



# British Woodcarvers Association Risk Assessment policy

## Introduction

This document outlines the approach to Health & Safety issues and Risk Assessments that the BWA Council recommends is adopted at all Regional meetings and events where wood carving takes place. Whilst the approach outlined here is entirely voluntary, the Council of the BWA both endorses this approach and strongly recommends that BWA members follow this guidance. What is set out here is either common sense or best practice.

The attached Risk Assessment Forms set out the potential risks, the rating of each risk if no mitigating action is taken, the proposed mitigating actions to be taken and the rating of each risk if the mitigating action is taken. The Council recommends that each Region reviews these forms and prepares their own version with which they are happy to comply.

Health & Safety and Risk Assessments are contentious subjects with many people considering any guidance to be interference or evidence of the “nanny-state”. However, safety is an important issue and whilst the vast majority of members work very safely and follow their own common sense, it is important that as an Association we have a written policy which sets out our approach. This is particularly true for public shows when organisers often request sight of such a written policy.

Please therefore treat this document as guidance that is based on both common sense and good practice. We do work in a hazardous environment, using extremely sharp tools. It is therefore sensible to consider safety issues and we hope you will treat these guidelines in the spirit in which they are offered, namely common sense measures to protect individual carvers and members of the public.

For and on behalf of the BWA Council

28/10/2017



## Risk Assessment Form for Regional meetings

Ref	Risk	Risk rating	Risk mitigation	Risk rating (with mitigation)
1	Accidents to BWA members	Low	All carvers are experienced or if inexperienced are normally closely supervised All carving work is held securely in a suitable holding device. Lap carving should only be done by experienced carvers or under supervision Suitable clothing and stout footwear should be worn (no sandals or canvas shoes) There should be no lone working at any time	Very low
2	Carrying of sharp tools	Low	Tools should be protected whilst being carried with sharp edges pointing down	Very low
3	Trips and falls	Medium	All floor areas where people walk or stand should be kept clear of trip hazards such as bags or tool boxes All electrical cables should be run in such a way as to prevent trip hazards	Very low
4	Slipping on spilled liquids	Low	Very few liquids are present during carving, however, spillages (for example of tea or coffee) should be immediately and appropriately cleaned up	Very low
5	Slips on wood shavings	Low	Work areas should be regularly cleaned	Very low
6	Lack of first aid facilities	High	Adequate first aid equipment should be provided and clearly marked. All members should be made aware where first aid equipment is kept. Ideally, at least one person trained in first aid should be present at all events and known to all members.	Low
7	Injury from electrical equipment	Medium	All portable electrical equipment should be annually PAT tested (best practice) All electrical equipment should be protected by RCD supplies (best practice) Electrical equipment should only be used by members who have received training in the use of the equipment All equipment guards and safety features should be used at all times eg safety glasses No live electrical equipment should be left unattended at any time There is to be no public access to electrical equipment at any time	Low
8	Injury from stains, and finishes	Low	All stains and finishes should be kept in sealed and clearly labelled containers Finishes should only be used in well ventilated areas with no naked flames present Adhesives/finishes should be used in accordance with the manufacturer's instructions Any cloths used for stain or finish application should be stored and disposed of in a manner that prevents spontaneous combustion	Very low



## Risk Assessment Form for shows or exhibitions attended by the public

<i>All of the above apply</i>				
Ref	Risk	Risk rating	Risk mitigation	Risk rating (with mitigation)
9	Accidents to the public at shows whilst viewing carving demonstrations	High	Tools are only handled by BWA members and are kept out of the reach of members of the public When members of the public are in close proximity, members should ideally cease carving to avoid the risk of injury from flying chips of wood At least one member is to be present on the BWA stand at all times	Low
10	Accidents to the public whilst participating in carving activities	High	No member of the public is to be allowed to carve any material other than soap or clay All risks from carving should be explained to public participants by a competent member	Low
11	Injuries from hanging displays falling	Low	All hanging displays to be securely fastened Full account should be taken of public access and walkways	Very low
12	Injuries from carrying heavy items	Low	All heavy items should be carried and handled by at least two competent people	Low