




COMMUNITY PROJECT

HEALTH AND SAFETY DETAILED RISKS AND CONTROLS

Project Name	Percy Wood Commun-i-tea Room Redecoration Project	Reference	PRJ-23-0304
Description	<p>This is a community room service the Percy Wood Close residents. The group are looking for support with redecorating and refreshing their community room, and associated toilets and kitchen.</p> <p>The project will comprise of preparing surfaces for painting, painting the walls and cleaning when complete.</p> <p>Materials and equipment will be provided (for example paint, rollers, brushes, trays etc), however, the volunteers will be responsible for ensuring they are dressed appropriately, have food and refreshments and are wearing suitable footwear.</p>		
Location	 <p>Percy Wood Close, Hilton, DERBY, Derbyshire DE65 5GF, England, United Kingdom https://goo.gl/maps/XxbSrdFB6chj6nbn8</p>		
Site Plan (if available)			
Assessor	Adrian Moore, Volunteer Force Development Officer	Date	11/05/2023
Line Manager	Liz Gumbley, Community Groups Network Manager	Date	18/05/2023
Planned Review Date	17 th May 2024		
Supporting images or photographs to aid site orientation			

HAZARD IDENTIFICATION

Hazard	Likelihood			Severity			Risk			NA
	L	M	H	L	M	H	L	M	H	
Prolonged repetitive movements when painting	L	M	H	L	M	H	L	M	H	
Working in poor or awkward postures	L	M	H	L	M	H	L	M	H	
Skin contact with paint	L	M	H	L	M	H	L	M	H	
Eye contact with paint	L	M	H	L	M	H	L	M	H	
Inhalation of paint fumes	L	M	H	L	M	H	L	M	H	
Ingestion of paint	L	M	H	L	M	H	L	M	H	
Spray equipment	L	M	H	L	M	H	L	M	H	NA
Steaming equipment	L	M	H	L	M	H	L	M	H	NA
Scraping	L	M	H	L	M	H	L	M	H	
Hand tools	L	M	H	L	M	H	L	M	H	
Work on stairs	L	M	H	L	M	H	L	M	H	NA
Work at height	L	M	H	L	M	H	L	M	H	
Manual handling (Moving Furniture)	L	M	H	L	M	H	L	M	H	
Illness and or accidents	L	M	H	L	M	H	L	M	H	
Drug and alcohol use	L	M	H	L	M	H	L	M	H	
Untidy working environment	L	M	H	L	M	H	L	M	H	

PEOPLE AT RISK

Workers	YES
Adjacent Workers	YES
Site Wide Workers	YES
Occupants	NO
Visitors	YES
Members of Public	NO

CONTROLS

Risk	Control Measures
Repetitive movements Repetitive strain injury and fatigue	<ul style="list-style-type: none"> • Use rollers or spray techniques for work on larger areas as opposed to hand bushing. • Use appropriate brush sizes for the job.
Poor posture Musculoskeletal problems	<ul style="list-style-type: none"> • Avoid working in poor or awkward postures e.g. painting overhangs, extended reaches, etc. • Use fixed height work platforms, tower scaffolds and low-level scaffolding to appropriate height for activity. • Wear appropriate PPE, kneepads, shin guards etc when working at low level. • Take regular breaks from working in awkward / uncomfortable positions where these cannot be avoided entirely.
Skin contact Dermatitis / irritation from skin contact	<ul style="list-style-type: none"> • Use non or low hazardous paints and chemicals where possible. COSHH assessments to be carried out for all hazardous substances, and the control measures put in place during use or handling. • Wear personal protective equipment (gloves/safety glasses) and barrier creams prior to handling hazardous substances. • Wash off all contact chemicals and paint as soon as practicable. Follow recommendations of manufacturers and suppliers as detailed in the material safety data sheet.
Eye contact Irritation/ damage to the eye through contact	<ul style="list-style-type: none"> • Wear safety goggles when splashing is likely and during sanding operations. • If contact occurs rinse immediately with eye wash or water. Seek medical advice. • Use non or low hazardous paints and chemicals where possible.
Inhalation of fumes Respiratory asphyxiation/ intoxication from fumes	<ul style="list-style-type: none"> • Use hazardous substances in accordance with manufacturers instruction, material data sheets and COSHH assessments. • Ensure area is well ventilated with good air flow prior to commencing work. • Wear face mask when using spraying techniques and during sanding operations. • Use non or low hazardous paints and chemicals where possible.
Ingestion Irritation or injury from ingestion	<ul style="list-style-type: none"> • Do not eat drink or smoke in the work area. • Maintain good standards of personal hygiene do not eat drink or smoke when hands are contaminated with paint. • Wash hands regularly.
Scraping Risk of cuts	<ul style="list-style-type: none"> • Always use scrapers with a hand protection grip. • Operatives to wear gloves and eye protection during scraping operations. • Visually check scrapers before and after use. Report any defects to supervisor.

