

Workshop Health & Safety Risk Assessment

Updated review draft - 16 August 2026

Facility	Brighter Futures, 34 Wellington Road, Rhyl, Denbighshire	Assessment area	Workshop
Previous assessment	Risk Assessment - Workshop.docx	Review cycle	At least annually and sooner after significant change, incident or new equipment/process
Maximum occupancy	8 persons (existing site rule)	Persons covered	Employees, volunteers, authorised users and visitors who may enter the workshop
Approval	Responsible person / HSC to complete	Next review	By 16 August 2027 or sooner if required

Important use note

This revision is a document review, not a physical inspection. Controls described as existing are taken from the previous assessment and must be checked on site. Any critical control that is missing, defective or overdue should be corrected before the relevant activity continues.

Workshop access and competence rules

- Only authorised people may use workshop machinery and equipment. Training, instruction and supervision must match the task, equipment and user competence.
- Maximum occupancy remains 8 persons within the workshop at any time.
- “THINK PINK” rule retained: equipment carrying a pink sticker is restricted to users aged 18 or over who have completed the required abrasive-wheels training/course and the workshop induction video. Leaders must enforce the workshop rules.
- Loose clothing and jewellery must be removed or secured; long hair must be tied back. Gloves must not be worn where they could be caught by rotating machinery.
- Visitors and non-authorised users must be kept away from dangerous machinery and hazardous work areas.

Priority verification and improvement actions

Priority	Topic	Required action / verification
Immediate	Machine safety / PUWER	Create or confirm an equipment inventory and machine-specific PUWER checks. Verify guards, interlocks, emergency stops, isolation points, condition and user instructions before use. Remove defective equipment from service.
Immediate	Welding fume / hot work	Do not permit indoor welding unless effective source capture/LEV is operating. Where LEV does not fully control exposure, provide suitable RPE; tight-fitting RPE must be face-fit tested. Confirm hot-work/fire controls and compressed-gas arrangements.
High	LEV / dust and fume controls	Confirm the 3-stage filter, local extraction and workstation extraction are suitable for the contaminants generated. Record routine checks and ensure statutory thorough examination/testing is current where required.

Priority	Topic	Required action / verification
High	COSHH	Maintain a current hazardous-substance inventory, Safety Data Sheets and task-specific COSHH assessments for adhesives, paints/cleaners, welding-related products, metalworking fluids and dusts.
High	Noise and vibration	Complete or confirm noise and hand-arm vibration assessments for grinders, presses, saws and other powered tools where exposure may be significant. Apply engineering/organisational controls before relying on PPE.
High	Lifting equipment	Replace the old “14 month” inspection statement. Maintain a lifting-equipment register and arrange thorough examination at LOLER intervals or to a competent person’s written scheme.
Medium	Competence records	Keep a simple authorisation/training record for machine users, including the THINK PINK restrictions and abrasive-wheel competence.
Medium	Egress / floor condition	Keep the exit route unobstructed and well lit. Complete floor markings and repair any trip hazards promptly; do not defer safety-critical repairs solely for funding reasons.

1. Cutting, rotating and abrasive-wheel machinery

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Contact with cutting or rotating parts	Cuts, amputation, entanglement, crushing and fatal injury. Users and anyone nearby may be harmed.	- Fixed/interlocked/adjustable guards provided and kept correctly positioned; dangerous parts inaccessible during normal use. - Authorised, competent users only; task/equipment instruction and supervision provided. - Loose clothing/jewellery prohibited; long hair tied back. Gloves removed where entanglement with rotating parts is possible. - Eye/face protection used where there is a foreseeable risk from chips, fragments or coolant. - Emergency stops and normal stop controls kept accessible and functional.	- Complete/confirm machine-specific PUWER assessments and record guard/interlock/emergency-stop checks. - Clearly identify isolation points and use safe isolation/lock-off for cleaning, adjustment, jam clearing and maintenance. - Quarantine any machine with missing/defective guarding or controls.
Abrasive wheels / grinders	Wheel burst, ejected fragments, cuts, eye injury, burns, noise and vibration.	- THINK PINK restrictions retained for relevant labelled equipment: users 18+ and required abrasive-wheel training/induction completed. - Correct wheel selected for machine/material and within rated speed; guards/tool rests correctly set. - Pre-use visual checks; damaged or suspect wheels not used. - Suitable eye/face protection and hearing protection where required.	- Keep training/authorisation records and confirm who is competent to mount/change abrasive wheels. - Include grinders in noise and HAV assessment; maintain equipment to minimise vibration.
Ejected material, swarf and sharp edges	Cuts, puncture wounds, eye injury and bruising.	- Work held securely using suitable vice, clamp, jig or chuck. - Swarf removed with brush/hook/tool - not hands; hands kept away until machine stopped. - Suitable gloves used for handling sharp stock/swarf only when equipment is stopped and there is no entanglement risk. - Good housekeeping and suitable waste containers provided.	Confirm guards/screens are suitable for foreseeable ejection hazards and waste containers are positioned safely.

