**St Paul’s School General Risk Assessment Form**

| **Date: (1)**  **November 24** | **Assessed by: (2)**  **Richard Twyman** | **Validated by: (3)**  **Matt Smith** | **Location: (4)**  **Boathouse Workshop** | **Assessment ref no (5)**  **Boathouse Workshop** | **Review date: (6)**  **November 25** |
| --- | --- | --- | --- | --- | --- |
| **Task: (7)**  Normal operations of Boathouse Workshop.  All operations involved in maintaining the school fleet and the fabric of the boathouse including: using resins and paints to repair damaged hulls, welding to repair damaged or broken riggers, using handheld drills, saws and sanders | | | | | |

| **Activity**  **(8)** | **Hazard**  **(9)** | **Person(s) in danger**  **(10)** | **Existing measures & Requirements to control risk**  **(11)** | **Risk rating**  **(12)** | **Result**  **(13)** |
| --- | --- | --- | --- | --- | --- |
| Moving through the workshop | Tripping and falling | Staff and pupils | All wires are secured out of the way. All benches and tool are kept to each side of the workshop to allow for free space to move around. | Low | A |
| Use of electrical equipment | Electrocution | Staff | All electrical equipment has been inspected and is in a good and safe working order. All electrical work is PAT tested and completed by a qualified electrician. If any items are brought in by staff, please contact the Services department so the appropriate testing can be carried out. | Med | A |
| Use of machinery | Injury | Staff | A specific risk assessment exists for all pieces of machinery in the workshop. These are all kept in a separate Risk Assessment folder on the School intranet. | Med | A |
| Fire | Injury, smoke inhalation | Staff and pupils | Know where all the closest call points are. Aware of fire evacuation plan and assembly point. | Low | A |
| Use of sharp hand cutting tools | Misuse will cause cuts and related injury | Operator of tools, people in close proximity to operator | Sharp tools to only be used by authorised and qualified personnel  Use of gloves when appropriate  Keep work area clear and clutter-free  First aid kit in workshop, with first aiders lists displayed prominently throughout the school. Nurses regularly check the First Aid Kit.  Glasses are worn when appropriate. | Low | A |
| Use of resins, paints solvents and other substances containing volatile organic compounds | Prolonged exposure in large doses may cause dermatitis and respiratory problems. | The Boatman and other users of resins, solvents and paints in the workshop | Solvents stored in a cupboard in the workshop. Cupboard is locked and workshop entry is restricted by fob.  Quantities of resin and solvent used are very small (typically less than 300ml)  Use of nitrile gloves when handling the substances  Use of dust masks (FFP2 grade) when working with fine particles  Use of fume masks (ABEK1 grade) when required  Use of overalls, mask and air extraction system when painting  Industrial strength hand cleaner provided to remove any spills onto operator.  Eyewash station available in case of accidental exposure to eyes | Low | A |
| Specific rowing activities |  | Staff and students | Specific rowing activities and events will be risk assessed when an event is taking place. Other rowing activities are covered by the risk assessment below. |  |  |

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| **Action plan (14)** | | | | |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
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