Health & Safety Policy

It is the intention of Shropshire Woodturners Association to ensure, so far as reasonably practicable, the health and safety of its members and all others who may be affected by its activities

The Club aims to create an environment in which everyone can be involved in woodturning without adversely affecting their health or safety. The Club will achieve this by identifying the hazards and risks involved in its activities, by taking the necessary steps to manage these risks and by adopting good practice.

The implementation of this policy relies upon the competence, cooperation and commitment of club members. The Club will therefore:

- Actively involve club members and visitors in developing and sustaining a positive approach to health and safety
- Develop the necessary competencies through the provision of information, training, instruction and supervision.
- Promote an environment where all club members look out for their own and their colleague's safety and also stop and seek guidance if they are involved in an activity that they believe to be unsafe.

Woodturning is an inherently hazardous undertaking but this policy is not intended to reduce the enjoyment of members.

The club chairman has overall responsibility for this policy including the provision of adequate resources for its implementation and review.

The Policy will be brought to the attention of all club members and visitors and it will be reviewed at least annually.

Members are encouraged to use the guidance in this policy and associated risk assessment in their own woodturning activities.

Health and Safety Risk Assessment Guide

This document contains the following information:

- Overview of Risk Assessment
- Guidelines to completing a Risk Assessment
- Risk Control Measures
- The 5 steps of Risk Assessment in detail
- Leighton Buzzard Theatre template Risk Assessment form
- 5x5 Matrix evaluation grid
- Sample Risk Assessment

Overview of Risk Assessment
Risk Assessments are required by law, and are required as part of the association's constitution. A risk assessment is a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Listed below you will find a list of all the areas that should be considered when completing your Risk Assessment; though it is not exhaustive and you should add other headings to your Risk Assessment form where necessary. Not all types of hazards listed below will apply to each event or hiring period, but it is important that these have been acknowledged as not applicable to a given event.

It is also important to keep your Risk Assessment current and updated. It is your responsibility to make the relevant members/demonstrators aware of any further hazards or control measures implemented.

Guidelines to completing a Risk Assessment

The five steps to completing a Risk Assessment are:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Record your findings
- Review the assessment and revise if necessary.

The following terms are used in Risk Assessment and have the following definitions:

Hazard – A hazard or danger is an unsafe action or condition with the potential to cause harm including injury, ill health, damage and/or loss to property, plant, process, product or the environment.

To assess the risk of any activity it is necessary to first identify all the potential hazards. This is often known as a hazard survey.

Risk – The risk or consequence is the harm, loss or damage that might be caused by the potential hazard. Using the 5x5 matrix grid, risk can be given a numerical figure calculated as Likelihood x Consequence.

Existing Control Measures – These are the measures already in place to control any identified hazard and the risk presented. These may be sufficient and no further work will need to be done.

Likelihood – The likelihood is the probability of an incident or harm occurring despite the existing control measure being properly implemented.

Apart from the probability it is also appropriate to consider how great the harm is likely to be and how many people might be affected:

Consequence – The consequence rating is the assessor's judgement of the level of harm and the priority that needs to be given to dealing with it. Apart from harm to the person or persons, the effect on the Assassination operations and service must also be taken into account.

Risk = Likelihood x Consequence

Quantification of Risk – This is used to ascribe a numerical figure to a given risk using the 5x5 matrix below. It is a useful tool in assessing risk, especially complex risks, but does not take into account the extended impact of an incident.

Further Control Measures – These are the measures that have been deemed necessary by the assessor in response to increased risk and are in addition to any existing control measures.

Review – Risk Assessments should be reviewed throughout the production period up to and including the time of get-out.

Risk Control Measures
Control Measures are divided into 2 categories:

1 Existing Control Measures include things such as fixed warning signs, security locks and standard firefighting equipment.
2 Further Control Measures include things such as additional warning signs lock boxes,

In many instances, existing Control Measures will be considered sufficient and adequate, but it is precisely this that the Risk Assessment should highlight. Further Control Measures are decided on the scale of the risk (Consequence x Likelihood) compared to the level of existing Control Measures, and should be 'reasonably practicable'. The Health and Safety Executive states:

> "So far as is reasonably practical means that the degree of risk in a particular activity or environment can be balanced against the time, trouble, cost and physical difficulty of taking measure to avoid the risk. If these are so disproportionate to the risk that it would be unreasonable for the people concerned to incur them to prevent it, they are not obliged to do so. The greater the risk, the more likely it is that it is reasonable to go to very substantial expense, trouble and invention to reduce it. But if the consequences and the extent of the risk are small, insistence on great expense would not be considered reasonable."

There is also an accepted hierarchy of risk controls to aid the Risk Assessor in establishing which Control Measures might be put in place first. These are in order of desirability (where practical) from top to bottom:

- Reduce hazard at source (tape down cables)
- Prevent Contact (lock pyrotechnics in metal box)
- Systems of work (manual lifting)
- Personal protective equipment - PPE (dust masks)

The essence of successful Control Measures is that whatever has been put in place to remove or mitigate risk, we must be able to show what it was through Risk Assessment documentation.

