****

**Risk Assessment Form**

**Information**

A designated volunteer must complete this form before each session.

Top of Form

Conducted by …………………………………………………………………………………………..

FirstLast

Date …………………………………………………………………………………………………………

**Volunteer Roles**

Health & Safety (H&S) Monitor ……………………………………………………………………

Repair Café Lead …………………………………………………………………………………………

PAT Tester ………………………………………………………………………………………………….

Power Cablers …………………………………………………………………………………………….

First Aider equipped with First Aid Box ………………………………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard(equipment)** | **What could happen?** | **Who could be hurt?** | **Action taken to  minimise  risk and [ by whom ]** |
| **Set up prior to session** |  |  |  |
| Ladders | People using ladders to erect & take-down bunting, banner etc could fall off, which could cause serious injury or death. | *DHS staff volunteers* | A safe and appropriate ladder to be used *[H&S Monitor]* Anyone using a ladder should do so with appropriate care with a second person holding the ladder steady *[H&S Monitor, all Volunteers]* |
| Power leads to each table for lights and electrical equipment | Trailing power leads could cause trips, leading to injury. | *Volunteers Visitors* | The power lead and socket provision to be planned in advance by the designated Power Cablers having being provided by the H&S Monitor with a diagram of the planned positioning of tables and equipment, with the aim of minimising the length of trailing leads across floors from walls to tables  *[Power Cablers, H&SMonitor]* Ensure that multiway extension leads are securely taped to tables. Trailing leads across floors are taped down or otherwise secured *[Power Cablers, H&S Monitor]* |
| Electrical equipment required for making repairs, including power tools, sewing machines, cables and desk lights | Faulty appliances could give electric shock, which could cause serious injury or death. | *Volunteers Visitors* | Ensure that all items of electrical equipment required for making repairs are safe to use by checking in advance that all power cabling, and any electrical equipment owned/used by the Repair Café, including the desk lights, have labels certifying in-date PAT tests. Advise all Fixers bringing their own electrical equipment that PAT tests are necessary and to arrive in good time if they need them done on the day. Carry out PAT tests on all uncertified equipment before it is plugged in *[PAT Tester, H&S Monitor, all Fixers]* Ensure that the power cabling includes an RCCB (Residual Current Circuit Breaker) *[Power Cablers]* |
| Venue lighting | Poor lighting could cause accidents and injury to people using tools. Poor lighting could cause eye strain in people working on small items. | *Volunteers Visitors* | Ensure that strong desk lights appropriate for the repair activities are available *[H&S Monitor, Repair Café Lead]* |
| Folding tables | Folding tables could collapse if overloaded with heavy equipment or used for hammering etc., which could cause serious injury | *Volunteers Visitors* | Ensure that folding tables are not overloaded and that portable workbenches (‘work mates’) are available for hammering etc. *[H&S Monitor, Repair Café Lead]* |
| Electricals station |  |  |  |
| Electrical equipment brought to the Repair Café for repair | Faulty appliances could give electric shock, which could cause serious injury or death. | *Volunteers Visitors* | Ensure that electrical items brought for repair are not plugged in without first being checked for safety by designated electrical fixers. Carry out PAT test on any electrical item that has been repaired *[PAT Tester]* |
| Woodwork/furniture station |  |  |  |
| Drills and saws | Drills and saws could slip while in use, causing injury to the user or other person(s) | *Volunteers Visitors* | Ensure that drills and saws are supervised at all times by designated Fixers. Items to be drilled or sawed are suitably secured to a sturdy support e.g. a portable workbench (‘workmate’) *[H&S Monitor, all Fixers using or supervising drills and saws]* |
| Sharp tools, including knives, planes and chisels | People could cut themselves or others | *Volunteers Visitors* | Ensure that sharp tools are supervised at all times by the designated Fixers and stored safely when not in use *[H & S Monitor, all Fixers]* |
| Dust | Dust from sawing and drilling etc. can get into people’s eyes, which could cause serious injury or loss of vision, or be inhaled which could lead to respiratory damage | *Volunteers Visitors* | Ensure that no drilling, sawing etc. likely to generate excessive dust is undertaken. Dust masks and safety spectacles are provided. Spectators are warned to keep at a safe distance when dust is likely to be generated. *[H&S Monitor, all Fixers using or supervising saws, drills etc.]* |
| Sewing station |  |  |  |
| Sewing machine(s) | Clothing e.g. loose sleeves, long hair or fingers could get trapped in the machine, which could cause injury | *Volunteers Visitors* | Ensure that sewing machines are supervised at all times by designated Fixers. Sewing machines are switched off if not in use. Long hair/loose sleeves to be kept out of the way appropriately *[H&S Monitor, sewing Fixers]* |
| Sharp tools, including  scissors, needles etc | People could cut or stab themselves or others | *Volunteers Visitors* | Ensure that sharp tools are supervised at all times by designated Fixers and stored safely when not in use *[H&S Monitor, all Fixers]* |
| General repair station |  |  |  |
| Equipment that gets hot including glue guns and soldering irons | People could be burnt by touching equipment that is hot, which can cause serious injury.  Fire can be started if a soldering iron touches a flammable material, which can cause burns, smoke inhalation, serious injury and death | *Volunteers Visitors* | Ensure that each piece of equipment that gets hot is supervised at all times and only used by a designated Fixer. Provide a secure support out of reach of visitors when not in use. Have a prominent HEAT warning sign nearby. Only use on a non-flammable tray / worksurface *[H&S Monitor, all Fixers]* Ensure that all volunteers are briefed on the event’s fire drill, before the start of each event *[H&S Monitor, all Volunteers]* Ensure that the first aider is alerted in case of any burns, and takes a decision on whether medical attention is required *[First Aider]* Ensure that all accidents are recorded for the Risk Assessment review *[First Aider, H&S Monitor]* |