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Metalworking fluids, oils and lubricants	Dermatitis, skin irritation and respiratory illness from mist/aerosol exposure.	• COSHH assessment and Safety Data Sheets available. • Skin contact minimised; suitable gloves used for handling fluids where safe; handwashing and skin-care arrangements available. • Mist generation minimised and source extraction/enclosure used where needed.	• If water-mix fluids are used, implement fluid-quality checks/maintenance appropriate to the system. • Provide skin/respiratory health surveillance where the COSHH assessment identifies a continuing risk.
Dust or fume from machining	Respiratory disease, asthma and, for some dusts, cancer risk; eye/skin irritation; combustible dust may contribute to fire/explosion.	• Existing 3-stage filter and local/workstation extraction used where appropriate. • Extraction applied at source for processes creating hazardous dust/fume. • Dust removed by suitable vacuum/extraction methods rather than dry sweeping or blowing with compressed air where this would raise dust.	• Confirm contaminants generated (for example wood, metal or composite dust) and that extraction is suitable and effective. • Where RPE is required, select suitable RPE; tight-fitting RPE must be face-fit tested.

2. Welding, brazing and heat treatment

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Welding and brazing fume	Serious respiratory disease including lung cancer; asthma and other lung conditions. Operators and nearby persons may be exposed.	• Hot work limited to authorised people with instruction/training. • Effective local exhaust ventilation (LEV) used for indoor welding/brazing to capture fume at source. • Work positioned to keep the breathing zone out of the fume plume; general ventilation maintained. • Suitable RPE used where LEV does not fully control exposure or for tasks where LEV is not reasonably practicable.	• Verify LEV capture performance and current thorough examination/test records. • Face-fit test any tight-fitting RPE and train users in correct use, storage and maintenance. • Consider respiratory health surveillance where relevant substances/processes create an asthma risk.
Hot metal, flame, spatter and hot surfaces	Burns, eye injury and fire.	• Welding helmet/eye protection with suitable shade; flame-resistant clothing, gloves and protective footwear. • Hot items identified and allowed to cool in a controlled area; combustibles removed from hot-work area. • Fire-fighting equipment available and escape routes kept clear.	• Confirm a proportionate hot-work permit/control system is used when work could affect the wider building or combustible materials. • Confirm fire watch arrangements after hot work where required by the fire risk assessment.
Compressed fuel gas / oxygen cylinders	Fire, explosion, projectile injury, oxygen enrichment/asphyxiation and burns.	• Cylinders secured against falling, protected from damage and stored/used in suitable locations. • Correct regulators, hoses and flashback arrestors fitted and maintained. • Valves closed when equipment is not in use; leaks/damage dealt with promptly. • Good ventilation; oxygen kept away from oil/grease and ignition risks controlled.	• Complete/confirm DSEAR assessment for dangerous substances and gases under pressure. • Check cylinder storage/segregation, signage and emergency arrangements against current supplier/HSE guidance.
Electrical welding equipment	Electric shock, burns and fire.	• Equipment maintained, inspected and used according to manufacturer instructions. • Leads, electrode holders and return connections kept in good condition. • Equipment isolated before maintenance.	• Include welding sets in the electrical maintenance/inspection regime and remove damaged equipment from service.