Risk	Control Measures
<p>Hand tools Injury from use of hand tools</p>	<ul style="list-style-type: none"> • All hand tools and equipment should be visually checked for faults before use. • Any faults reported to project supervisor and tool taken out of use for repair or replacement. • Correct use of tools in accordance with manufacturer's recommendations at all times and specific risk assessments for hand tools / equipment where risks are significant.
<p>Work at height Falls of people or materials from height</p>	<ul style="list-style-type: none"> • Avoid work at height where possible with use of extending equipment. • Ladders to be used for short duration work only. • All work at height to be carried out from working platforms e.g. tower scaffolds where practicable. Suitable access equipment will be selected to provide a safe working platform for the task. • Separate risk assessment to be carried out for equipment selected. Working platforms installed on even, firm and level ground area. • Safe access shall be provided to the working platform and will be subject to inspection before and during its use. • Work area to be fenced off and warning signs at all access points to work area where work is carried out above ground level. • Suitable barrier edge protection shall be employed where necessary. Operatives trained in work at height. Only authorised operatives to carry out work at height.
<p>Manual handling Injury from lifting and carrying furniture and equipment</p>	<ul style="list-style-type: none"> • All volunteers given safe manual handling instruction. • Ensure that volunteers only lift items to their own capability. • Use alternative methods to move heavy or large items i.e. trolley, wheel barrows etc. • Encourage multi-lifting to reduce individual physical weight strain. • Encourage rotation of tasks.
<p>Untidy, wet, uneven or slippery surfaces Muscular injuries; Slips, trips or falls; Loss of control of equipment or machinery.</p>	<ul style="list-style-type: none"> • Safety footwear to be worn. • Operatives instructed not continue work if conditions are considered dangerous. • Working areas to be cleared of any obstacles. • Tools to be safely stowed to ensure they do not create a trip hazard when not in use. • Debris and or rubbish is to be removed on a regular basis prior to any work being carried out. • Mark any hazards to make them visible.

Risk	Control Measures
Illness and or accidents Cuts, bruises, seizures, head injuries etc.	<ul style="list-style-type: none"> At least one member of staff on site must be first aid qualified. Access to a suitably stocked first aid kit. Where appropriate and agreed by individual's storage of extra medication. For example, a spare inhaler (specific to the individual and labelled with their name). Volunteers emergency contacts to hand – this should be locked away if not in use. Record any medical needs for individuals. Record any accidents/incidents in an accident book. Create a concise record of volunteers that may be vulnerable to accidents or medical conditions – this will primarily be done at the induction process.
Drug and alcohol use Injury to self and others	<ul style="list-style-type: none"> Smoking, consumption of alcohol and illegal drugs are not allowed on the project site.

RISK LEVEL

<L Very Low safe to proceed work under standard control measures	L Low safe to proceed work under additional control measures	M Medium proceed with caution under additional controls measures	H High proceed with caution under further controls with supervision	! Very High unsafe DO NOT proceed - essential further action needed
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FURTHER ACTION OR CONTROLS REQUIRED

Action Required	Timeframe	By	Date
Ensure adequate supervision is provided and that control measures remain valid for the duration of the works.	Ongoing	Designated supervisor	
Completion of the attached COSHH assessment for the materials and or substances to be used.	4 Weeks Prior	Organisation Representative	
All staff to be briefed in the importance and use of correct Personal Protective Equipment and wearing of the correct PPE made a condition of volunteering.	1 Week Prior & Refresh on arrival at site.	Designated supervisor	
Ensure adequate hand washing facilities on site.	Before starting work	Designated supervisor	
Familiarisation with Fire Evacuation procedures on site.	Before starting work	Designated supervisor	