**Health and Safety**

**Firebird jewellery studio**

50 Athelstan Road, Margate, Kent

CT9 2HS

**Code of Practice**

Emergency telephone number is **999**

Fire extinguishers located next to emergency exit door

First aid kit and eye wash kit in storage shelves next to welding area

Safety glasses and other PPE in storage shelves

Emergency exit on the left to the workshop door

1) Only trained people and visitors will be allowed to operate the power and machine tools and ancillary equipment in the workshop. Training will be provided by experienced team members.

2) No-one may use the workshop and its equipment unaccompanied.

3) Everyday clothing should normally be covered while working in the workshop so Personal Protective Equipment (PPE) (dust coats/overalls, safety specs, safety footwear, ear-defenders and respirators) are provided and must be worn when operating machinery and carrying out tasks around the workshop as necessary. Loose clothing and jewellery should be removed, and long hair tied back as appropriate.

4) Specialist equipment and PPE is provided for use with the welding equipment and other hot-working processes. These processes will be carried out in designated melting area where extraction and relevant eye protection is provided. Users in this area must ensure the safety and protection of others in the local vicinity.

5) All walkways will be kept free of blockages as far as possible depending on activities within the workshop.

6) Compressed gas cylinders will always be attached to suitable rack or trolley. Transportation of gas cylinders is carried out using appropriate trolleys.

7) All workshop users are responsible for good housekeeping. Workshop users should replace tools and equipment immediately after use and remove swarf, filings and other debris from machines, workbenches and the floor as soon as possible. Tools should not be left on machine-beds while the machine is running. The floor should be kept clear of obstructions, and all spillages must be cleaned up immediately. Metal waste bins are provided and should be used

8) Portable extractors should be used when generating excessive dust, fumes and or cuttings. Should be fitted with the correct filters for each process. Appropriate masks should be worn when creating dust or fumes.

9) Separate risk assessments are available which covering normal workshop activities. A separate risk assessment should be produced when the need arises for activities not covered by the garage risk assessment, such as use of new/unfamiliar materials, chemicals, solvents etc.