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Optical radiation (UV/IR) and arc flash	Arc-eye and skin burns to operator and others.	- Correct welding eye/face protection used by operator. - Screens/curtains used to protect other workshop users from arc radiation.	Check screens give adequate coverage and remain in serviceable condition.

3. Pressing, stamping and moulding machinery

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Crushing/shearing at tools, dies and moving parts	Amputation, fractures, crushing, cuts and fatal injury.	- Correct guarding and protective devices in place. - Authorised competent users only; loose clothing/jewellery controlled and hair tied back. - Controls and emergency stop kept accessible.	- Confirm each press has a current POWER assessment and required inspection/thorough-examination arrangements. - Where applicable, verify daily/regular safety-device checks are defined, recorded and completed by competent people. - Use safe isolation/lock-off for tool changes, setting, maintenance and clearing jams.
Ejected material / tooling	Cuts, eye injury and impact injuries.	- Work/tooling correctly set and secured; guards/screens used. - Eye/face protection used where residual ejection risk remains.	Confirm tooling condition and safe setting procedures are documented for the equipment in use.
Noise and repetitive operation	Hearing damage, fatigue and musculoskeletal injury.	- Workstation arranged to reduce awkward posture and excessive reach. - Equipment maintained to reduce avoidable impact/noise.	Include pressing operations in noise assessment and apply engineering/noise-reduction controls where required.

4. Assembly, adhesives, finishing and maintenance products

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Adhesives, paints, cleaners and other hazardous products	Skin/eye irritation, dermatitis, respiratory effects, poisoning and fire/explosion depending on product.	- Current Safety Data Sheets and COSHH assessments available for products in use. - Safer/less hazardous products selected where reasonably practicable. - Ventilation/LEV provided where product or process can create harmful vapour, mist or dust. - Suitable gloves/eye protection used where identified by the COSHH assessment; hygiene arrangements provided.	- Complete a product inventory; remove obsolete/unidentified containers and ensure all decanted containers are labelled. - Assess flammable solvents/aerosols under DSEAR and minimise quantities kept in the workroom.
Manual assembly / awkward posture	Upper-limb disorders, back/neck strain and fatigue.	- Work benches and task layout arranged to reduce bending, reaching and sustained awkward posture. - Tasks varied and suitable work-rest patterns used where repetitive work is prolonged.	Review workstations for frequently repeated or prolonged assembly tasks and adjust height/layout where needed.
Soldering / hot tools	Burns, fire and exposure to soldering fume/flux products.	- Soldering irons placed in stable holders; hot-work surface kept clear. - COSHH assessment considers flux/solder fume and extraction requirements. - Hands washed before eating/drinking.	Confirm suitable source extraction is used where soldering fume exposure is foreseeable.

5. Fabrication and maintenance of electrical equipment

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Incorrectly assembled or faulty equipment	Electric shock, burns, fire or explosion.	- Electrical work carried out by authorised competent persons. - Correct insulation, earthing, fusing and protection used; RCDs used where appropriate. - Test equipment suitable, maintained and used by competent persons.	Ensure completed/repaired equipment is inspected/tested as appropriate before return to use and records are retained where required.
Live electrical work	Severe shock, burns, arc injury and fatality.	- Dead working is the normal method; circuits isolated, secured and proved dead before work. - Live work only where it is unreasonable for the work to be dead and suitable precautions are in place.	Create/confirm a safe-isolation procedure and restrict live work to competent authorised persons under a task-specific assessment.
Static electricity / batteries / stored energy	Shock, burns, fire or explosion.	- Adequate earthing/bonding where required; stored electrical energy discharged safely. - Battery type and charging arrangements used according to manufacturer instructions.	Assess any higher-energy battery charging/storage arrangements and damaged battery response if these are present.

