Root & Branch	Risk Assessment In accordance the Management of Health and Safety Regulations 1999		Ref: RA04 Date 19 Jul 17

	Task:	*RECORD Table Saw Operation*	**Location:**	*Woodwork Shop Root & Branch*
	Name of Assessor	*S.R Coombs*	**Name of Reviewer**	Mark Wild
	Job Title	*R & B Health and Safety Officer*	**Job Title**	Trustee
	Signature	S Coombs	**Signature**	
	Persons Potentially at Risk			
	Operator	**Other service users**	**Staff / Volunteers**	**Public /Other Contractors**
	Y	**Y**	**Y**	**Y**

Operative PPE requirements for this operation										
Safety Boots	Coveralls	Gloves	Eye Protection	Face Protection		Hearing Protection	Hi Viz Vest/ Clothing	Dust Mask	Wellington Boots	Hard Hats
Y	**N**	**N**	**Y**	**N**		**Y/N**	**N**	**Y/N**	**N**	**N**
Specific PPE comments or requirements: Facemask and Ear defenders to be worn when sawing Hardwoods or MDF Board										

Estimated Level of Risk (Based on Maximum Risk Identified)		
Low (1-4)	**Medium (5-12)**	**High (13-25)**
Yes	**Yes, until properly trained**	

Emergency Details			
Nearest A & E:	*Great Western Hospital Swindon*	**Telephone No:**	**01793 604020**
First Aid:	*First Aiders listed on board in lobby*	*First Aid Kit in Kitchen*	*Additional Kits in Forge and Wood Shop*

Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
Highly Unlikely	1	First Aid injury or minor property damage	**1**
Unlikely	2	Minor injury or property damage	**2**
Medium	3	Potential lost time injury or short term ill health	**3**
Likely, may occur regularly	4	Major illness or injury	**4**
Highly Likely, certain or almost certain to occur	5	Fatal or disabling injury or serious ill health	**5**

Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Defective Equipment	Defective equipment presents a risk of injury	**1**	**4**	**4**	If thought to be defective at any time, cease use of machine and remove power cord from source to isolate from use. Report any defects to your supervisor immediately Ensure machines is regularly serviced in accordance with manufacturers recommendations.	**1**	**4**	**4**	
Improper Use	Equipment used incorrectly can cause serious injury to operators and others	**2**	**4**	**8**	Only trained operatives to use equipment, if you are unsure about this seek advice from your Manager. This machine is designed for the purpose of sawing WOOD ONLY Do not permit untrained persons to use equipment. Use equipment in full accordance with manufacturers recommendations as contained in the handbook	**1**	**3**	**3**	Until operator can demonstrate competence, close supervision is required
Flying Debris	Power Sawing of wood can cause material (Sawdust and Chippings) to be ejected from the cutting area at high speed causing injury	**3**	**4**	**12**	Check that the saw blade crown guard is correctly located before switching on power. Use extraction equipment to minimise chippings and sawdust escaping from machine onto user or passers-by. User must wear suitable personal protective equipment, safety boots and safety glasses.	**1**	**4**	**4**	
Feeding Workpiece past sawblade	Injury may be caused by fingers contacting with sawblade	**3**	**4**	**12**	Operator trained that fingers must NEVER come within 10 cm of Sawblade. **That a notched Push Stick MUST be used to feed the last 20 cm of workpiece past the blade.**	**1**	**4**	**4**	Until operator can demonstrate competence, close supervision is required
Noise	Excessive noise exposure may contribute to noise induced hearing loss	**2**	**4**	**8**	Some Exotic Hard woods can cause blade to resonate and Howl impacting on other workshop users. All workshop users and visitors should Wear Ear protection with a minimum SNR of 26	**1**	**4**	**4**	

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Vibration	Excessive vibration is a warning of a potentially serious problem that could cause injury	1	3	3	Ensure operatives are aware that vibration implies something is very wrong, Maybe the saw blade has become loose on the arbour. **STOP the machine immediately remove power cord from electric supply and summon the supervisor. Do not allow anyone to use machine.**	1	1	1	
Manual Handling	Risk of injury from lifting large baulks of wood, resulting in damage and strains to back or rupture	3	3	9	**Always** use correct lifting Techniques **Always** ask for assistance, supervisor will always be available	1	3	3	**Ensure that all service users are trained in correct stance and approved Lifting techniques.**
Fumes	Ill health can be caused by fumes when power sawing Exotic Hardwoods or M.D.F. material	2	4	8	**Always wear a face mask when cutting Hardwoods or MDF**	1	3	3	
Off Cut Control	Others may be injured by off cuts falling from machine	2	4	8	When cutting long lengths of timber, ensure that you have an assistant (Wearing appropriate PPE) to hold and safely remove the offcut	1	2	2	
Maintenance and cleaning activities	Injury could be sustained whilst cleaning the machine	2	3	6	**Power cord must be removed from source before cleaning of the machine commences** **Use Vacuum cleaner NOT fingers to clean machine** Guards must **NOT** be removed to access difficult to reach places – Supervisors will deal with these problem areas **Do not remove or tamper with machine guards**	1	3	3	
Electric Shock	Injury or Burns caused by Electric Shock. Due to short circuit or breakdown of insulation	1	4	4	All power to sockets fed through RCD trip switches All plug in machinery is subject to annual PAT testing regime every 12 months All electrical circuits tested by a qualified electrician every five years as per legislation	1	4	4	
Special Hazard No 1 Machine moves	Injury maybe caused as a result of Table saw moving whilst in use	2	4	8	**The Table Saw is mounted upon a wheeled mobile base.** **Operator MUST ENSURE that all wheel brakes are locked in place before starting machine.**	1	4	4	Until operator can demonstrate competence, close supervision is required
Special Hazard N0 2 Kickback	Injury may be caused as a result of Kickback of workpiece	2	4	8	**Sawblade to be set with Teeth projecting at least 2 cm proud of workpiece depth.** **Operator trained to not stand in alignment with sawblade**	1	4	4	Until operator can demonstrate competence, close supervision is required