

THE PTOLEMAIC PRESS

RISK ASSESSMENT

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Project/Contract	Terrascopædia Magazine
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The following risk assessment has been developed to provide a safe system of work and must be adhered to at all times. Any significant deviation from this system must first be authorised by the relevant authority or representative.

THE MAIN HAZARDS TO HEALTH AND SAFETY

- 1) Injury from incorrect manual handling
- 2) Injury from trips, slips or falls
- 3) Solvent inhalation
- 4) Injury to members of public during operation
- 5) Injury from machine hazards

PREVENTATIVE MEASURES

- 1) Operatives must be competent to carry out the task
- 2) Operatives must not carry out the task alone
- 3) Do not lift beyond capabilities
- 4) Visitors and other members are not permitted entry to any premises unless authorised and issued with appropriate protective equipment
- 5) Operatives must read and be familiar with safety sheets, first aid, fire safety and operating equipment guidelines.

PERSONAL PROTECTIVE EQUIPMENT

Apron
Gloves
(optional) ear defenders
Protective eye wear

RISK ASSESMENT TASK SPECIFIC

ASSESSMENT OF RISKS

The objective is to evaluate the risk whilst undertaking the procedures set out for printing and handling paper and magazines

SPECIFIC RISK ASSESEMENT

This section identifies the specific risks involved and quantifies their likelihood based on the following table

<u>Numeric value</u>	<u>Probability</u>	<u>Description</u>
5	Likely	Has occurred frequently. Only to be expected
4	Probable	Not Surprised. Will occur several times
3	Possible	Could occur sometime
2	Remote	Unlikely though conceivable
1	Improbable	Very unlikely, close to zero probability

NB: Please consider numeric values 1 and 2 as the level of risk for a normal controlled working condition.

RISK 1a

INCORRECT MANUAL HANDLING ON SITE

Controlled level of risk = 2

Hazard = Lifting, transporting, manual handling

Causes = Incorrect lifting technique, lifting too heavy

Control = Use correct lifting technique

RISK 1b

INCORRECT MANUAL HANDLING OFF SITE

Controlled level of risk = 1

Hazard = Lifting, transporting, manual handling of printed publications

Causes = Incorrect lifting technique, lifting too heavy

Control = Use correct lifting technique

RISK 2

TRIPS, SLIPS AND FALLS ON SITE

Controlled level of risk = 2

Hazard = uneven surface, slippery surfaces

Causes	= loose paper, mud and rain from outside
Control	= Correct footwear, correct warning signs in premises, stow paper and any obstructions out of the way in a safe place.

RISK 3

SOLVENTS

Controlled level of risk	= 2
Hazard	= Ink and cleaning solvent inhalation
Causes	= printing, machinery and process. Insignificant once printed.
Control	= Regular cleaning of printers, gloves to be worn at all times.

RISK 4

INJURY TO THE PUBLIC

Controlled level of risk	= 1
Hazard	= Health and safety of the public
Causes	= machinery left unattended, lifting stored paper
Control	= No unauthorised access allowed at any point. Door to premises kept locked. All visitors to adhere to strict dress and safety wear.

RISK 5

INJURY FROM MACHINE HAZARD

Controlled level of risk	= 3
Hazard	= Machine operation
Causes	= Incorrect machine operation, ignorance of health and safety and risk policies.
Control	= Reverse mechanism for printing press. Safe operating areas clearly marked. All users trained to relevant standard for machinery operation on site.