

University of Glasgow

Work Placement Risk Assessment Form

College of Science & Engineering

School: *School of Engineering*

Head of School: *Prof. John Marsh*

Placement Supervisor: *Mr Douglas Irons*

Trainee Details

Name: _____

Address: _____

Age: _____ **School:** _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Section A- Description of Activities

The activities that will be carried out by the trainee are as follows:-

The trainee will be carrying out some of the following activities depending on the particular work pattern at the time of the placement.

Mechanical Workshop (Room 223 James Watt South Building)

1. Learn basic Computer Aided Design (CAD)
2. Observe component manufacture on Computer Numerical Controlled (CNC) machines
3. Undertake a basic milling exercise
4. Undertake a basic filing exercise
5. Set up and operate a drilling machine
6. Undertake a basic lathe turning exercise
7. Learn how to use measurement and inspection equipment

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Section B – Hazards Associated with activities

The hazards that are listed below may be encountered in association with the activities detailed above. An explanation of the hazard and its method of control is given under each item indicated.

1. This is a computer based activity. No significant hazards
2. This activity involves shadowing an experienced technician in the operation of a CNC machine. Machines are fully enclosed with guards and interlocked to prevent exposure to moving parts. No significant hazards.
3. This activity involves machining metal components using rotating cutters, associated hazards are moving parts, possible metal projectiles and hot metal cuttings with sharp edges.
4. This activity involves use of a bench vice and hand tools, associated hazards are cuts and abrasions to hands.
5. This activity involves drilling holes using rotating drill bits, associated hazards are similar to 3. above.
6. This activity involves machining metal components using a centre lathe with a fixed tool and rotating work piece held in a chuck, associated hazards are similar to 3. above.
7. This activity involves use of measuring and inspection equipment by hand. No significant hazards.

There are times when heavy items are being handled or worked on in the workshop and this could potentially present a foot injury hazard if a heavy item were to drop or fall.

Section C – General precautions for protection of pupil from risk

The following general precautions will be taken to prevent the pupil suffering harm from hazards indicated.

3, 5 & 6 Work pieces are securely clamped in a machine vice or by other appropriate means. Machine or clamped on guards are used. Cutters and drill bits are checked for sharpness and sound condition. Safety glasses and a lab coat/ overalls are worn. Gloves are worn when handling sharp cuttings. Coolant or cutting oils are used thereby removing the heat from the work piece and the cuttings.

4. Work piece is securely held in appropriate bench vice. Files are fitted with handles.

Trolleys and lifting equipment is used and appropriate procedures are followed. The trainee will not be involved in such work but where appropriate safety shoes will be provided.

Training: Before embarking on any of the above activities the trainee will receive instructions and hazards and control measures will be explained by a qualified and experienced technician. Safe methods will be shown.

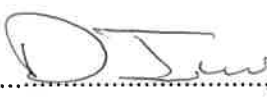
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Supervision: Whilst in the workshop the trainee will be under the general supervision of the Deputy Workshop Supervisor who may delegate the training and direct supervision to another available experienced technician. The trainee will be closely supervised at all times in the workshop.

Protective Equipment: Machine guards are provided and used as appropriate. A lab coat/overalls and safety glasses are provided and worn by all trainees. Safety shoes and gloves are provided as required.

Signature of Assessor:  Date: 17/5/11

Signature of Placement Supervisor:  Date: 23/5/11.
(if different from Assessor)

Should you wish to discuss any aspect of this placement, please contact: Mr Douglas Irons
Tel: 0141 330 5251