6. Handling, storage, deliveries and lifting equipment

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Vehicle movement and deliveries	Being struck, trapped or exposed to exhaust fumes outside the front of the building.	- Deliveries planned for quieter times where possible; pedestrians kept clear of manoeuvring vehicles. - Reversing/manoeuvring minimised and suitable supervision used where visibility is restricted. - Cordon off street if required directing public to cross safely.	Confirm a clear delivery/reversing arrangement and safe pedestrian waiting area for the site or to cross Wellington Rd safely.
Manual handling of heavy/awkward loads	Back injury, strains/sprains, crush injury and cuts.	- Handling avoided or reduced where possible; trolleys/lifting aids used. - Load weight/shape, route and storage position considered before lifting. - Suitable gloves/footwear used for sharp/rough materials where appropriate.	Complete task-specific manual-handling assessments for significant or repetitive handling tasks.
Unsuitable storage / falling objects	Crush injuries, cuts and fractures.	- Shelving/racking suitable and stable; heavy items stored at lower levels; storage heights authorized. - Access routes kept clear; suitable steps provided for higher shelves.	Inspect racking/shelving periodically and after damage; do not overload. Clearly mark load limits where needed.
Lifting equipment	Crushing, falling loads or failure of equipment.	- Only suitable lifting equipment and accessories used within rated capacity by trained/authorized users. - Equipment maintained and pre-use checks completed where appropriate.	- Maintain a LOLER register. Arrange thorough examination by a competent person at statutory/written-scheme intervals (commonly 6 months for lifting accessories/equipment lifting people and 12 months for other lifting equipment, unless a written scheme specifies otherwise). - Remove the previous "every 14 months" statement from local procedures.

7. Working environment and general workshop controls

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Slips, trips and restricted access	Cuts, bruising, fractures and delayed evacuation.	• Good layout, sufficient space, tidy routes/work areas and regular waste removal. • Floors kept dry and in reasonable condition; suitable slip-resistant footwear used where required. • Exit route checked regularly and kept clear; lighting upgrades and photoluminescent signs retained.	• Complete floor markings and promptly repair any defects that present a trip hazard. • Continue documented pre-opening/session checks where practicable.
Overcrowding	Restricted movement and egress; increased interaction with machinery hazards.	• Maximum of 8 persons within the workshop at any time.	• Display/communicate the occupancy limit and ensure leaders control numbers during sessions.
Noise	Permanent hearing loss, tinnitus and interference with communication/warnings.	• Noise reduced at source where possible through equipment selection, maintenance and work methods. • Hearing protection available/used where the assessment requires it.	• Complete/confirm a competent noise assessment where exposure may reach action values; establish hearing-protection zones and health surveillance where required. • Do not use the old “cannot hear at 2 metres” test as the sole assessment method.
Hand-arm vibration	Hand-arm vibration syndrome and carpal tunnel syndrome from repeated exposure to vibrating tools.	• Low-vibration equipment selected where reasonably practicable; tools kept sharp/maintained; exposure time reduced by work planning.	• Assess HAV exposure for grinders and other vibrating tools if use is more than occasional; control exposure and provide health surveillance where the risk assessment requires it.
Poor ventilation / airborne contaminants	Respiratory irritation, asthma, overheating and reduced comfort.	• Existing 3-stage filter, workstation extraction and authorize dust-collection pipework retained and used as designed. • General ventilation maintained.	• Confirm airflow/capture performance and maintenance schedule; keep extraction in service only where effective. • Arrange thorough examination/testing of LEV at required intervals and retain records.
Lighting / temperature	Trips, eye strain, poor dexterity and reduced concentration.	• Lighting maintained including exit route/final exit; reasonable indoor temperature maintained; task lighting provided where needed.	• Review after layout changes or if users report glare, poor visibility, cold/heat stress or difficulty with detailed tasks.
Hand tools	Cuts, impact injuries and fractures.	• Tools suitable for task and kept in good condition; damaged tools removed from use. • Users instructed in safe use and suitable PPE provided where needed.	• Include hand tools in routine workshop inspections and storage arrangements.

