lathe stand castors are raised and stand cannot move when lathe is in use	<b>AS/TW/RG</b>
Slippery floor in lathe area (shavings may increase hazard) - <b>Slip/Trip Hazard</b>	Any person present	Position interlocking rubber matting in the Demonstrator's working area and place rubber matting around lathe.	Remove shavings from member accessible areas during course of event as required	<b>AS/TW/DI</b>
Electrical supply - <b>Shock Hazard</b>	Any person present	Use RCDs positioned at wall socket outlets (multiple items of equipment can be powered from a single RCD)	Note: - The wall sockets in the building should already be protected. Additional protection provides a visual reminder.	<b>AS/DI</b>
Electricity equipment 1 - <b>Shock Hazard</b>	Any person present	All electrical equipment & mains leads <b>MUST</b> have a current PAT certificate	Remove untested equipment from use.	<b>DI</b>



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Electrical equipment 2 - <b>Shock Hazard</b>	Any person present	Before first use, inspect equipment, mains leads and plugs for damage in storage & movement. Make good any physical damage <b>before</b> use.	If damage is irreparable at that time, remove equipment from use immediately.	<b>DI/AS/DB</b>
Mains Cables on floor - <b>Trip Hazard</b>	Any person present	Route cables away from member accessible areas. Keep cables away from working area of lathe.	Use rubber cable protectors where appropriate. Where possible place cables under interlocking matting.	<b>AS/TW/DI</b>
Equipment or shavings catching fire - <b>Fire Hazard</b>	Any person present	Dry Powder fire extinguisher to be positioned within easy reach of lathes	Advise members of location of Club dry powder fire extinguisher Note:-Water or foam must <b>NOT</b> be used on electrical fires	Place extinguisher <b>AS/DB/DI</b>
Position Grinder/Sorby Linisher away from main thoroughfares - <b>Personal Injury Hazard</b>	Any person present	Position so user is not distracted Position so that any sparks are directed <b>away</b> from onlookers	User to ensure working area for Grinder/Linisher is uncluttered and free of cables	<b>RG/AS/TW</b>
<b>Equipment use by Members</b>				
Use of Club Lathes - <b>Personal Injury Hazard</b>	Lathe user - i.e. Club Member	Club members must be fully familiar with the guidance of Section 5 of "Member's Safety Guide"	Guests are <b>NOT</b> permitted to use Club lathes until they become a fully paid up member	<b>Club Member</b> using Club lathe is responsible for his/her own safety.
Flying wood or wood chips from Club lathe - <b>Impact, Personal &amp; Eye Injury Hazard</b>	Lathe user - i.e. Club Member All present	Lathe user advised to use of PPE for face/eye protection as in Section 6 of "Member's Safety Guide"	Spectators advised to be aware of injury risks as appropriate	<b>Club Member</b> using Club lathe is responsible for his/her own safety.  Advise spectators <b>MG/DI</b>



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Wood dust <b>Inhalation Hazard</b>	Lathe user - i.e. Club Member Any person present	Lathe user advised to use PPE for respiratory protection as in Section 6 of "Members Safety Guide" For hygiene reasons members should supply their own dust masks as required.	Lathe user to be advised to keep sanding to a minimum. Dust extraction is available and must be used when sanding. Spectators advised to be aware of dust risks as appropriate	<b>Club Member</b> using Club lathe is responsible for own safety.  Advise spectators <b>MG/DI</b>
Use of flammable/ toxic finishes - <b>Fire Hazard</b> - <b>Inhalation Hazard</b> - <b>Dermatological Hazard</b>	Lathe user - i.e. Club Member Any person present	Turner to be aware of location of dry powder fire extinguisher. Lathe user advised to use PPE for face/eye protection and protective gloves for use with sprit finishes as appropriate. Refer to Section 6 of "Member's Safety Guide"	Lathe user to be advised to keep use of flammable/toxic finishes to a minimum as no fume extraction is available at this venue  Spectators advised to be aware of inhalation risks as appropriate	<b>Club Member</b> using grinder is responsible for own safety.  Advise spectators <b>MG/DI</b>
Use of Club Bench Grinder or Sorby Linisher - <b>Impact, Personal &amp; Eye Injury Hazard</b>	Machine user i.e. Club Member Any person present	Grinder/Linisher user advised to use PPE for face/eye protection as in Section 6 of "Members Safety Guide"  Grinder spark arrestor and eye shields must be fitted	Guests are <b>NOT</b> permitted to use Club bench grinder/linisher until they become a fully paid up member  Spectators advised to be aware of eye injury risks as appropriate	<b>Club Member</b> using Club lathe is responsible for own safety  Check shields fitted <b>AS/RG</b> Advise spectators <b>MG/DI</b>
Bench Grinder / Linisher dust Fine dust and metal particles - <b>Inhalation Hazard</b>	Machine user i.e. Club Member Any person present	Grinder user advised to use PPE for respiratory protection as in Section 6 of "Members Safety Guide" For hygiene reasons members should supply their own dust masks as required	Spectators advised to be aware of dust risks as appropriate	<b>Club Member</b> using grinder is responsible for own safety.  Advise spectators <b>MG/DI</b>



