


Version 1 GENERIC RISK ASSESSMENT 18: TOOL STORE/WORKSHOP WORK

ACTIVITY ASSESSED		ASSESSMENT DATE	
TOOL STORE & WORKSHOP WORK page 1 of 1		DECEMBER 2014	
ACTIVITY LOCATION	ALL SITES	DATE FOR RE-ASSESSMENT	ASSESSED BY
persons at risk: all volunteers; especially young persons risk level: generally moderate except as indicated			GRASSROOTS

VOLUNTEER INFORMATION	Contact with tools Electricity Falling objects Fire Storage of hazardous substances Slips, trips and falls
HAZARD OR HAZARDOUS EVENT	PRECAUTIONS
Contact with tools	Train in correct tool use; ref TCV booklet <i>Hand Tools</i> Inspect tools before use and do not use any that are damaged or have loose handles Move and store edged tools with their guards on Tools must be maintained in good condition and kept sharp
Electricity	GrassRoots tool store does not have electricity If electric tools are needed for repairs the tools officer normally deals with these items
Falling objects	Always secure steps/stool/ladder for reaching above face height Fix bars or other means of restraint to prevent stored tools from falling Store edged or heavy tools at floor/waist level Store heavy items between knee and shoulder height Secure workbenches/vice/shelves to walls, floor or other robust structure to prevent movement
Fire	Do not allow smoking in the workshop or near to stores of combustibles/flammables
Storage of hazardous substances	Maximum 10 litres of petrol only can be stored in clearly marked containers and separate from other combustibles Review fire procedures and condition, type & location of all equipment at least annually Do not store food or eat in the tool store/workshop Store all hazardous substances in a separate, locked and marked container that has a sump large enough for its contents should they leak
Slips, trips and falls	Keep access routes free from obstructions and trailing items Put clean sand on spillage and when soaked up remove sand to rubbish bin Secure any loose flooring/ covering Store all materials securely and do not allow waste to accumulate Sturdy footwear with firm grip and steel toecaps must be worn

This assessment is based on information from The Conservation Volunteers as amended for GrassRoots Conservation Group activities.

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