

All Saints' Church, Walsoken**Work Equipment Risk Assessment Form - Page 1****Equipment Details**

Work Equipment

Intended use

Reference or serial number

Location in church

Assessment by

Date

Suitability

YES No N/A

Is it designed for the purpose its being used?

Is the equipment being used for its intended purpose?

Are the environmental conditions safe for continued operation?

Maintenance

YES No N/A

Is the equipment subject to statutory inspection?

Is the equipment subject to a maintenance program?

Is there a log or register of the maintenance carried out?

Is there a formal procedure for reporting faults with the equipment?

Is the equipment in good working order?

Is maintenance carried out with the machine stopped and isolated?

Are maintenance operations carried out without exposing persons to risk?

Are there measures in place to reduce the risk of injury during maintenance?

Inspection

YES No N/A

Was it inspected before used for the first time?

Was it inspected if it moved location?

Is it inspected regularly to keep it safe?

Is it inspected for safety after a fault is rectified?

Specific Risks

YES No N/A

Is operation of this equipment restricted to named and designated people?

Is maintenance of this restricted to named and designated operatives?

Are there any other legal safety risks concerning the equipment?

All Saints' Church, Walsoken
Work Equipment Risk Assessment Form - Page 2

Information

	YES	No	N/A
Have all users received adequate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has special emphasis been given to young persons under 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all in charge received adequate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conformity

	YES	No	N/A
Does the equipment comply with relevant community directives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dangerous Parts

	YES	No	N/A
Have measures been taken preventing access to dangerous parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has adequate information, instruction, training and supervision been given?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
So far as is practicable, are guards and protection devices suitable & sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specified Hazards

	YES	No	N/A
Can an article or substance be ejected from the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can any part rupture or disintegrate causing a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it likely to overheat causing a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the equipment in any way cause an explosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the equipment exceed sound safety levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Temperature

	YES	No	N/A
Can the equipment cause burns at high or low temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Start and Stop

	YES	No	N/A
Is it fitted with deliberate start, stop or operating condition controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can starting take place by use any other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the controls protected against inadvertent operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Stop

	YES	No	N/A
Is the equipment fitted with an emergency stop control with priority action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the emergency stop control easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the stop control override all other controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the stop control bring the equipment to a safe condition safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all sources of energy switched off after stopping the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the stop control override all other controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All Saints' Church, Walsoken
Work Equipment Risk Assessment Form - Page 3

Controls

	YES	No	N/A
Are all controls clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are they identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are they appropriately marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controls in a safe position and away from other hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the controls away from any safety hazard to others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to ensure health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there warning devices activated before the equipment starts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Systems

	YES	No	N/A
Do control systems allow for failures or faults with no increased hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the equipment fail safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Energy

	YES	No	N/A
Are there suitable means to isolate the equipment from all sources of energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the means of isolation clearly identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are they accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is reconnection of the energy source safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stability

	YES	No	N/A
Is the equipment stable and unlikely to fall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lighting

	YES	No	N/A
is the work equipment is to be used suitably and sufficiently lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Markings

	YES	No	N/A
Is the equipment appropriately marked for health and safety purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all markings comply with UK or ISO standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Warnings

	YES	No	N/A
Are all warnings and warning devices unambiguous?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes