



The University of Sheffield

Risk Assessment Form

PERSONS AT RISK : (*) Employees () Contractors () Public () Visitors () Others			Reference No: WS3/28/10/02
Risk: (H) High (M) Medium (L) Low (O) No Risk.			Environment: Civil Engineering Workshop
TASK or ACTIVITY: Using Q&S Radial Arm Drilling Machine		INITIAL RISK RATING	FINAL RISK RATING
SIGNIFICANT HAZARD	RISK	EXISTING CONTROL/PROPOSED CONTROL MEASURES	
1.Contact with rotating drills	Entanglement / personal injury	M	1.Operators to wear overalls/smocks - no loose clothing - hair tied back if appropriate } 2.Remove jewellery & other items that could catch on projections. } 3.Only trained and experienced operators authorised to use drilling machine } 4.Use of chuck / drill guard. } L 5.Detailed operating instructions for this machine. } 6.Emergency stop controls fitted to this machine. } 7.Trainees only to work under supervision. }
2.Swarf / Ejected parts	Personal injury / Damage to workpiece	H	1.Safety glasses, visor or goggles to BS EN 166 1F } L 2.Stop drive when clearing swarf from workpiece / workarea. } 3.Use brush / rake to clear away swarf. }
3.Soluble oil	Carcinogen / dermatitis	H	1.Oil resistant gloves, PVC or similar, to be worn when contacting oil. } L 2.Wash hands thoroughly after accidental contact with oil. } 3.Remove oil contaminated clothing for laundering. }
Comments:			Overall Risk: L
Additional References, Tasks etc			
Reference should be made to the Workshop Code of Practice. www.shef.ac.uk/Safety/mech/index/html			
Undertaken By: R.A.Smith Workshop Supervisor			
Other Persons Consulted:			
Date: 10/28/02		Revision Date: 10/28/03	