




Risk Assessment - Club Activities

This risk assessment covers all aspects of club activity – broken into three parts: general club night with a demonstrator, a hands on type club night and a public demonstration/event

This should be reviewed annually or in the event of an accident resulting in injury or a material change in circumstance

Completed by G. Williams	Date: 27/10/2022	Date of review: 15/11/2022	Reviewed by 
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Club nights with a demonstrator

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	<p>For example</p> <p>Club members, demonstrator, visitors</p>	<p>Controls are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.</p>
<p>Setting up equipment - Injury due to heavy or unsafe loads</p>	<p>All</p>	<p>Care should be taken when setting up equipment and all encouraged to:</p> <ul style="list-style-type: none"> • Not over load chair stacks when moving them • Do not lift heavy equipment on your own (2 man lift especially with the lathe) • Use trolley when possible rather than carrying lathe or tool box • Have first aid kit available • When working at height members off the floor should be "spotted" (working with a partner on the ground to arrest a fall) • Members should use as low and safe working platform as is practically possible 	

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Setting up equipment – Injury due to incorrectly setting up equipment	All	One of club committee present to be responsible for checking that the lathe stand and lathe is correctly set up before turning commences this should include physical test of all nuts and bolts and clamps Have first aid kit available	
Faulty equipment – injury due to faulty equipment or equipment failure	All	Visual inspection of the lathe and any other equipment provided by the club prior to use to ensure it is fit for purpose. This should include – condition of electrical wiring, ability to lock off tail stock and banjo positions	
Trips slips and falls – Injury due to ground conditions causing a trip slip or fall	All	Ensure that equipment and belongings does not become a tripping point. Run wires into low traffic areas and tape down where they cross unavoidable walk ways Ensure spills are wiped up	
Projectiles caused by turning – Injury through projectiles created by turning ranging from small chips to catastrophic fails hitting demonstrator or those watching	All	Front row of seats placed at least 1.5 m from the lathe Demonstrator to wear at least eye protection when turning Notice to be attached to lathe stand with warning that items may come loose Encourage members that if they see something they believe to be unsafe they should ask the demonstrator to stop and clarification can be sought Have first aid kit available	
Access/Egress – Blockages leading to injury or difficulty in the event of evacuation	All	Ensure that routes into/out of the building is kept clear and check that fire exits are not blocked	
Scalds/burns – Injury due to hot items liquids	All	Care to be taken when making brews – ideally have 2 people do this Hot drinks to be placed on solid surface to avoid falling Have first aid kit available	

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Safeguarding – Allegations of inappropriate conduct	All	No person should be 1:1 with a vulnerable person (this could be a young person but equally older members could be deemed vulnerable too) ask a parent/other members to remain until others arrive or the vulnerable person departs. Avoid physical contact	
Wood burning/scorching – This leads to damage to property/risk to life through starting a fire	All	Request demonstrator ensure area is clear from shavings before demonstrating technique Ensure a fire extinguisher is present Have a damp cloth/fire blanket available to demonstrator	
Fire – Injury/loss of life as a result of a fire	All	Ensure numbers are taken at start of meeting Remind and brief all present at the start of the meeting where the fire exits are and the muster point is Annually hold an evacuation drill	
Underlying health conditions – Injury due to presence of	All	Encourage members to inform us of any underlying health conditions which may effect them during turning/club activities Discuss with them how we might be able to support them should they need it	

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Risk Assessment - Club Activities

Club nights – Members / Hands on events

All of the above risk assessments still apply the following are in addition

<p>What hazard have you identified?</p> <p>What are the risks from it?</p>	<p>Who is at risk?</p>	<p>How are the risks already controlled?</p> <p>What extra controls are needed?</p>	<p>What has changed that needs to be thought about and controlled?</p>
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	<p>For example</p> <p>Club members, demonstrator, visitors</p>	<p>Controls are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.</p>
<p>Tools – Injury due to dropped tools (or other equipment)</p>	<p>All</p>	<p>Statement on club website regarding suitable footwear i.e. solid shoes not flip/flops/ sandals</p> <p>Reminders to those attending that they can not take part in turning/setup activities if they have open toed footwear</p> <p>Have a first aid kit available</p>	
<p>Tools – Injury due to improper use</p>	<p>All</p>	<p>“Novice” turners to be supervised by more experienced club members</p> <p>Have a first aid kit available</p>	
<p>Improper use – Improper use of turning and associated equipment leading to injury</p>	<p>All</p>	<p>“Novice” turners to be supervised by more experienced club members</p> <p>Encourage more experienced members to take the how to teach turning course by the AWGB – hold a register of who has – and at least one member who has should be in attendance on a hands on event</p> <p>Have a first aid kit available</p>	