The 5 steps of Risk Assessment in detail
Using the information and guidelines above, you should now be able to follow the process of a Risk Assessment

1. Identify the hazards
Possible hazards to be considered must include but are not limited to:

Control of Substances Hazardous to Health (COSHH)
First Aid provision
Provision and use of equipment (hand tools & machinery, PAT testing)
Manual Handling
Noise
Fire Risk & Evacuation procedures
Control of Asbestos
Security (trespass, theft etc)
Prevention of slips, trips and falls

2. Decide who might be harmed and how
This will generally be restricted to members and the public but other visitors or contractors may need to be considered depending on the circumstances.

3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
Use the 5x5 matrix (below) to quantify the risks involved in for any identified hazard – when measured against existing Control Measures. From this you should decide whether Further Control Measures need to be implemented.

When using the 5x5 matrix, remember to ground your assessment in reality! For example, it would be possible for a trip on a level surface to result in a broken neck, but by far the most likely consequence would be minor bruising.

It is also worth noting that the purpose of Control Measures is to reduce risk. Overly complex Control Measures may, in fact, create new risks! Find the simplest, effective Control Measure you can.

4. Record your findings
Complete the Risk Assessment form (below), making sure the records show:

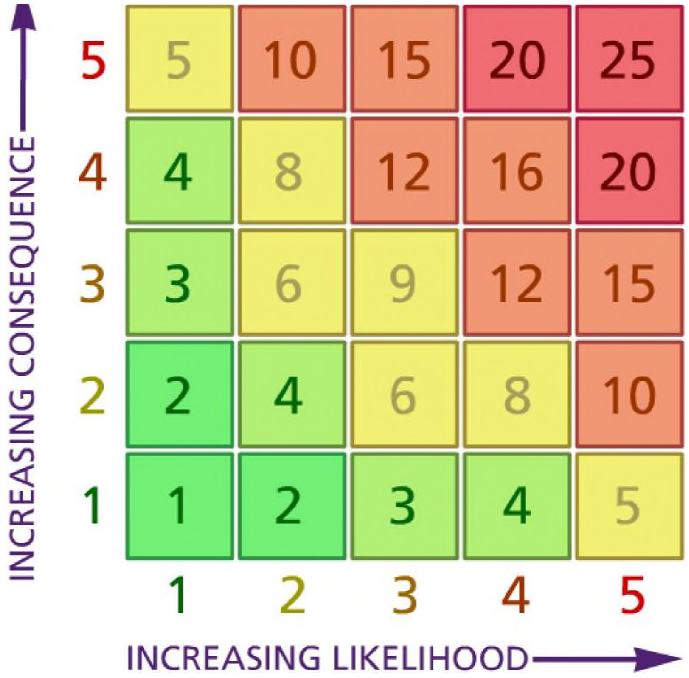
Date undertaken and specific hiring period / show assessed
Name of assessor (s)
Activity, equipment, people etc
Hazards, their risks and rating
Existing and additional mitigation measures
Person responsible for review and when this will be completed

5. Review the assessment and revise if necessary.

Risk Assessment regulations require review when “there is reason to suspect that it is no longer valid” or “there has been a significant change in the matters to which it relates”. Though it is recommended to review on a regular basis – and always following any accidents / near misses, or when. Someone spots a problem.

Risk Assessment form
Please use the below form as the format for your risk assessment, adding additional headings or extra pages where necessary. Please refer to the reference list of hazards

Risk Assessment Matrix 5 x 5



17 – 25 Unacceptable
Stop activity and make immediate improvements

10 – 16 Tolerable
Look to improve within a specified timescale

5 – 9 Adequate
Look to improve at next review

1 – 4 Acceptable
No further action

Likelihood

1 = Very unlikely – there's a 1 in a million chance of it happening
2 = Unlikely – there's a 1 in 100,000 chance of it happening
3 = Moderate – up to 3 days absence
4 = Major – more than 3 days absence
5 = Catastrophic = death

Consequence

1 = Insignificant – no injury
2 = Minor – minor injuries needing first aid
3 = Fairly likely – there's a 1 in 10,000 chance of it happening
4 = Likely – there's a 1 in 1,000 chance of it happening
5 = Very likely – there's a 1 in 100 chance of it happening

Sample Risk Assessment [Example]

Name of Group

Assessor's Name & Signature

Date of Assessment

Proposed Date of Review

Hazard	Consequences & People at Risk	Existing Controls	Consequence	Likelihood	Total Risk	Additional Controls (if necessary)	Consequence	Likelihood	Residual Risk	Further Actions or Comments
Lifting			4	2	8		3	2	6	
Demonstration period		.	4	2	8	A first aider is always present	3	2	6	
Equipment	Possible electrical fires or shocks	All equipment brought in has PAT test certificate within 12 months	2	1	2					
Kitchen		Existing policy is to brief all people involved	2	4	8	Limited to Staff	2	1	2	

Hazard	Consequence & People at Risk	Existing Controls	Consequence	Likelihood	Total Risk	Additional Controls (if necessary)	Consequence	Likelihood	Residual Risk	Further Actions or Comments
Slips trips and falls		Non-slip flooring used	2	4	8		2	2	4	
In Event of Fire										