| Equipment that generates naked flame, including welders, blow torches,  Bunsen  burners,  candles, matches , and lighters | People could be burnt by naked flames, which can cause serious injury. Fire could be started if the flames ignite a flammable material leading to smoke inhalation, serious injury or death | *Volunteers Visitors* | Ensure that no welders or blow torches are used. Do not accept petrol items for repair. All Fixers consult the H&S Monitor in advance if they wish to use small flames (e.g. from small Bunsen burners, candles, matches or lighters) in their repairs. Repairs requiring small flames are carried out on a non-flammable tray / work surface, protected from draughts and out of reach of visitors. *[H&S Monitor, all Fixers]* Ensure that the venue staff go through the venue’s fire drill with all volunteers before the start of each event *[H&S Monitor, all Volunteers]* |
| Broken items and items with sharp edges | People could injure themselves handling broken glass or china, unprotected spikes, etc. | *Volunteers Visitors* | Ensure that the first aider is alerted in case of any accident, and takes a decision on whether medical attention is required *[First Aider]* Ensure that all accidents are recorded for the Risk Assessment review *[First Aider, H&S Monitor]* Ensure that thick gloves, brush and dustpan are available for clearing up shards *[H&S Monitor]* |
| Glue | Glues can contain chemicals that can be harmful if they come into contact with skin or are inhaled or ingested. Glues can also cause injury if they adhere too strongly to skin, for example sticking a finger to a table | *Volunteers Visitors* | Ensure that glues are clearly labelled, lids are put back on, any required solvents are at hand, disposable gloves are available and young children do not have access to any glues (with the possible exception of washable PVA glue at a separate table for children) Glues are supervised at all times by designated Fixers *[H&S Monitor, all Fixers using or supervising glue]* |
| Bike maintenance |  |  |  |
| Chemicals | Chemicals could cause irritation to skin or eyes | *Volunteers Visitors* | Use protective gloves/goggles if necessary |
| Oil spills | Slipping hazard | *Volunteers Visitors* | Ensure any spills are wiped up promptly |
| Hot drinks |  |  |  |
| Hot and cold drinks | Spillage of hot drinks could lead to scalds. Spillage of hot or cold drinks could cause damage to equipment. Liquid spillage on the floor could cause falls. | *Volunteers Visitors* | Preparation and distribution of hot drinks to come under the separate risk assessment of the caterers. Care to be taken when carrying hot drinks. Drinks to be placed where they are unlikely to be knocked over. All spills to be cleaned up immediately. Any electrical equipment that gets wet to be unplugged and not used until it has dried out and been checked by a competent person *[H&S Monitor, all Fixers, all Volunteers]* |
| Visitors |  |  |  |
| Children | Children could injure themselves or others by collision or trips or by playing with tools, materials, or items brought for repair | *Volunteers Visitors* | Ensure that visiting children of primary school age or younger are accompanied and supervised at all times by adults who take responsibility for keeping them safe *[H&S Monitor, all Fixers]* Designated Fixers will decide on a case by case basis whether or not they are willing to supervise or help a child in making a repair *[all Fixers]* |
| People not knowing how to use tools | People could injure themselves or others by using the tools wrongly | *Volunteers Visitors* | Ensure that tools are supervised at all times by the designated Fixers *[H&S Monitor, all Fixers]* Designated Fixers to decide on a case by case basis if they wish to assist or instruct a visitor in the use of a tool. *[all Fixers]* |
| Visitors not knowing what to do when they arrive | People could injure themselves or others by attempting to make a repair or use the tools without supervision or by plugging in a broken electrical appliance | *Visitors* | Ensure that volunteers are briefed about the process in advance *[Repair Café Lead]* Ensure that the process is explained to all visitors on arrival at the Repair Cafe *[Reception / Host volunteers].* Ensure that all designated Fixers wear a Repair Cafe apron for easy identification, and all volunteers wear a badge *[all Volunteers]* Ensure that everyone keeps a lookout for confused or uncertain visitors and directs them to the reception table *[all Volunteers]* Ensure that all tables, equipment and electrical sockets are supervised by a designated Fixer at all times *[H&S Monitor, all Fixers]* |
| Dog owners | Dog-bites can cause serious injury or infection. Barking dogs could cause alarm leading to accident and injury. Dog mess could cause falls, injuries or infections. Dogs could run into people or cause falls, which could lead to broken limbs or other serious injuries.  | *Volunteers Visitors* | No dogs allowed (except assistance dogs) *[H&S Monitor]* |
| Fire | People could become trapped during a fire | *Volunteers Visitors* | Ensure that all volunteers are made aware of the fire exits and the nominated assembly point in the event of fire, venue instructions in case of fire are followed and fire exits to be kept unobstructed and unlocked when the café is in progress *[Repair Café Lead]* |

Enter notes or concerns on any risk factor

Confirm all risks have been considered and where appropriate risk reduction action taken.

Signed by Health and Safety Monitor and Repair Café Lead

Bottom of Form