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<p>Entanglement – Injury and damage due to loose items becoming entangled</p>	<p>All</p>	<p>Ensure that loose sleeves, jewellery, watches are secured or removed before turning Encourage turners to keep checking the gap between tool rest and wood that it is not large Care should be taken when sanding inside of tight spaces Move tool rest when sanding</p>	
<p>Projectiles – As above but there is a material change in level of risk</p>	<p>All</p>	<p>Eye protection should be worn by turners and supervisors Supervisors should stand out of the “firing line” as much a possible Poster/Notice at each work station reminding about eye protection</p>	
<p>Substances Hazardous to health – Substances that are not correctly labeled being miss used</p>	<p>All</p>	<p>Members asked that if they bring any finishing materials that they ensure it is clearly labeled and is not left lying around</p>	
<p>Dust particles – Damage to lungs due to small particles being breathed in</p>	<p>All</p>	<p>Sanding to be kept to a minimum Encourage the use of dust masks when sanding Ensure good ventilation Encourage “wet sanding” as an alternative</p>	

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Risk Assessment - Club Activities

Events/Shows/Public demonstrations

Both of the above still apply these are in addition due to material changes in circumstance

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	<p>For example</p> <p>Club members, demonstrator, visitors</p>	<p>Controls are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.</p>
<p>Uneven ground – Injury or damage due to uneven ground</p>	<p>All</p>	<p>Ensure that the lathe is placed on even ground and is stable</p>	
<p>Power source – Injury or damage due to power source</p>	<p>All</p>	<p>Loose cables should be secured out of high traffic areas If a generator is used ensure it has sufficient power. Generator should be kept at a suitable distance away, in a cordoned off area Fuel for generator should be kept in suitable containers and away from naked flames Generator should be switched off when refiling Exhaust fumes from generator should not escape into demonstration area</p>	
<p>Improper use – Improper use of turning and associated equipment leading to injury</p>	<p>All</p>	<p>“Novice” turners to be supervised by more experienced club members Encourage more experienced members to take the how to teach turning course by the AWGB – hold a register of who has – and at least one member who has should be in attendance on a hands on event Have a first aid kit available</p>	

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<p>Erection of gazebos- Injury and damage sue to incorrect technique</p>	<p>All</p>	<p>2 person lift required when moving Ensure that enough people are available to erect and position (minimum of 3 ideally 4 – this may be willing members of the public) Warn about trapping fingers Ensure that it is suitably secured to ground dependent on weather conditions (so it cant fly off) and ground type (may need to use heavy wight if on solid ground rather than tent pegs)</p>	
<p>Projectiles – As above but there is a material change in level of risk</p>	<p>All</p>	<p>Eye protection should be worn by turners and supervisors Supervisors should stand out of the “firing line” as much a possible Poster/Notice at each work station reminding about eye protection Perspex screen should be set up to protect members of the general public who may be viewing Warning signs for public</p>	
<p>Substances Hazardous to health – Substances that are not correctly labled being miss used</p>	<p>All</p>	<p>Members asked that if they bring any finishing materials that they ensure it is clearly labled and is not left lying around</p>	
<p>Dust particles – Damage to lungs due to small particles being breathed in</p>	<p>All</p>	<p>Sanding to be kept to a minimum if inside Encourage the use of dust masks when sanding – even outside Ensure good ventilation – if inside Encourage “wet sanding” as an alternative</p>	
<p>Allergens – Allergens used as material of finish causing reactions</p>	<p>All</p>	<p>Any nut based finish or material should be placed in a separate area with a warning sign Nut based finishing products should not be used during demonstrations</p>	

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