| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unsafe use of varnishes, glues, oils, solvents, degreasing agents, resins |  | Exposure (skin, lungs, eyes)  to irritating or potentially hazardous chemicals | M | Safety Data Sheets (SDS) are readily available for all hazardous chemicals  Hazardous chemicals are used in accordance with their SDS |  |  |  |  |
| H | All users are aware of the hazards and precautions that must be taken when using chemical products |
| All hazardous chemicals labels are legible and are read and understood before use |
| Containers with non-hazardous substances, e.g. water, clearly labelled to avoid confusion |
| Unsafe storage of varnishes, glues, oils, solvents, degreasing agents, resins |  | Unsupervised Access  Fire | H | Hazardous chemicals are stored securely in well ventilated rooms where access is controlled – students do not have access  Chemicals are stored in accordance with information requirements of the SDS |  |  |  |  |
| Incompatible substances are not stored together (See relevant SDS) |
| Quantities are kept to a minimum especially flammable liquids |
| Inadequate personal protective equipment (PPE) |  | Exposure causing irritation  Splashes | H | Appropriate PPE is available and used as directed on the SDS |  |  |  |  |
| Incorrect disposal of hazardous chemicals |  | Environmental contamination  Chemicals being used outside manufacturer’s specifications | H M | Correct disposal procedures are in place for chemical waste  Checks are undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals  Chemicals are disposed of in accordance with the SDS and the Local Authority |  |  |  |  |

| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ingestion of contaminated material |  | Poisoning or ill health | M | Food and drink are prohibited in working area |  |  |  |  |
| Contact with hazardous materials |  | Exposure to hazardous materials | M | Personal hygiene is promoted (washing of hands, use of barrier creams etc.) |  |  |  |  |

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If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /