



The University of Sheffield

Risk Assessment Form

PERSONS AT RISK : (*) Employees () Contractors () Public () Visitors () Others		Reference No:	WS4/28/11
Risk: (H) High (M) Medium (L) Low (O) No Risk.		Environment:	Civil Engineering Workshop
TASK or ACTIVITY: Use of all pedeatal drilling machines		INITIAL RISK RATING	FINAL RISK RATING
SIGNIFICANT HAZARD	RISK	EXISTING CONTROL/PROPOSED CONTROL MEASURES	
1.Contact with moving chuck, drills or reamers.	Entanglement / personal injury	M	1.Only trained & experienced operators to use drilling machines. } 2.All operators to wear lab coats/boiler suits - no loose clothing,- hair tied back if appropriate } 3.Remove jewellery & other items that could catch on projections. } 4.Use of chuck / drill guard. } M 5.Detailed safe working procededures for each machine. } 6.Emergency stop controls fitted to each machine } 7.Trainees only to work under supervision. }
2.Swarf / ejected parts.	Personal injury / damage to workpiece	M	1.Safety glasses, visor or goggles to BS EN 166 1F } 2.Stop drive when clearing swarf from workpiece / work area. } L 3.Use brush or rake to clear away swarf. }
3.Soluble oil	Carcinogen / dermatitis	H	1.Oil resistant gloves, PVC or similar, to be worn when contacting oil. } 2.Wash hands thoroughly after accidental contact with oil. } L 3.Remove oil contaminated clothing for laundering. }
Comments: Additional switches are to be fitted to the change belt covers to stop drill rotation when changing speed.		Overall Risk:	M
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: 28/112002	Revision Date:		11/28/03