

| What are the Hazards?  | Who might be harmed and how?   | What are you already doing?  | What further action is necessary?  | Action by whom?  | Actions by when?  | Done |
|--|--|--|--|--|---|------|
| Fire.  | All persons present.   | Fire exits provided at venue, which are clearly signed.<br><br>Ensure individual electrical sockets are not exceeding their rated capacity.  | Ensure all fire exits are kept clear of obstruction at all times.<br><br>Check during equipment set up.  | Club committee<br><br>Club committee                                   | At all times.<br><br>At all times   |      |
| Electric shock. From lathe, & audio visual equipment<br><br>Ancillary equipment falling over e.g. cameras, screen or projector stands. | All people present<br><br>All people present   | All AV & Lathe electrical equipment PAT tested and date labelled.<br><br>Screen and stands are to be of substantial construction and properly fixed where appropriate.   | Ensure item checks are within date.<br>When Lathe and equipment supplied by demonstrator<br>Ensure item checks are within date.<br><br>Electrical leads taped down or routed through non-walking areas.  | Club committee<br><br>Demonstrator<br><br>Club committee               | Prior to start of session.<br><br>Prior to start of session.<br><br>Prior to start of session.                                  |      |
| Power and other leads can be trip hazards<br><br>Power tools, equipment and tools supplied and used by Demonstrator                    | All persons present.<br><br>All persons present - Trip hazard and tools activated by people other than the demonstrator. | Leads to be taped down where appropriate or routed through non-walking areas<br><br>Power tools used only by Demonstrator for a short period of time. The other persons present do not have access to the work area at that time or can access a plugged in tool during the demonstration.<br>Ensure the tools, boxes, timber and equipment are stored on, | Tape down where appropriate.<br><br>Ensure power tool leads are unplugged and items stored away before other people have access to the 'work' area behind the lathe.<br>Check the position of the tools kit and timber to ensure everything is as out of the way and stored correctly as practicable | Club committee<br>Demonstrator<br><br>Demonstrator<br><br>Demonstrator | Prior to and during the demonstration<br><br>Prior to and during the demonstration<br><br>Prior to and during the demonstration |      |

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|  |  | under table / lathe or by the side of the table / lathe and are clearly visible at all times  |   |  |                                      |  |
| Lathe safety - wood flying off during turning                        | Audience and demonstrator/user.  | Clear safety screen placed in front of lathe. To protect the audience and public and Demonstrator to use appropriate PPE at all times   | Ensure all wood safely chucked or held as appropriate .to minimise risk. Regularly check hold is secure and also turn at a speed appropriate to the size and condition of the timber. | The safety screen supplied by the club or demonstrator | Prior to start of session and during |  |
| Sharp tools and equipment  | All persons present.   | Tools kept to demonstrating area and under control of Demonstrator.<br>If people wish to look at the tools then the inspection of them must be supervised   | Audience kept away from demonstrating area except during breaks   | Demonstrator   | At all times.                        |  |
| Floor surface can become slippery when shavings or dust are present. | Demonstrator and Committee members.  | Area to be cleaned at all available intervals to clear debris   | Rubber matting to be laid in front of lathe if required.  | Club committee & demonstrator                          | During session.                      |  |
|  |  |   |   |  |                                      |  |
| Wood finishes - chemicals  | All persons present by touching them and inhalation of vapours. Risk of fire also with any rags and paper towels used to apply and clean up the finish used. | Lathe use - Demonstrators to follow good working practice<br><br>Use only non-toxic finishes in liquid form, clearly marked container. Keep out of reach of children and ensure paper towels are placed in a position to dry out or are wetted with water before disposing of them. | Ensure those clearing up know of the risks of the cloths / paper towels used and follow guidance for disposal.  | Demonstrator & Club committee                          | At all times & during session        |  |
| Dust.  | All persons present  | Sanding to be kept to a minimum and if possible avoided all together  | Demonstrators have option to wear a mask.   | Demonstrator.  | During session.                      |  |

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|   |  | Dust extractor used if available and if not wet sanding only used to minimise dust production.   | Use dust extractor when appropriate.  | Club committee setting up equipment and demonstrator. | During session.              |  |
| Loading, unloading and bringing in and removing equipment and timber from the car and storage areas | Two people handling for all heavy items. | Assess the route needing to be taken when loading, unloading & moving items and ensure the area is clear of trip hazards. Also ensure awareness of any potential steps or hazards that cannot be moved and make take action to minimise trip risks | Ensure two people and use appropriate lifting equipment as appropriate deal with heavy loads. | Club committee and Demonstrator                       | Setting up and packing away. |  |
| Additional observations   |  |  |   |   |                              |  |

Date completed

Signature

Print Name