

Risk Assessment Guidance

Title Bobbin / Oscillating sander

This risk assessment guidance has been produced to cover Bobbin or Oscillating Sanders used in workshops.

All safety signage should be displayed in this area and only operatives who have been trained are permitted to operate this equipment.

This risk assessment should be reviewed fully by users prior to use of such equipment for the first time.

If there are any issues not covered by this risk assessment this should be reported to the supervisor in the first instance.

Manufacturer's instruction guide should be followed and kept within the department for future reference.



Job Sequence	Hazard Identification	Controls
Conduct pre-operational checks	Poor condition machinery.	<p>Machines must be inspected prior to use, you must ensure suitable guards are fitted and where applicable local extraction is on.</p> <p>The sanding table should be of rigid metal construction. On bobbin machines, there should be as small a gap as possible between the table insert and the sanding sleeve.</p> <p>The on/off switch should be tested before using this machine to ensure prompt stoppage.</p> <p>The sanding sleeve must be checked to ensure that it is in good condition and must be visually inspected before each use with any damage reported to the supervisor. Damaged equipment must not be used until a competent person has examined it.</p> <p>Only known woods appropriate for sanding should be used on this machine. Metals and plastics must not be used on this machine (unless specified by manufacturer).</p> <p>Adequate lighting should be available within the workshop for machine use.</p>
Prior to and when operating the machinery		<p>Long hair and loose clothing should be secured so as to not to come into contact with moving parts. Jewelry should be removed.</p> <p>The machine should be provided with a means of electrical isolation using a fused isolating switch on or adjacent to the machine, and that it is controlled by a starter incorporating overload protection and no-volt release.</p> <p>Support the work piece by holding it with both hands on the table, where possible. Ensure that models are correctly glued or fixed together before sanding. Do not</p>

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		<p>sand multiples on this machine (unless specified by manufacturer).</p> <p>The machine should be powered off when not in use to remove the risk of inadvertent starting. Disconnect the plug from the power source before making any adjustments or changing abrasive bobbin sleeves.</p>
Electrical	Electric shocks and burns due to faulty electrical equipment.	<p>Periodic servicing and maintenance checks of all equipment. The supervisor should maintain records. All equipment must be CE marked.</p> <p>PAT carried out annually.</p> <p>Plugs and cables must be regularly inspected for any signs of damage. Damaged plugs or cables require the machines immediate removal from use and should be submitted for repair.</p>
Fire	<p>Due to malfunction of electrical equipment.</p> <p>Due to sparks and flying particles.</p>	<p>CO2 fire extinguisher located in close proximity – test date less than 12 months old.</p> <p>Fire risk assessment undertaken as required by law – see Regulatory Reform (Fire Safety) Order 2005.</p>
Training	Competent Person	<p>Only trained operatives allowed to carry out grinding, cutting or polishing works, they must ensure these works are carried out in appropriate areas before commencing and, where required, that guards or suitable screens are in place.</p> <p>Any body carrying out these works must have suitable knowledge and training including the check and inspection of sanding wheels.</p> <p>The Supervisor must ensure that the appointed health and safety personnel is notified of any significant changes to these works before they commence.</p>
Extraction systems	Dust and air pollution,	Where LEV or HEPA extraction is available it should be used when operating this machine. If manufacturer's instructions recommend the wearing of a dust mask, then this must be provided. If no LEV is available, then a dust mask conforming to BS EN 149:2001+A1:2009 class FFP3 should be used.
Personal Protective Equipment	Inadequate PPE	<p>Suitable personal protective equipment (PPE) must be supplied and used. The user must ensure that the PPE is in good condition and being used correctly.</p> <p>A minimum of BS EN 166:2002 1F low energy impact glasses must be worn when using this machine. Abrasive bobbin sleeves should be examined regularly, and torn bobbins should be replaced and discarded.</p>
First Aid		<p>Make sure you are aware of the first aid provisions in place at the event.</p> <p>All accidents & near misses must be reported to your Supervisor.</p>

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All persons working with this equipment or within close vicinity must sign and show that they have read and understood the risk assessment guidance and that they will follow the above control measures set out above during their work processes.

Additional Guidance	COSHH Assessment	Method Statement	Other (Specify)
Compressed air supply		N/A	Only trained persons are allowed to operate this equipment.
Name			
Signed			Date