

RISK ASSESSMENT: WOODWORK & FURNITURE REPAIRS

Venue: Shalford Upper Village Hall

Assessment Date: 12th September 2026

Assessor: [Eric Stammers

Review Date: September 2027 (or following any safety incident)

1. PURPOSE & SCOPE

This risk assessment covers all activities relating to the inspection, structural stabilisation, gluing, sanding, stripping, and minor reconstruction of wooden furniture and household items. It applies specifically to volunteer repairers and visiting members of the public within the designated woodworking station at the Village Hall.

2. RISK RATING SYSTEM

Likelihood: 1 (Rare), 2 (Unlikely), 3 (Possible), 4 (Likely), 5 (Almost Certain)

Severity: 1 (Negligible/Minor Cut), 2 (Minor Injury/First Aid), 3 (Moderate/Medical Treatment), 4 (Major Injury/Hospitalisation), 5 (Fatality)

Risk Level: Likelihood × Severity

1 to 4: Low Risk (Acceptable, monitor regularly)

5 to 11: Medium Risk (Controls must be strictly enforced)

12 to 25: High Risk (Stop activity until stronger controls are in place)

3. HAZARD REGISTER & CONTROL MEASURES

HAZARD 1: Lacerations and Injuries from Sharp Hand/Power Tools

People at Risk: Volunteer Repairers, Visitors standing nearby.

Specific Risks: Deep cuts, puncture wounds, or abrasions from chisels, saws, hand planes, utility knives, or power drills and sanders.

Initial Risk Rating: High (Likelihood 4 × Severity 3 = 12)

Mandatory Control Measures:

Secure Clamping: Items must never be held loosely in one hand while cutting or chiselling with the other. Volunteers must use G-clamps, bar clamps, or portable workbenches (like a Workmate) to secure furniture before using tools.

Direction of Cut: Always cut, plane, and chisel away from the body and hands. Keep your free hand behind the cutting edge at all times.

Tool Guarding & Storage: Power tools must have operational safety guards. Sharp hand tools must be stored in protective cases or laid flat with the sharp edge facing away from the user when not in active use.

Power Tool Limits: No high-risk heavy machinery (e.g., table saws, thicknessers, or large routers) is permitted inside the village hall. Power tools are restricted to low-voltage hand-held drills, drivers, and detail sanders.

Residual Risk Rating: Low (Likelihood 2 × Severity 2 = 4)

HAZARD 2: Flying Debris and Eye Injuries

People at Risk: Volunteer Repairers, Visitors watching the repair.

Specific Risks: Wood chips, broken dowels, metal splinters from old screws, or dried glue snapping off and striking the eyes.

Initial Risk Rating: Medium (Likelihood 4 × Severity 2 = 8)

Mandatory Control Measures:

Mandatory Eye Protection: Safety glasses or impact-resistant goggles must be worn by the volunteer whenever hammering, sawing, drilling, or using a wire brush.

Visitor Protection: A pair of safety glasses must be offered to the visitor if they are sitting at the bench to watch the repair. Alternatively, visitors must stand behind the U-shaped table barrier while active striking or drilling occurs.

Residual Risk Rating: Low (Likelihood 2 × Severity 1 = 2)

HAZARD 3: Inhalation of Wood Dust and Chemical Fumes

People at Risk: Volunteers, Nearby Stations, All Village Hall Occupants.

Specific Risks: Breathing in fine wood dust (especially from MDF or hardwoods which can trigger asthma), or inhaling fumes from wood glues, solvent-based varnishes, and paint strippers.

Initial Risk Rating: Medium (Likelihood 4 × Severity 2 = 8)

Mandatory Control Measures:

Sanding Restrictions: Large-scale or heavy mechanical sanding is strictly prohibited inside the hall. Sanding is limited to minor hand-sanding or detail sanding with dust-extraction bags attached.

Ventilation: The woodwork bench must be located adjacent to open windows or fire doors to create a cross-breeze.

Dust Masks: FFP2 or FFP3 rated dust masks must be worn by the volunteer during any dust-producing work.

Eco-Friendly Chemical Rules: Spray painting or the use of heavy, high-VOC (Volatile Organic Compounds) solvent strippers is banned inside the hall. Only low-odour PVA glues, wood waxes, or water-based touch-up pens may be used.

Residual Risk Rating: Low (Likelihood 2 × Severity 1 = 2)

HAZARD 4: Manual Handling and Crushing Injuries (Heavy Furniture)

People at Risk: Volunteer Repairers, Event Hosts.

Specific Risks: Strained backs from lifting heavy oak chairs or tables, or items tipping off the bench and crushing feet.

Initial Risk Rating: Medium (Likelihood 3 × Severity 3 = 9)

Mandatory Control Measures:

Two-Person Lift: A two-person lift rule applies to any large furniture items (e.g., dining tables, chest of drawers). Volunteers must not lift heavy items alone.

Stable Benches: Heavy items must only be repaired on sturdy, wide-legged village hall tables or dedicated heavy-duty folding workbenches. Benches must not be overloaded.

Safety Footwear: Volunteers handling furniture are strongly encouraged to wear sturdy, closed-toe shoes (no sandals or canvas pumps).

Residual Risk Rating: Low (Likelihood 2 × Severity 2 = 4)

HAZARD 5: Splinters and Biological Hazards (Old Furniture)

People at Risk: Volunteer Repairers.

Specific Risks: Deep wood splinters, rusty nails, old staples, or contact with mould and animal droppings inside stored, neglected furniture.

Initial Risk Rating: Medium (Likelihood 4 × Severity 1 = 4)

Mandatory Control Measures:

Work Gloves: Tough, abrasion-resistant work gloves (rigger gloves or high-grip polyurethane gloves) must be worn when moving raw timber, dismantling rough joints, or pulling out old nails.

First Aid and Hygiene: Tetanus vaccination status should be up to date for woodwork volunteers. Splinters must be treated immediately by the first aider using sterile tweezers and antiseptic wipes.

Residual Risk Rating: Low (Likelihood 2 × Severity 1 = 2)

HAZARD 6: Fire and Blocked Fire Exits

People at Risk: All Village Hall Occupants.

Specific Risks: Storing large items like wardrobes or tables in ways that block emergency exit pathways, or oily rags spontaneously combusting.

Initial Risk Rating: High (Likelihood 2 × Severity 4 = 8)

Mandatory Control Measures:

Holding Bay: A clearly marked "Holding Bay" must be established away from walkways for items waiting to be fixed. No furniture may be left in the aisles or directly in front of fire doors.

Safe Rag Disposal: Rags used for applying linseed oil or wax finishes must be soaked in water and disposed of in a sealed metal container at the end of the session to eliminate spontaneous fire risks.

Residual Risk Rating: Low (Likelihood 1 × Severity 4 = 4)

4. EMERGENCY PROTOCOLS

In the Event of a Severe Cut: Apply direct pressure to the wound immediately using a clean sterile dressing from the first-aid kit. Elevate the limb if possible. Call 999 if bleeding cannot be controlled.

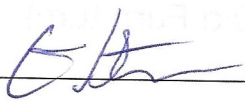
In the Event of an Eye Injury: Do not allow the individual to rub their eye. Use a sterile eye-wash bottle from the first-aid kit to gently flush out any wood dust or debris. Seek medical help if irritation persists.

In the Event of a Fire: Sound the village hall fire alarm, evacuate all volunteers and visitors calmly to the designated assembly point outside, and dial 999.

5. ASSESSOR SIGN-OFF

By signing below, the Lead Fixer confirms that the controls listed above will be actively set up, checked, and enforced at every scheduled event.

Lead Fixer Name: Eric Steamers

Signature:  Date: 12-9-2028