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<p><b>Note:-</b> Pyrography involves the use of a high temperature filament to burn the surface of wood. Some members may not be familiar with these techniques nor the multiple H&amp;S risks involved. Ensure members using this equipment observe the advice of the Pyrography Safety sheet provided.</p>				
<p><b>Use of Club Pyrography Equipment by Members</b></p>	<p>Pyrography user Any person present</p>	<p>Ensure pyrography machine is connected to the mains supply via an RCD If possible, position the back of the table up-against a wall to stop onlookers leaning over</p>	<p>Position pyrography M/C to rear of table so that mains lead falls down the far side of the table to minimise risk of burning the mains cable</p>	<p><b>AS DI</b></p>
<p>Mains Cables on floor - <b>Trip Hazard</b></p>	<p>Any person present</p>	<p>Ensure mains cables are routed away from the user and spectator areas</p>	<p>Cover cables with rubber cable protectors as necessary</p>	<p><b>AS DI</b></p>
<p>Wood or shavings catching fire - <b>Fire Hazard</b></p>	<p>Any person present Wendes Hall</p>	<p>Locate the Pyrography kit well away from any turning activities to minimise the presence of stray shavings</p>	<p>Place a dry powder fire extinguisher adjacent to pyrography station in prominent position Do <b>NOT</b> use water extinguisher on electrical equipment</p>	<p><b>AS DI</b></p>
<p>Accidental burning - <b>Personal Injury Hazard</b></p>	<p>Pyrography user Any person present</p>	<p>Place printed <b>Pyrography Safety</b> sheet next to pyrography machine</p>	<p>Ensure users are aware of the <b>Pyrography Safety</b> sheet and are advised to follow them</p>	<p><b>DB DI</b></p>
<p>Wood smoke <b>Inhalation Hazard</b></p>	<p>Any person present</p>	<p>Ensure users are aware of Pyrography Safety sheet which explain health hazards involved and advise users to observe</p>	<p>If available, use fume extractor or fan to deflect intense smoke and fumes away from user's face</p>	<p><b>DB DI</b></p>
<p>Hot equipment &amp; smouldering wood when packing up - <b>Fire Hazard</b></p>	<p>Any person present Wendes Hall</p>	<p>Ensure equipment has cooled down before packing away Ensure there are no smouldering work pieces Check surrounding area</p>	<p>Double check for any ignition before leaving the building  <b>Insurance mandatory</b></p>	<p><b>MG or any delegated Committee Member</b></p>



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<p><b>Equipment use by Junior Members</b></p> <p>Should a Junior Member wish to use any Club equipment the following restrictions shall apply</p>				
<p>Use of Club Lathes - <b>Personal Injury Hazard</b></p>	<p>Junior Member</p>	<p>When using Club lathes the Junior member <b>MUST</b> at all times be accompanied by a Member of the Committee who must be ready to give any safety advice as considered appropriate and to provide turning tuition as required.</p>	<p>The overseeing Committee Member must ensure that the Junior member wears a <b>full face visor</b> when using the lathe and must ensure that the Junior member is appropriately dressed to use the lathe as stated in the Club Safety guide</p>	<p>The Junior Member and guardian/parent must be advised of these restrictions</p> <p><b>All Committee Members</b></p>
<p>Use of Club Bench Grinder - <b>Impact, Personal &amp; Eye Injury Hazard</b></p>	<p>Junior Member</p>	<p>When using Club Grinder the Junior member <b>MUST</b> at all times be accompanied by a Member of the Committee who shall provide safety advice and appropriate tuition on the use of bench grinders.</p>	<p>The overseeing Committee Member must ensure that the Junior member wears a <b>full face visor</b> when using the grinder</p>	<p>The Junior Member and guardian/parent must be advised of these restrictions</p> <p><b>All Committee Members</b></p>
<p>Bench Grinder dust Fine dust and metal particles - <b>Inhalation Hazard</b></p>	<p>Junior Member</p>	<p>When using Club Grinder the Junior member <b>MUST</b> be advised to wear an appropriate dust mask by the overseeing Committee Member</p>		<p>The Junior Member and guardian/parent must be advised of these restrictions</p> <p><b>All Committee Members</b></p>