



STEM WANA TRUST (SWT) Tinkd Makerspace

Repair Cafe @ Tinkd Makerspace Basestation - 2023

Risk Analysis Management System (RAMS)

Our aim is to provide a safe, successful, and enjoyable visit to the Repair Cafe event, held in our SWT Tinkd Makerspace.

It is expected that attendees & staff (volunteer & paid) will always follow these RAMS while on site, including, identifying behaviour that could be dangerous or unacceptable in relation to themselves, SWT staff, other visitors, exhibits, or property. If you do identify any hazards while on your visit, please report it as soon as possible to help us control them within our activity.

It is essential that all staff and attendees understand:

- the aims and objectives of the event
- how to avoid specific dangers and why they should follow all rules and instructions

- why safety precautions are in place and what behaviour is expected
- That Repairers and the Repair Café offer no guarantee for any repairs carried out with or without their help and are not liable if any repaired items do not work properly at home or break down again in the future.
- Neither the organisers of the Repair Café nor the repairers are liable for any loss or injury that may result from any repair carried out at the Café or for any advice or instructions given and used at a later date.
- Parents must supervise any children under their care at all times while such children are on the Repair Café site. Parents shall be liable for the behaviour of, and for the safety of, their children whilst on the Repair Café site.

STEM Wana - Risk Analysis Management

| Risk | What could cause this? | How to prevent this | Significant Hazard Likely Unlikely Rare | Who is responsible? | When/where will preventative measures be taken? | Control method | Emergency plan |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal accident or injury | <ul style="list-style-type: none"> • Person not looking where they are going • Person falls over/slips/trips • General carelessness • Not following the venue rules • Rough handling of zone equipment resulting in falling sharp or hot tools, heavy objects etc. • Inappropriate footwear • Falling from height • Touching hot, sharp, moving parts. • Electrical Shock | <ul style="list-style-type: none"> • Provide clear and frequent instructions to touch/handle equipment and tools appropriately • Being aware of uneven ground or sections of floor • No running in the facility • Being considerate of other attendees • Reading and following safety notices where relevant • Attendees & staff to wear appropriate footwear • Any activity requiring use of sharp/hot tools will be supervised by the SWT staff or volunteers. | Unlikely | Staff and Repairers. | <ul style="list-style-type: none"> • Reminders given verbally by SWT team while at venue | Minimise | <ul style="list-style-type: none"> • Attendees notifies staff or volunteers of accident or injury • <u>This action MUST be taken even if the Staff is a qualified First-Aider and the situation is under control.</u> • First Aid administered by qualified staff or group First- Aider • SWT medical emergency procedure followed if injury is moderate or serious. • Incident Workplace report to be completed before staff leaves venue |
| Person falling ill | <ul style="list-style-type: none"> • Lack of medication • Pre-existing condition | <ul style="list-style-type: none"> • Attendees ensure that all required medications (for asthma, allergies etc.) are readily at hand and that pre-existing conditions are notified, and that provision has been made for this. | Rare | Attendees | <ul style="list-style-type: none"> • As and when necessary • Upon the arrival of qualified First-Aid personnel | Minimise | <ul style="list-style-type: none"> • First aid administered by qualified SWT staff or First-Aider • SWT 'Medical Emergency' procedure followed if moderate or serious • Incident Workplace report to be completed before staff leaves venue |
| Fire | <ul style="list-style-type: none"> • Deliberate, accidental, careless activity | <ul style="list-style-type: none"> • Care when handling and use of tools and accelerants • Reporting suspicious behaviour | Rare | All SWT staff and volunteers | <ul style="list-style-type: none"> • As and when utilising tools, facilities and ignition systems around venue • As and when suspicious behaviour is reported | Minimise | <ul style="list-style-type: none"> • SWT staff will implement 'Fire Emergency' procedure • All visitors will follow directions of SWT staff • Floor Warden will be present |

| Risk | What could cause this? | How to prevent this | Significant Hazard Likely/ Unlikely/ Rare | Who is responsible? | When/where will preventative measures be taken? | Control method | Emergency plan |
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| <p>Zones specific:</p> <p>3D printing - burns, moving parts injuries.</p> <p>Soldering - burns from Soldering irons, electricity etc.</p> <p>Electronics - electrocution</p> <p>Sewing - cuts, flesh wounds etc.</p> <p>Vinyl - cuts, impact injuries</p> <p>General work area - cuts, impact injuries, etc.</p> | <p>3D Printing - touching the hotend, putting fingers into moving parts</p> <p>Soldering - touching hot part of soldering iron, touching live wires etc.</p> <p>Electronics - inappropriate use of tools</p> <p>Sewing - inappropriate use of sewing machines, scissors, etc.</p> <p>Vinyl - putting hands into the vinyl plotter, dropping objects on shelving down.</p> <p>General work area - misuse of cutting tools, hammers, dropping objects off tables etc..</p> | <p>3D printing - close supervision, explanation of safety beforehand.</p> <p>Soldering - close supervision, explanation of safety processes.</p> <p>Electronics - close supervision, explanation of safety.</p> <p>Sewing - close supervision, adult assistance, explanation of safety processes.</p> <p>Vinyl - Close supervision, explanation of safety</p> <p>General work area - Close supervision, adult assistance, explanation of safety.</p> | <p>Rare</p> <p>Unlikely</p> <p>Rare</p> <p>Unlikely</p> <p>Rare</p> <p>Unlikely</p> | <p>All: All SWT staff and volunteers</p> | <p>All: • Discussed with supervisor prior to arrival at venue • As and when necessary • As and when utilising tools, facilities and ignition systems around venue • At briefing with entire group upon arrival at venue • Reminders given verbally by SWT team while at venue</p> | <p>All: Minimise</p> | <p>All: <u>This action MUST be taken even if the Supervisor is a qualified First-Aider and the situation is under control.</u> • First Aid administered by qualified staff or group First- Aider • SWT medical emergency procedure followed if injury is moderate or serious. • Incident Workplace report to be completed before supervisor leaves venue</p> |