

RISK ASSESSMENT

NAME OF EDUCATION ESTABLISHMENT: ETC International College

Location of activity to be assessed: Laboratory

Activity to be Assessed: General usage

What hazards exist to Health & Safety? (what can go wrong)	What harm do the hazards present to employees or other persons?	What precautions have already been taken to control the risk?	What additional control measures are required?	Date additional control measures to be implemented by
Fire Water seepage through roof or walls Unauthorised/untrained persons entering the workshop and interfering with the equipment, machinery and hazardous substances ElectronicTest equipment is not used correctly	Potential injuries to unauthorised persons, Burns, cuts bruises, electric shock and inhalation of noxious substances. Electric shock	Health & Safety Policy in place with procedures Staff required to report any problems immediately Workshop machinery serviced annually and PAT tested? Workshop machinery visually inspected before use Any spillage problems dealt with promptly Cut-out switches fitted are fitted to all circuits within the workshop. Access to workshop restricted, unless supervised by a member of staff Students must be given prior instruction on correct use by supervised by staff before using independently. Faulty equipment must be reported and entered into the Faulty Equipment Log and have clear markings "Not to be used".	A safety warning sign could be put over the spillage area until cleaned up and dry.	Ongoing

Assessor's Names: Paul Russell / Rob Pilbrow / Chris Parker

Date: 20/2/24

Review Date: 20/2/25

Person Responsible to Action: Health & Safety Manager

Date all additional control measures implemented:

Ongoing

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Mechanical Stress Test equipment is not used correctly.	Weights could become detached and fall on foot causing bruising and swelling.	Students to be advised on the use of the equipment; on the strength of the twine being used and also on the weight cradle becoming detached from the Newton Meter. PPE to be worn including safety shoes.		
Engineering Tools not used correctly or damaged.				
Pillar drill	Drill bit or swarf breaking or coming loose and striking the user on the face area causing cuts to hands or damage to eyes.	Drill chuck to have no defects; drill bit to be tightly held in chuck; drill vice to be used to secure work. Drill bit to be sharp. Safety glasses to be worn; long hair to be tied back, correct PPE to be worn.		
Hand tools	Cuts from sharp tools, bruising and swelling from hammer blow. Metal chards from broken or non- maintained tools.	Instruction from staff on how to use the tools correctly; how to maintain the tools; how to use the Faulty Tools Log.		
Resins, epoxy and glass/carbon fibre handling.	Irritation reaction to skin and eyes.	Instruction on the bio-hazards of using these materials and compounds. PVC gloves and protective eyewear to be used.		
Acetone Fire hazard.	Fire hazard if exposed to naked flame.	Storage in the COSHH cupboard when not in use mandatory. Acetone lid to be replaced after usage.		

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Computer Network test equipment	Cuts from sharp edges and pins on computer motherboards. Electric shock	Fire extinguisher next to COSHH cupboard. Advise students of correct way to handle motherboards. Ensure that the mains have been disconnected before opening any of the enclosures.	Fire extinguisher sign required Electrical Hazard signs to be placed in areas next to equipment.	
Soldering irons	burns	Students to be given instruction on use of soldering irons and their hazards.		

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