



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



HEALTH AND SAFETY: GENERAL WORKSHOP SAFETY

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Introduction

- 1 The purpose of this code of practice is to give guidance to all those who have a responsibility for controlling the work undertaken in a workshop and the environmental conditions under which such work is performed; and to all those who may use the tools, plant, equipment and facilities offered by the various workshops in the University.
- 2 For the purposes of this document, a person shall be regarded as competent, where he/she has sufficient training and experience or knowledge and other qualities to enable him/her to properly carry out the process undertaken.
- 3 Where the word “must” is used and a legal reference is given, a legal requirement is involved and the instruction is mandatory.
- 4 Where the word “must” is used with no legal reference, a strong recommendation is implied based upon the advice of the Health & Safety Manager, or upon the advice and experience of other recognised authorities.
- 5 The use of the word “should” implies a recommendation but recognises that some discretion is appropriate in the particular circumstances, which may exist.
- 6 All employees have a duty to maintain high standards in safety practice as an example to less experienced workers.
- 7 Whatever task is being undertaken in the workshop, it should be just as natural to consider the safety of the equipment used or the artefact being made, as it is to consider the function of the equipment.
- 8 Workshops must always be regarded as places of relatively high risk, where machinery is readily available which can kill or maim in a split second, if not used with the greatest care at all times and with the fullest regard for its potential for causing serious injury. Such hazards exist with portable power tools, as well as with fixed machinery.

Control and supervision

Workshop supervision

- 9 For every workshop there shall be one particular named person who is charged with being responsible for all aspects of safety within that workshop, or under his/her control, including where necessary, the supervision of other individuals using the machines and equipment.
- 10 The names of the Supervisor or other competent authorised person(s) should be displayed at the entrance to the workshop.

Employees

- 11 All employees, not just the Workshop Supervisor have a duty to ensure that safety procedures are carried out by themselves and by other employees and students. Even persons of minimum skill have a duty to themselves and to others and must work in a safe manner at all times. (Health & Safety at Work Sections 7 & 8). It is

particularly important that members of this latter group should seek advice on safe methods of working from the senior workshop employee. Students are here to learn and improve their skills by observation, practice and experience. This must never be gained by being exposed to risk – the students must be fully supervised until such time as he/she is judged by the Workshop Supervisor or other competent authorised person to be competent to work without supervision. [Health & Safety at Work 2(2)(C)]. See section 2.4 below.

Training of operators

- 12 This should consist of three elements:
 - a **General.** The basic skills and knowledge common to all machines. This will include aspects of 'good housekeeping' plus knowledge of the relevant legislation.
 - b **Machine specific.** The basic skill in the operation of the machine, including the position and function of emergency stops; basic safety rules related to the operation of a machine or class of machines; the use and adjustment of guards and safety devices.
 - c **Familiarisation.** On –the-job operation under close supervision (see section 1.2).
- 13 Only those employees who have received appropriate technical training in relation to workshop machinery will be deemed suitable to operate or supervise other people in such equipment. The line manager or other competent authorised person concerned will determine the need for appropriate training.
- 14 No student or other person may be allowed to operate machinery without first being adequately instructed in its use, by a competent authorised person.

Supervision

- 15 Despite the guarding of machines to the standards required, there may still remain a residual risk and the Supervisor must therefore ensure that only competent authorised persons are permitted to use machines and equipment unsupervised. [HASAW 2(3)(C)].
- 16 Whenever a person who is not yet considered by the Workshop Supervisor or other competent authorised person to be fully competent is required, or has need to use a particular machine, then the Workshop Supervisor or other competent authorised person shall arrange that the operator is supervised by another fully competent person who must ensure that only safe methods of working are followed.
- 17 No student may work unaccompanied in any workshop. There must always be another person within sight and hearing who can render assistance in the event of an emergency.
- 18 No employee may work unaccompanied in any workshop unless appropriate precautions and measures have been established, relevant to equipment being used.

Entry control

- 19 Each workshop shall, so far as is reasonably practicable, be securely closed when proper supervision is not available. If this is not possible, all hazardous equipment must be secured to prevent unauthorised use and electrical equipment isolated or the power turned off. Apart from those regularly employed as operators or supervisors in

workshops; permission to use any machine must always be first obtained from the person in charge.

- 20 Each workshop entrance must display a notice to include, but not be limited to the following:
- Any person entering this workshop must make himself or herself known to the person in charge.
 - Any person wishing to use this workshop must have completed a Workshop Induction Record – Part 1.
 - No piece of equipment may be used without having completed the relevant section of the Workshop Induction Record – Part 2.
 - In the interests of safety the person in charge has the right to refuse or limit entry to this workshop.
 - Power tools must not be used unless an appropriate person is present to supervise.
 - Machine guards must be properly adjusted and used where provided and never removed when machines are in use.
 - Extraction must be used if required.
 - Appropriate PPE must be worn at all times.
 - Jigs & fixtures must be inspected before use for defects and suitability.
 - All machines will be left with their blades and cutters stationary and brakes on, (where fitted), and the power isolator in the off position.
 - No tools or equipment may be removed from this workshop without the permission of the person in charge.

IF IN DOUBT STOP AND ASK.

Legislation

- 21 All machines/equipment and chemicals must comply with relevant Regulations, eg The Provision and Use of Work Equipment Regulations 1998 as applied to machinery, the Control of Substances Hazardous to Health Regulations 2002, Electricity at Work Regulations. It is the responsibility of the supervisor to ensure that machines in use, including portable machines brought in by students or other employees, are safe for use and are used safely. [HASAW 1974 Sec 2(2)(a)].
- 22 The Workshop Supervisor or other competent authorised person must ensure that copies of all relevant legislation and regulations are readily available and where required, (e.g. The Health and Safety at Work Act), displayed in the relevant workshop. For more information, contact the University's Safety Manager.