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**Risk Assessment**

***Summary of activities covered by this assessment:***

Use of cutting and rotating machinery

Use of pressing, stamping, milling machinery

Use of heat, hot work processes and soldering

Use of hand tools

Electrical safety

Human factors

The working environment

Emergencies

**Assessed by**

**Name:** Angeli Yara

**Signature:**

**Date:** March 2015

Abbreviations

COSHH Control of substances hazardous to health

LEV Local exhaust ventilation

PPE Personal protective equipment

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Possible harm** | **Model controls** |
| **Use of cutting & rotating machinery** | | |
| Contact with cutting parts  Contact with other moving parts  Hit by ejected material /equipment | Cuts  Entanglement  Cuts  Entanglement  Crush  Cuts, fracture (machine tools)  Cut, bruising (materials)  Cuts (waste) | Authorised users online who are competent, having had instruction and training.  No loose clothing of jewellery.  Long hair tied back.  Use of eye protection |
| Injury from lifting and handling materials and tools | Back strain etc.  Cuts/abrasions/crush  Toxic/contamination (material, swarf, oils etc) | Materials are stored so as to minimise manual handling.  Gloves and safety glasses are provided and used.  Training specific to handling of compressed gases has been undertaken by appropriate team members. |
| **Hazard** | **Possible harm** | **Model controls** |
| **Use of cutting & rotating machinery** | | |
| Exposure to harmful substances | Dermatitis from contact with cutting fluids/lubricants. | Information, hygiene arrangements.  COSHH assessments are done for all substances hazardous to health. All substances, including cleaning materials and oils are stored in appropriate locations and labelled as required.  Where possible harmful dusts, fumes are extracted at source using a portable fume extraction unit. |
| **Use of pressing, stamping, milling machinery** | | |
| Contact with other moving parts  Contact with crushing parts  Hit by ejected material/ equipment | Cuts, entanglement, crush | Authorised users only who are competent, having had instruction and training.  No loose clothing or jewellery.  Long hair tight back.  Use of eye protection. |
| Amputation, fracture, bruises. |
| Cuts, bruising (materials) |
| **Use of heat, hot work processes and soldering** | | |
| Generation of heat  Soldering | Burn from contact with flame, hot material of spatter.  Risk to f health from soldering fume. | Correct PPE including overalls, aprons, gloves, and boots. Etc.  Suitable tools for holding and moving hot work-pieces are provided and used.  Working area is kept clear of combustible materials.  Materials are selected carefully to minimise the health risks. |
| Compressed gases | Fire or explosion  Asphyxiation due to oxygen enriched atmosphere. | Adequate ventilation or a flexible fume extraction arm is provided and used.  Keep flammable/explosive materials away.  Good housekeeping.  Face masks are supplied and used where appropriate. |
| Production of fume | Risk to health if inhaled | Cossh assessment, controls will include LEV and may require PPE. |
| **Use of hand tools** | | |
| Injury handling materials and tools | Cutting, crushing, abrasions, stabbing, dust. | Suitable tools for holding and moving work-pieces are provided. Suitable hand tools in good condition are provided and maintained as appropriate.  Eye protection, overalls /lab coats, gloves, safety shoes and dust masks are provided and used where appropriate. |
| **Hazard** | **Possible harm** | **Model controls** |
| **Use of electricity in the workplace** | | |
| |  |  | | --- | --- | |  |  |   Incorrectly assembled/faulty components | Burn, electric shock, fire, explosion. | Fixed and portable electrical equipment is maintained and tested by experienced and competent electrical technician. |
|  |  |  |
| **Human factor** | | |
| Unsafe person/practices  Unsuitable work patterns | Injury due to lack of training or concentration in the task  Injury due to fatigue | Only people who are adequately trained or are experienced and deemed as competent are allowed to work independently in the workshop.  New members, or others with limited experience, are instructed and closely supervised when working in the area.  A range of personal protective equipment is provided and instructions on its proper use and maintenance are provided as appropriate.  There is adequate provision of first aiders and FA equipment. Access to the workshop is controlled by code lock.  The consumption of food and drink is not allowed in the workshop. |
| **The working environment** | | |
| Slipping and tripping | Cuts, bruising, fractures etc | Good layout and sufficient space  Dry, non-slip floors  Tidy access routes and work areas  Regular removal of waste and rubbish  Non slip footwear |
| Unsuitable lighting (glare, dazzle) | Injury from contact with machinery  Slipping and tripping  Eye strain | Good lighting design and maintenance/cleaning of lights. |
| Extreme cold | Injury when handling or using machinery due to lack of dexterity in fingers | Maintain reasonable temperate. |
| Poor general ventilation | Excessive heat, Build of dust/fume | Fume extraction is provided.  Window can be opened. |
| Inadequate hygiene arrangements | Contamination of the skin | Adequate facilities for personal hygiene are provided. Sinks, hot water, soap and towels are provided.  Toilet facilities are available nearby.  A common room for the consumption of food and drink is provided.  A conditioned drinking water supply is available in the common room. |
| Noise | Losing of hearing, deaf. | Ear defenders are provided and used when required |
| **Hazard** | **Possible harm** | **Model controls** |
| **Emergencies** | | |
| Accident | Injury | First aiders available  Procedures in place and people aware of them |
| Fire | Injury | A full detection fire alarm system is in place, maintained and tested. Adequate fire escape routes are provided, sign posted and kept clear of obstructions.  Adequate emergency lighting is provided. Fire drills are done twice annually.  Appropriate fire extinguishers are accessible at strategic points in the workshop and are properly maintained |
| Chemical spills | Contamination of skin and eyes  Inhalation of vapour of fumes | Remedial equipment available  COSHH assessment  Chemicals stored in appropriate and clearly labelled containers, caps properly secured, and kept in appropriate metal solvent cabinet when not in use |