



THE JOINERY HUB

(GLASGOW)

Crafting Recovery, Shaping Futures

GENERAL WORKSHOP RISK ASSESSMENT

Organisation	The Joinery Hub (Glasgow) CIC	Assessment by	Andrew Ferguson, Director
Workshop	Unit 55, 42 Dalsetter Avenue, Glasgow G15 8TE	Assessment date	11 August 2026
Telephone	07438 105769	Review date	August 2027 or sooner if circumstances change
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Scope

This assessment covers general workshop activities, including joinery and woodworking, hand and portable power tools, fixed machinery, CNC equipment, 3D printing, materials handling, cleaning, visitors and supervised participants. Individual high-risk machines, processes and hazardous substances should also have task-specific assessments where required.

Risk rating: Low = adequately controlled; Medium = additional attention/control required; High = activity must not proceed until risk is reduced.

Hazard	Who may be harmed	Existing controls	Initial risk	Further action / monitoring	Residual risk
Slips, trips and falls	Staff, participants, volunteers, visitors	Keep floors, walkways and exits clear. Clean spills promptly. Store cables, timber and materials safely. Maintain adequate lighting. Suitable footwear required.	M	Daily housekeeping checks; repair damaged flooring or lighting promptly.	L
Fixed woodworking machinery	Operators and nearby persons	Only trained/authorised persons to operate. Guards, fences, riving knives and extraction fitted and used. Emergency stops accessible. Isolate before adjustment, blade/tool changes or clearing jams. No loose clothing/jewellery.	H	Machine-specific risk assessments and operating instructions to be maintained. Supervision appropriate to competence.	M
Portable power tools	Operators and nearby persons	Pre-use visual checks. Correct tool/accessory for task. Guards retained. Workpieces secured. Disconnect/isolate before adjustments. Eye/hearing protection and dust control as required.	H	Maintain inspection/maintenance regime and remove defective equipment from use immediately.	M
Hand tools and sharp edges	All workshop users	Correct tool selected and maintained. Cutting tools stored safely. Cut away from body where practicable. Work secured. Instruction and supervision provided.	M	Replace damaged handles, blunt or defective tools.	L
Wood dust and airborne particles	All workshop users, especially machine operators	Local extraction used at source. General ventilation maintained. Vacuum/dust extraction used for cleaning rather than dry sweeping or compressed air. Suitable RPE used where assessment requires it.	H	Maintain extraction; inspect filters/hoses. Complete specific COSHH assessment for wood dust and relevant materials.	M
Noise	Operators, participants and visitors	Quieter methods/equipment used where practicable. Exposure time controlled.	M	Assess noise exposure where machinery use becomes regular or prolonged; mark hearing	L

		Hearing protection available and required in designated/high-noise operations.		protection zones if required.	
Flying chips, fragments and projectiles	Operators and nearby persons	Machine guards and screens used. Safety glasses/face protection as appropriate. Keep bystanders clear of cutting/machining zones. Secure workpieces and tooling.	H	Include eye protection requirements in induction and machine signage.	M
Manual handling / timber and sheet materials	Staff, volunteers and participants	Assess load before lifting. Use safe lifting technique and team lift or mechanical assistance for bulky/heavy items. Store sheet materials securely to prevent falling.	M	Plan deliveries and large-sheet handling; avoid lone handling of awkward loads.	L
Electricity and electrical equipment	Everyone in workshop	Equipment visually checked before use. Damaged plugs, cables or tools removed from service. Sockets not overloaded. Equipment kept dry. Suitable RCD protection used where appropriate. Repairs by competent persons.	H	Maintain formal inspection/maintenance arrangements based on equipment and use.	L
Fire and evacuation	Everyone in premises	Escape routes and exits kept clear. Combustible waste controlled. Ignition sources managed. Appropriate extinguishers/fire detection provided. Users briefed on evacuation arrangements and assembly point.	H	Record fire checks/drills; maintain fire equipment and separate flammables from ignition sources.	M
Flammable liquids, adhesives, paints and finishes	Users handling substances; others nearby	Keep quantities to minimum. Follow product labels/SDS. Use with ventilation and away from ignition sources. Containers closed and stored appropriately. Suitable gloves/eye protection where required.	H	Create substance-specific COSHH assessments and maintain current SDS file.	M
CNC machinery	Operator, participants, nearby persons	Trained/authorised operation only. Guards/enclosure closed during machining. Correct tooling, speeds and secure workholding. Extraction operating. Emergency stop known and accessible. Isolate before maintenance/tool changes.	H	Machine-specific assessment and written safe operating procedure required.	M
3D printers / hot surfaces and moving parts	Operators and participants	Printers positioned on stable surface with clear ventilation. Avoid contact with hot nozzle/bed. Do not reach into machine while operating. Manufacturer guidance followed. Suitable filament/material settings used.	M	Assess ventilation requirements for materials used and maintain printers in good condition.	L
Dust/fire from accumulated waste	Everyone in workshop	Dust and offcuts removed regularly. Extraction bins emptied safely. Waste not allowed to accumulate around machinery, heaters or electrical equipment.	H	Introduce documented end-of-session housekeeping check.	L
PPE	Workshop users	PPE selected according to task: eye, hearing, respiratory, hand and foot protection as appropriate. PPE does not replace guards/extraction. Users instructed in correct use and limitations.	M	Check PPE condition and stock regularly; provide suitable sizes/types.	L
Visitors and inexperienced participants	Visitors, learners, young people and adults requiring support	Workshop induction before practical activity. Clear boundaries around machinery. Direct supervision based on competence and needs. No unauthorised machine use. Visitors escorted where necessary.	H	Record inductions and competency/authorisation for relevant machinery.	M
Lone working	Staff/directors	Avoid lone working for higher-risk activities where assistance may be required. Maintain phone	M	Identify activities prohibited during lone working and document arrangements.	L

		access and communication arrangements. Do not undertake tasks alone where the risk assessment requires another person.			
First aid / injury response	Everyone	First-aid kit accessible and stocked. Emergency contact arrangements displayed. Accidents and near misses recorded and investigated. Emergency services contacted when required.	M	Maintain trained first-aid provision appropriate to activities and attendance.	L
Safeguarding / behaviour affecting safety	Participants, staff, volunteers and visitors	Safeguarding policy applies. Respectful conduct required. Unsafe behaviour, horseplay, impairment or misuse of equipment results in activity stopping. Concerns reported to the designated lead.	M	Reinforce conduct and safeguarding expectations during induction.	L
Fatigue, distraction or impairment	All workshop users	Users must be fit to undertake the task and able to follow instructions. Stop work if concentration, fatigue, medication effects, alcohol/drugs or distress make safe operation doubtful.	H	Supervisor to adapt, postpone or stop tasks when safe participation cannot be maintained.	L
Storage and falling objects	Everyone	Racking/shelving kept stable and not overloaded. Heavy items stored lower down. Timber secured against movement. Access equipment used rather than climbing on furniture or machinery.	M	Periodic storage/racking inspection.	L

General control principles

- All users must receive an appropriate workshop induction before undertaking practical activities.
- Only competent, trained and authorised persons may use machinery for which specific competence is required.
- Manufacturer instructions, guards, extraction and emergency controls must not be defeated or bypassed.
- Work must stop when a defect, unsafe condition, incident or significant change is identified.
- Machine-specific, activity-specific, fire and COSHH assessments should supplement this general assessment where applicable.
- Risk assessments should be reviewed after an accident/near miss, equipment or layout change, new process/material, change in participants, or at the stated review date.

Approval and review

Responsible person	Andrew Ferguson	Signature	
Date	11 August 2026	Next planned review	August 2027