

## Risk Assessment

**Venue & Date:** Swainby Village Hall, 30 High Street, Swainby, DL6 3EG; Sat 26 March 2022.

**Time:** 09:00-13:30: Open to public: 10:00-12:00 Last item booked in ~11:50 Repairing will stop at 12:45

Risk assessment carried out by: Simon Gibbon **Date:** 14 May 2022

Hazards	Who might be harmed and how?	What will be done to manage risk?	Action by whom?	Action when?
Electrical items	<ul style="list-style-type: none"> <li>Participants working with devices with hardware problems.</li> <li>Risk of electric shock and burn.</li> <li>Risk of fire.</li> </ul>	<ul style="list-style-type: none"> <li>All mains electrical items PAT tested before any repair</li> <li>All devices will be unplugged from mains, and batteries removed before opening them.</li> <li>No-one to undertake electrical repair without having the necessary skills, knowledge and experience to carry out the work safely.</li> <li>Stop using equipment immediately if it appears to be faulty. RCDs to be used.</li> <li>Fixers identify suitable (foam, CO2) fire extinguisher before event.</li> <li>RCDs to be used on all sockets and extension leads</li> </ul>	Team members	Set up / during the Repair Cafe
Hot soldering irons and recently soldered items	Repairers more at risk than Repairees	<ul style="list-style-type: none"> <li>Sensible precautions to be taken when soldering.</li> <li>Soldering irons must be in a proper holder when not in use and not left on or near flammable materials including plastic.</li> <li>If customer using them, point out the risk to them.</li> <li>Tie long hair back.</li> <li>No children under 16 to be allowed to handle soldering irons.</li> </ul>	Team members	During the Repair Cafe
Solder ingestion/fumes	Participants	<ul style="list-style-type: none"> <li>Solder will be kept under control, soldering activity only near a source of ventilation.</li> <li>Lead-free solder will be used</li> </ul>	Team members	During the Repair Cafe
Inappropriate use of tools	Participants misusing screwdrivers and other tools	<ul style="list-style-type: none"> <li>Participants will be guided through the use of all tools by volunteers.</li> <li>Tools to be stored safely / on work table.</li> <li>Team members will support and advise participants during the event.</li> <li>All participant tool use will be supervised</li> </ul>	Team members	During the Repair Cafe
Handling electrical components	Participants handling charged up capacitors	<ul style="list-style-type: none"> <li>Participants will be guided by experienced team members</li> </ul>	Team members	During the Repair Cafe
Dismantling	Participants could injure their	<ul style="list-style-type: none"> <li>When necessary, the team will provide safety glasses for</li> </ul>	Team	During the

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equipment	eyes if a component was disassembled incorrectly	dealing with such equipment	members	Repair Café
Safety of devices after repairs	Participants when using a device after a repair is performed	<ul style="list-style-type: none"> <li>• All suitable devices will be tested after repairing them.</li> <li>• All electrical items will be PAT tested by suitably qualified person</li> <li>• PAT equipment available</li> </ul>	Matthew	During the Repair Café
Trips, slips, falls, bumps	Anyone	<ul style="list-style-type: none"> <li>• Walkways to be kept clear, items to be repaired stored safely, work tables to be next to electrical sockets to prevent trailing leads</li> </ul>	Simon & Team	Setting up and during the Repair Café
Sharp tools	<ul style="list-style-type: none"> <li>• Anyone.</li> <li>• Cut and eye injuries.</li> <li>• Repairers more at risk than Repairees.</li> </ul>	<ul style="list-style-type: none"> <li>• Sensible precautions to be taken when tools are in use.</li> <li>• If Repairees are using them, point out the risk to them.</li> <li>• No children under 16 to be allowed to handle sharp tools.</li> <li>• Safety notice on repair table</li> </ul>	Team	Set up / during the Repair Café
Trailing wires	Participants could trip over them and fall	<ul style="list-style-type: none"> <li>• Wires to be routed round wall and table edges where possible and taped to floor where they present a trip hazard.</li> <li>• Safety notice on repair tables</li> <li>• Repairees will be kept in the middle of room and not allowed behind the tables where repairers are working</li> </ul>	Team members	Set up / during the Repair Café
Hot drinks	<ul style="list-style-type: none"> <li>• Spills of hot water, tea or coffee could result in scalds.</li> <li>• Spills of any liquid can make floors slippery and cause people to slip and trip.</li> </ul>	<ul style="list-style-type: none"> <li>• Sensible precautions to be taken when serving hot drinks.</li> <li>• Mop up spillages straight away.</li> <li>• Safety notice at café</li> </ul>	Di & team	Set up / during the Repair Café
Sewing machines	<ul style="list-style-type: none"> <li>• Repairer more at risk than repairees.</li> <li>• Needle can break if it hits metal e.g. zip.</li> <li>• Cuts, puncture injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Sensible precautions to be taken by repairer.</li> <li>• Careful storage of needles, scissors, etc.</li> </ul>	Team members	During the Repair Café
Ironing	<ul style="list-style-type: none"> <li>• Danger of scolding from hot iron</li> </ul>	<ul style="list-style-type: none"> <li>• Only used by sewing team</li> <li>• Only switched on when in use, switched off after use</li> </ul>	Team members	During the Repair Café
Hot drinks	<ul style="list-style-type: none"> <li>• Spills of hot water, tea or coffee could result in scalds.</li> <li>• Spills of any liquid can make</li> </ul>	<ul style="list-style-type: none"> <li>• Sensible precautions to be taken when serving hot drinks.</li> <li>• Mop up spillages straight away.</li> <li>• Safety notice at café</li> </ul>	Di & team	Set up / during the Repair Café

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	floors slippery and cause people to slip and trip.			
Sparks from knife sharpening	<ul style="list-style-type: none"> <li>Sparks may cause fire if they fall on flammable materials</li> <li>Sparks may cause eye injury</li> </ul>	<ul style="list-style-type: none"> <li>Sharpening will not happen inside the Village Hall</li> <li>Sharpening will be carried out in the Village Hall Courtyard</li> <li>The Courtyard will be kept clear of any flammable materials</li> <li>Both repairers and clients will wear eye protection when sparks are being produced during sharpening</li> </ul>	Repairers	During the Repair Café
Use of glues / adhesives	<ul style="list-style-type: none"> <li>Skin irritation, inhalation of fumes</li> </ul>	<ul style="list-style-type: none"> <li>All glues / adhesives / spirits will be used in accordance with instructions</li> <li>Containers will be kept sealed</li> <li>Protective gloves will be worn if necessary</li> <li>Items will be taken outside if fumes are excessive</li> </ul>	Repairers	During the Repair Café
Manual handling	Risk of back injury from lifting heavy tools, moving equipment and/or bulky repair items	<ul style="list-style-type: none"> <li>All team are expected to take responsibility for their own health and safety</li> <li>Ask for help if required</li> <li>Team expected to offer help to reparaees where needed</li> </ul>	Team	Before / during / after the Repair Café
Unwanted Public Access	Disruption to Repair Cafe	Organiser / front of house ask person/people to leave premises – a civil and polite manner	Simon & Team	During the Repair Café
General Health and Safety	All	<ul style="list-style-type: none"> <li>All team to remain observant and report any concerns to Simon</li> <li>All repairers to only operate within their skill set – either defined by professional training or due to confidence built up by their own experience</li> <li>All repairers will seek help if they find themselves outside their skill set</li> </ul>	Repairers	During the Repair Café
Reporting of Accidents	All	<ul style="list-style-type: none"> <li>All accidents and incidents will be recorded on this form</li> <li>All recorded accidents and incidents will be reviewed after the Repair Café and practices will be adjusted to ensure no recurrence in subsequent Repair Cafés</li> <li>All repairers will be asked to feedback specifically on the safety aspects of the Repair Café to seek ways to improve safety in future</li> </ul>	All / Simon	Before / during / after the Repair Café

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<b>ON SITE AMENDMENTS</b>				