



STEM WANA TRUST (SWT) Tinkd Makerspace

Tinkd Makerspace Sessions - Basestation 2023

Risk Analysis Management System (RAMS)

Kia ora,

Our aim is to provide you with a safe, successful, and enjoyable visit to our SWT Tinkd Makerspace.

It is expected that you will always follow these guidelines while on site, including, identifying behaviour that could be dangerous or unacceptable in relation to yourselves, SWT staff, other visitors, equipment, 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 makerspace.

Please note that food and drinks are not permitted at our activity stations.

It is essential that all visitors understand:

- how to avoid specific dangers and why they should follow all rules and instructions
- why safety precautions are in place and what standard of behaviour is expected
- who is responsible for the behaviour of each visitor
- our crew and personnel are charged with the smooth running of sessions and will not, under any circumstances, act in loco parentis. Similarly, responsibility for vulnerable adults attending sessions rests with their carers who should make any arrangements necessary for them to be accompanied.
- all children under the age of 16 years old must be accompanied and supervised by an adult at all times during the session.

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 • Person pushing or shoving another • 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"> • Always ensure adequate supervision of adult to child ratio and adherence to SWT rules • 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 people and visitors • Reading and following safety notices where relevant • All to wear appropriate footwear • Any activity requiring use of sharp/hot tools will be supervised by the SWT organising team or an experienced adult. 	Unlikely	All	<ul style="list-style-type: none"> • During induction and training • Reminders given verbally by SWT team while at venue 	Minimise	<ul style="list-style-type: none"> • Visitor notifies staff of accident or injury <u>This action MUST be taken even if the visitor 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 visitor leaves venue

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
Person falling ill	<ul style="list-style-type: none"> Lack of medication Pre-existing condition 	<ul style="list-style-type: none"> Please 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	All visitors	<ul style="list-style-type: none"> Discussed with SWT team prior to arrival at venue As and when necessary Upon the arrival of qualified First-Aid personnel 	Minimise	<ul style="list-style-type: none"> Visitor notifies SWT staff of person's condition This action must be taken First aid administered by qualified SWT staff or visitor First-Aider SWT 'Medical Emergency' procedure followed if moderate or serious Incident Workplace report to be completed before SWT team 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 visitors All SWT staff and contractors	<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

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
<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 hot end, 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 visitors</p>	<p>All: <ul style="list-style-type: none"> Discussed with SWT team prior to arrival at venue As and when necessary As and when utilising tools, facilities and ignition systems around venue At briefing during induction Reminders given verbally by SWT team while at venue </p>	<p>All: Minimise</p>	<p>All: <ul style="list-style-type: none"> Visitor notifies staff of accident or injury <u>This action MUST be taken even if the visitor is a qualified First-Aider and the situation is under control.</u> First Aid administered by qualified staff or visiting First- Aider SWT medical emergency procedure followed if injury is moderate or serious. Incident Workplace report to be completed before SWT team leaves venue </p>



Appendix 1: Incident and accident reporting form/register

Record of Accident /Incident/ Serious Harm

To be completed by the line manager and injured person and sent to H&S representative or Director within 48 hours of the event.

Is it an Accident Incident/Near Miss Condition (e.g. OOS)

Surname:

First name(s):

Residential address:

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Phone:

Gender: M F

Date of event:Time: am/pm

Date reported:.....

If OOS - date of visit to doctor:.....

Hours worked since arrival at work.....

Shift Day Evening Night

Location where the event occurred:

.....

Occupation or position of injured person:

.....

Type of employment:

Full-time Part-time Volunteer Contractor

Period of employment:

1st week 1st month
 1-6 months 7 months-1 yr
 1-5 years Over 5 years

Nature of injury or disease:

No injury Superficial
 Sprain or strain Open wound
 Head injury Poisoning/toxic effect
 Fracture, spine Other fractures
 Multiple injuries Foreign body
 Puncture wound Internal injury, trunk
 Chemical reaction Occupational hearing loss
 Burns Bruising/crushing
 Mental disorder Amputation, including eye loss
 Nerves/spinal cord Dislocation
 Disease skin Disease circulatory system

Disease nervous system
 Disease musculo-skeletal system
 Disease digestive system
 Disease infectious or parasitic
 Disease respiratory system
 Tumour (malignant or benign)
 Damage artificial aid
 Fatal

Injured part of body:

Trunk Neck
 Head Internal organs
 Upper limb(s) Lower limb(s)
 Multiple locations

Mechanism of event:

Fall, trip or slip
 Sound or pressure
 Biological factors
 Body stressing
 Mental stress
 Being hit by moving objects
 Heat, radiation or energy
 Chemicals or other substances
 Hitting objects with part of the body

Was a 'Significant Hazard' involved?

Yes No

Type of treatment given:

Nil First aid
 Doctor Hospital

Agency of injury:

Machinery or (mainly) fixed plant
 Mobile plant or transport
 Tools, appliances, equipment (powered)
 Tools, appliances, equipment (non-powered)
 Chemical or chemical products
 Material or substance
 Environmental agency
 Animal, human or biological agency (not bacterial/virus)
 Bacterial or virus

THE INVESTIGATION: Describe what happened.



Appendix 2: First aid register

Employee's name:	
Job title:	

Date of treatment:	
Time of treatment:	
Person giving first aid:	
Accident register completed by:	
Nature of injury:	
Treatment provided:	