Codes of practice

- 23 The Workshop Supervisor or other competent authorised person should keep copies of relevant codes of practice, guidance notes and risk assessments, so that they are readily available to students and workshop employees. Attention is drawn to the publications of the Health and Safety Executive designed to give advice on the best practices in health and safety. A list of these publications dealing with aspects of workshop safety is available from the Health & Safety Manager and supervisors are advised to keep copies of them in the workshop.

- 24 Where necessary, Workshop Supervisors or other competent authorised person(s) will produce their own codes of practice which will give much more detailed information on health and safety within their workshop.

Safe work rules

- 25 The completion of work by safe methods must always take precedence over any deadlines determined by the person commissioning the work.
- 26 Appropriate clothing must be worn when in workshops. The Workshop Supervisor or other competent authorised person will determine what is deemed appropriate, bearing in mind that not only machine operators will require 'appropriate' clothing, but also others who may only be observing operations. Loose clothing, e.g. ties, necklaces, chains etc. present a danger when using rotating machinery and must be prohibited. Long hair must be covered or tied back as appropriate if the Workshop Supervisor or other competent authorised person(s) considers the length to be such as to be hazardous.
- 27 Personal protective equipment, appropriate tools etc. must be used as required by regulations, in particular, Personal Protective Equipment at Work Regulations 1992, Control of Lead at Work Regulations SI 1980: 1248, Control of Substances Hazardous to Health Regulations 2002, The Electricity at Work Regulations 1989, Noise at Work Regulations 2005.
- 28 New work/processes involving the use of hazardous substances must not be started unless a Coshh (Control of Substances Hazardous to Health) risk assessment form has been completed, whereby appropriate proper controls etc. must be implemented. [Management of Health and Safety at Work 1999]. Coshh risk assessment forms can be obtained from the Health and Safety web page 'Risk Assessment' section.
- 29 The Workshop Supervisor or other competent authorised person must ensure that work equipment risk assessment forms are completed and are readily available. Work equipment risk assessment forms can be obtained from the Health and Safety web page 'Risk Assessment' section.
- 30 All persons are responsible for housekeeping and to ensure that spillages are cleaned up immediately and that the floor is kept as non-slip as possible.

Personal hygiene

- 31 Food and drink must not be consumed or brought into the workshops.
- 32 Mineral oils are known to cause dermatitis and in some cases, cancer. Operators and others coming into contact with mineral and other chemicals, for example cleaning fluids, solvents, acids/alkalis, etc must be made aware of the need for cleanliness and thorough hand washing. Regular and effective cleaning of overalls and any personal clothing, which comes into contact with chemicals, is essential.

Location of machines

- 33 Machines must always be located in workshop in such a way as to ensure that there is always adequate room to work without risk of endangering an operator at any machine

nearby, or any other person in the workshop area. The clearance between moving sideways and fixed adjacent objects should not be less than 0.5 metres.

Labelling of machines

- 34 All machinery must have a coloured sticker to indicate the level of risk inherent to it. (Stickers are obtained from the University Safety Manager):
- Green would signify low risk (only to be used after training);
 - Yellow would signify medium risk (only to be used with permission);
 - Blue would signify medium risk (only to be used after sufficient training & under supervision);
 - Red would signify high risk (approved employee use only).

Housekeeping, lighting, ventilation and temperature

Environment

- 35 Persons using the workshop must ensure that the working environment is satisfactory and safe and that any deficiencies are brought to the attention of the appropriate supervisor, Estates (Badger maintenance reporting system) or the Health & Safety Manager, as appropriate.

Temperature

- 36 The workshops should always be warm. At low temperatures mistakes and accidents can occur. Excessive heat can also increase the chance of an accident.

Waste

- 37 Each workshop must have a robust system for the collection, handling, storage and disposal of waste materials. The Workshop Supervisor or other competent authorised person will be responsible for the safe management of waste.
- 38 Due to manual handling regulations, each workshop must ensure that rubbish bags are not over loaded.
- 39 All swarf and other sharp edged waste materials (glass, metal etc.) must be regularly cleaned up and placed in approved type metal 'sharps' bin. No rubbish of any kind must be allowed to accumulate. Compressed air must not be used for cleaning operations.

Lighting

- 40 The Workshop Supervisor or other competent authorised person must ensure that the lighting of the area under his/her control is adequate for the nature of the work being carried out. Under certain circumstances fluorescent lighting may produce a stroboscopic effect in relation to rotating machinery. When appropriate, local tungsten lighting should be used. Persons using machines under fluorescent lighting must be warned that the stroboscopic effect could make moving parts appear stationary.

Ventilation

- 41 The Workshop Supervisor or other competent authorised person must satisfy themselves that ventilation in the area under his/her control is satisfactory with regard to the nature of work being carried out, particularly in respect to welding, spray painting, glassblowing, wood machining and other processes involving use of hazardous substances. (Control of Substances Hazardous to Health Regulations 2002).

Accidents and emergencies

Accidents

- 42 All accidents and near misses must be reported using the “Accident and Dangerous Occurrence” online form in the employee portal.
- 43 Remember, you must not use machinery when tired or if you have taken medication, drugs or alcohol.

First aid

- 44 Each workshop must have a first aid box. The Workshop Supervisor or other competent authorised person must ensure that the first aid box is checked and if necessary, restocked weekly.
- 45 First aid supplies can be obtained from the Health & Safety Manager.

Fire

- 46 Workshop employees should know how to use fire-fighting equipment and should know where the equipment is located. (See University Safety Procedures).