

# RISK ASSESSMENT – GLENGOWLA MINES – SHOP AND MUSEUM



<b>Date:</b> 21 June 2020	<b>Next Review:</b> When Regulations are revised and prior to start of 2021 Season	<b>Assessed by:</b> K Geoghegan, Managing Director
<b>Comments:</b> Additional information on Manual Handling and the associated injuries from Musculoskeletal Disorders (MSDs) is provided as an Appendix in the Safety Statement. Refer to COVID-19 Risk Assessment and COVID-19 Response Plan		

Hazards	Who is at risk?	Existing Controls	Risk
<b>Manual Handling</b> Deliveries, stacking shelves.	Staff may suffer strains or bruising injuries to their back or elsewhere, from handling heavy/bulky objects.	All staff are trained how to lift properly. Where possible and practical, items should be brought to waist height level to be sorted rather than from the floor level. Staff must avoid storing items on the floor and should never twist / stoop to reach these items. High shelves for light goods only. Trolley available for moving stock and staff trained how to use it safely. Staff encouraged to alternate/rotate job tasks to reduce the risks associated with prolonged exposure or repetitive motions. Stairs and walkways kept clear.	<b>Low</b>
<b>Slips, trips and falls</b> Doorways (rain), spillages, stock on floor, uneven surfaces. In winter, ice may pose an additional hazard	Staff and customers may suffer sprains, fractures or bruising if they trip over uneven surfaces, objects such as stock, or slip on spillages and fall.	Staff 'clean as they go' – good housekeeping maintained at all times All spillages will be cleaned up immediately Wet floor warning signs always used. Shop floor is only mopped when shop is closed. Door mats at entrance in wet weather. Floor in good condition. Good lighting in all areas. All trailing cables will be secured so that they do not create a hazard Staff wear sensible shoes.	<b>Low</b>
<b>Contact with bleach and other cleaning chemicals</b>	Staff doing cleaning risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves are provided and used. Staff shown how to use cleaning products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. Staff to check for dry, red or itchy skin on their hands – particularly as COVID-19 cleaning regime has increased exposure to cleaning products Staff to wash gloves before taking them off carefully and storing in a clean place.	<b>Low</b>
<b>Electrical</b> Damaged electrical equipment, wiring, sockets, switches & cables or broken or disconnected earth;	Staff could get electrical shocks or burns from faulty electrics, including portable electrical equipment – heaters, fans etc.	Qualified electrician is used for any electrical faults and general maintenance and undertakes a safety check of building electrics every five years. Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches. Damaged electrical equipment is either removed from the area completely or a sign is placed on the equipment rendering it unfit for use.	<b>Low</b>

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Hazards	Who is at risk?	Existing Controls	Risk
exposure to live parts, wires or equipment; incorrectly rated or makeshift fuses, taped lead joints etc.; incorrect use of electrical appliances.		Work on electrical systems or equipment shall be by authorised and competent persons only. Under no circumstances should unqualified employees attempt any repairs. Sockets are not to be overloaded, even temporarily. Staff know where the fuse box is and how to safely turn the electricity off in an emergency. Clear access to the fuse box. Management to do visual check of plugs, sockets, cables, and on/off switches.	
<b>Fire</b> Flammable materials left near ignition sources; incorrectly rated electrical appliances; inadequate fire-fighting equipment and safety signage	If trapped, staff and customers could suffer from smoke inhalation/burns. Serious injury, fatalities, and loss to property or equipment.	<i>Refer to Section 6 of the Safety Statement</i> Care should be taken by all staff to prevent the outbreak of fire. Avoid placing flammable materials near to ignition sources. Care should be taken to avoid damage to electrical wiring and cables from wear and tear and heat sources. Smoking is strictly forbidden in the building and near the entrance to the mine. Electrical equipment and wiring will be inspected regularly. Staff report immediately to management any electrical faults or defects in wiring or equipment. Avoid the build-up of combustible or flammable materials in any area of the building. Report any missing or defective fire-fighting equipment. Staff to be shown location of fire-fighting equipment and the fire alarm points	<b>Low</b>

Hazard No.	Any Additional Control Measures Required?	Action by Who/When	Completion Date
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Note: Additional Controls – these are controls which are currently not in place.