



# The University of Sheffield

## Risk Assessment Form

<b>PERSONS AT RISK :</b> (*) Employees ( ) Contractors ( ) Public (*) Visitors ( ) Others			<b>Reference No:</b>	
<b>Risk:</b> (H) High (M) Medium (L) Low (O) No Risk.		<b>Environment: Engineering Workshops</b>		
<b>TASK or ACTIVITY: Adjusting settings / maintenance of, or repairs to workshop machinery</b>		<b>INITIAL RISK RATING</b>		<b>FINAL RISK RATING</b>
<b>SIGNIFICANT HAZARDS</b>	<b>RISKS</b>		<b>EXISTING CONTROLS / PROPOSED CONTROL MEASURES</b>	
Removal of protective guards exposing users to dangerous parts i.e. rotating or moving parts of machinery or equipment	Entanglement / trapping / cutting / shearing etc leading to physical injury	H	1. Equipment movement to be stopped during adjustment or where equipment has specific procedures for adjustments using slow speed controls, these must be fully & correctly implemented. 2. Where practicable, equipment to be electrically isolated during adjustment or resetting of workpiece or cutting heads 3 Appropriate PPE worn to protect user from sharp or oil contaminated parts 4. Only competent and experienced users to perform adjustment, maintenance or repairs, or to supervise less experienced users 5. Where practicable use "lock-off" procedures during adjustments / resetting or maintenance to prevent unauthorised use or restart 6. Use correct tools for all maintenance and adjustments tasks 7. Follow all safety instructions issued by manufacturer	L
Removal of cover, panels / exposure of live electrical components or conductors	Electrical shock, burn, arcing, fire	H	1. Isolate electrical supplies to machinery before removing any covers or panels 2. Use lock-off system for ensuring electrical supplies cannot be inadvertently re-energised 3. Only electrically competent persons to perform electrical work	L
<b>Comments:</b>			<b>Overall Risk:</b>	<b>L</b>
<b>Additional References, Tasks etc</b>				
<b>Undertaken By:</b>				
<b>Other Persons Consulted:</b>				
<b>Date:</b>			<b>Revision Date:</b>	