8. Emergencies, fire, spills and lone/out-of-hours work

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
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Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Accident / medical emergency	Injury worsened by delayed first aid or response.	- First-aid arrangements and trained first aiders available according to site arrangements. - People know how to summon assistance and report accidents/near misses.	Check first-aid provision reflects workshop hazards, including eye injury and burns, and that kits are accessible and stocked.
Fire / explosion	Burns, smoke inhalation, fatal injury and property damage.	- Fire procedures, training and suitable fire-fighting equipment in place; escape routes kept clear. - Hot-work, flammable products and compressed gases controlled as described above.	Cross-check workshop controls against the current fire risk assessment and DSEAR assessment; record and close any actions.
Chemical spill	Skin/eye contamination, inhalation and secondary slips/fire risk.	COSHH assessments define spill/emergency precautions; suitable remedial/spill materials available where required.	Confirm spill kits/eyewash are appropriate for substances actually held and users know the response/reporting procedure.
Lone or out-of-hours work	Injury with delayed assistance; increased consequences from machinery, electrical work or hot work.	- Work assessed for suitability before lone/out-of-hours work is permitted. - High-risk work such as use of dangerous machinery, welding/hot work and live electrical work is not carried out alone unless a specific assessment and robust controls justify it.	Create/confirm a local lone-working rule and communication/check-in arrangements for any permitted low-risk tasks.

9. Site-specific additional considerations

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Air-quality controls / extraction installations	Exposure to dust/fume if systems are ineffective or not used.	- Previous assessment records a 3-stage filter, workstation extraction units and new extraction pipework for authorize dust collection. - PPE is provided.	- Identify which processes each system serves; label controls; keep a maintenance/check log and current LEV examination records where applicable. - PPE must supplement, not replace, effective engineering controls where source control is reasonably practicable.
Allotments area	Infection/contamination associated with the activity or materials handled.	PPE provided and staff induction briefing given to users.	Confirm the separate activity controls cover hand hygiene, covering cuts/wounds, safe handling of soil/organic material and any tool-specific risks relevant to the allotments area.
Log burner	Fire, burns, smoke/combustion products and carbon monoxide.	Separate Log Burner Risk Assessment applies.	Keep the separate assessment current and ensure workshop users know that the burner is controlled under that document; do not duplicate or contradict its controls here.
THINK PINK equipment restrictions	Serious injury if higher-risk tools are used by inexperienced or under-age users.	- Pink sticker identifies restricted equipment. - Users must be aged 18+ and complete the required abrasive-wheels course/training and workshop induction video. - Leaders are responsible for enforcing workshop rules.	- Keep a current authorized-user list/training record and make the sticker meaning prominent in the workshop rules. - Review whether any pink-labelled equipment requires additional machine-specific training beyond abrasive-wheel training.

Hazard / activity	Possible harm / persons at risk	Controls to be in place	Further action / verification
Laser Engraver	Eye damage, smoke inhalation, burns	• Protective glasses provided • Fume extraction fitted • Leaders appointed	• Keep a current uthorized-user list/training record and make the sticker meaning prominent in the workshop rules.

10. Review, monitoring and sign-off

- Workshop lead/HSC should review this assessment with the people who use the workshop and verify each stated existing control.
- Machine- and substance-specific assessments (PUWER/COSHH/DSEAR/manual handling/noise/HAV) should be retained alongside this general assessment where required.
- Review after a significant incident or near miss, introduction/removal of machinery, change in process/materials, changes to extraction/ventilation, building changes, or evidence that a control is ineffective.
- Record actions, owners and completion dates locally. Safety-critical defects should result in the activity/equipment being stopped until adequately controlled.

Reviewed on site by		Role	
Approved by		Date	
Next review date	16/08/2027 or sooner	Assessment version	Workshop RA - Aug 2026 draft

Key current UK legal and HSE guidance references used for this update

- Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety and Welfare) Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998 (PUWER), including HSE L22/HSG129; Safety in the use of abrasive wheels (HSG17); Safe use of power presses (L112/HSG236).
- Control of Substances Hazardous to Health Regulations 2002 (COSHH), with HSE guidance on welding fume, metalworking fluids, wood dust, RPE and local exhaust ventilation (HSG258).
- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR); Electricity at Work Regulations 1989; Regulatory Reform (Fire Safety) Order 2005.
- Control of Noise at Work Regulations 2005; Control of Vibration at Work Regulations 2005; Manual Handling Operations Regulations 1992.
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER); Personal Protective Equipment at Work Regulations 1992 as amended in 2022; RIDDOR 2013.

Draft status: Do not treat this document as evidence that the listed physical controls have been checked. Complete the site-verification and approval fields above, close the priority actions, then issue the controlled final version.