

# Risk Assessment

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|-------------------------------|--|--|
| <b>Activity/Location</b>      | Repair shop, Abbeyfield Park House, S4 7AY   |  |
| <b>Date Assessed</b>          | <b>Date for re-assessment</b>  | <b>What 3 Words</b>  |
| September 2024                | September 2025   | cover.belt.frame   |
| <b>What is risk</b>           | <b>Measures to reduce risk</b>   | <b>Who is responsible</b>                                    |
| High Voltage Electricity      | <ul style="list-style-type: none"> <li>• Emergency off switch for all sockets</li> <li>• Work on anything with voltage above 50V not to be carried out alone</li> <li>• All volunteers who do electrical work are appropriately experienced</li> <li>• CO<sub>2</sub> fire extinguisher available</li> </ul> | Gareth<br>All repairers<br><br>Coordinator<br><br>Council    |
| Shock from Capacitors         | <ul style="list-style-type: none"> <li>• Capacitors are discharged before working on equipment</li> </ul>  | All repairers  |
| Solvents                      | <ul style="list-style-type: none"> <li>• Solvents are stored together in a labelled plastic box</li> <li>• All volunteers are instructed to put solvents away after use</li> <li>• Allow airflow into room when using solvents</li> </ul>  | All repairers<br><br>Coordinator<br><br>All repairers        |
| Trip Hazards                  | <ul style="list-style-type: none"> <li>• Room to be kept tidy</li> <li>• Volunteer training to include good housekeeping</li> </ul>  | Everyone<br>Gareth   |
| Power Tools / Soldering irons | <ul style="list-style-type: none"> <li>• All volunteers to be trained in use of tools</li> <li>• CO<sub>2</sub> fire extinguisher available</li> <li>• First Aid kit available</li> </ul>  | Gareth<br><br>Council<br>Gareth                              |
| Sharp Cutting Tools           | <ul style="list-style-type: none"> <li>• Stored with blades pushed into cork</li> <li>• Stored together in labelled plastic box</li> <li>• All volunteers are instructed to put sharp blades away after use</li> <li>• First Aid kit available</li> </ul>  | All repairers<br>All repairers<br>Co-ordinator<br><br>Gareth |
| Members of public             | <ul style="list-style-type: none"> <li>• Advise to have a seat at front desk / sofa rather than enter working area</li> <li>• Advised that children and animals need close supervision</li> </ul>  | Co-ordinator<br><br>Co-ordinator                             |