

QUALITATIVE RISK ASSESSMENT (QRA) FORM

Document Number: NDSME-RA-001

General Maintenance in Workshop or on Site

QRA Title (e.g. Work, Activity, MOC, etc.)

NDSME Site

Location(s)

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18/06/2025

Qualitative Risk Assessment Team (Minimum 2 people)

Date

TASK, PROCESS STEP, or PROPOSED CHANGE	THREATS / HAZARDS / ASPECTS <i>How can the TASK, STEP, or CHANGE go wrong? What are the potential Consequences? What are the Gaps?</i>	CURRENT CONTROLS / BARRIERS including OPERATIONAL PROCEDURES <i>What are the existing CONTROLS / BARRIERS, if any, to Control, Mitigate, Eliminate, or Prevent the identified THREAT / HAZARD / ASPECT? NOTE: Barriers can be Equipment, Process, or People NOTE: For a RISK SCORE of 9 or greater (RISK LEVEL > 2), additional CONTROLS / BARRIERS must be proposed.</i>	RISK SCORE		Risk Level	
			C	F		CxF
Using general mechanical workshop machinery including lathes, mills, grinders, welding plant, Band saw	abrasions, cuts, burns, eye injury, entanglement in moving machinery, severance of limbs, crush injury	<p>Appropriate PPE must be worn</p> <ul style="list-style-type: none"> No one may operate workshop equipment unless they have received sufficient training and are competent in its use Reference Specific risk assessments for mill/lathe grinder and the generic risk assessment for power hand tools have been completed and safe systems of work issued to operatives. Guards on the machines must be used. All workshop equipment is regularly maintained and serviced. Long hair must be completely covered and suitable eye protection worn 	3	2	6	2
Using power hand tools and associated electrical equipment for use on machine tools.	Electric shocks or burns from using faulty electrical equipment with possible electric seizure or fatality. Abrasions and eye injury	<p>Appropriate PPE must be worn</p> <ul style="list-style-type: none"> Access to the workshops portable electrical equipment is restricted to certified personnel only. There is a validated PAT testing for electrical safety on each portable appliance. Electrical cables and plugs should be regularly visually inspected by the user for damage. Any defective equipment will be reported to the committee member and taken out of use until the repair has been effected. Electrical equipment is always operated in accordance with manufacturers' instructions. Any item brought in by members is expected to meet current regulation and to only be used by them at their own risk. 	3	1	3	1
Manual handling of heavy/bulky objects	Back injury, crush injury, Entrapment, damage to goods being lifted or transported	<p>A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury.</p> <ul style="list-style-type: none"> Use proper lifting techniques when manual lifting heavy loads. Appropriate PPE for lifting operations must be worn. Any lifting equipment must be inspected before use and be certified. 	3	2	6	2
Use of Hazardous Substances such as solvents, coolants and chemicals	Irritating or hazardous vapours, skin sensitisation, dermatitis, burns, asphyxiation	<p>A COSHH risk assessment will be completed for using substances that may present a hazard to health.</p> <ul style="list-style-type: none"> A Material Safety Data Sheet (SDS) must be kept together with a risk assessment in the NDSME Safety File for future reference. All containers used for storage of hazardous and non-hazardous substances must be suitably labelled indicating their contents 	2	2	4	1

Slips and trips	Strains, bruising, limb breakages, concussion, laceration	<ul style="list-style-type: none"> Workshop working areas must be kept clear of obstructions and the floor must be kept free from oil and swarf. Any spillages should be cleaned up immediately. Any hazards such as trailing cables, defects to floor coverings and faulty lighting etc. should be reported immediately. All areas well lit. 	2	3	6	2
Fire	Burns, asphyxiation, death	<ul style="list-style-type: none"> Equipment will be switched off when not in use for long periods. All portable electrical equipment will be tested for electrical safety at correct intervals and labelled with the date of the test. Flammable substances must be kept away from naked flames and ignition sources. Flammable substances are kept in an appropriate fire resistant storage area. Workshop users must be acquainted with location of the fire extinguishers If welding or gas equipment has been used area must be inspected 20minutes after completion of task to ensure no smouldering materials present 	3	2	6	2
Working at height (fall from a stepladder)	Strains, bruising, limb breakages, concussion, lacerations	<ul style="list-style-type: none"> Users must be familiar with the risk assessment and safe system of work for using stepladders A stepladder will have a visual inspection by the user prior to use for damage. Any defective stepladder will be clearly labelled and immediately taken out of use. 	4	2	8	2
Excessive Noise	Damage to	<ul style="list-style-type: none"> Wear suitable hearing protection supplied. 	2	1	2	1
Lone Working (inexperienced personnel) or working out on field	Non discovery of injured party when seriously injured.	<ul style="list-style-type: none"> non experienced personnel must not be left unsupervised in workshop areas while machining work is in progress if work is to be carried out on field ideally another member should be present if not possible another member must be informed and both members should have a radio and check in with each other at 30 minute intervals. 	3	1	3	1
Gas Cylinder Usage and Storage	Crush injury, Explosion of gas, asphyxiation	<ul style="list-style-type: none"> Appropriate storage of gas bottle cylinders by use of rack or cradle system. Handling and moving cylinders with correct bottle carrier. Equipment such as regulators, hoses, piping checked at regular intervals and replaced if required. Required H&S knowledge and safe working practice of equipment being used. 	3	1	3	1

It is the responsibility of every member to Stop Work when unsafe conditions are recognized.
NOTE: Risk Levels 4 and 5 REQUIRE STOP WORKS until controls are in place to reduce risk or impact.
For risk levels 3 and below, if identified controls can not be implemented the members must stop and reevaluate task and determine new controls that can be implemented.

Qualitative Risk Assessment Team Completed by: R. Hendrik (Printed) Date: 18/06/2025

Qualitative Risk Assessment Approved by: A. Mann (Printed) Date: 18/06/2025

NOTE: C denotes the CONSEQUENCE SEVERITY if the identified IMPACT, THREAT, or HAZARD occurs or is encountered.
F denotes the FREQUENCY or LIKELIHOOD of the identified IMPACT, THREAT, or HAZARD occurring or being encountered.
CxF denotes Risk Priority Number (RPN) also known as the Hazard & Qualitative Risk Assessment score.