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**To be completed every half term.  
This monitoring form must be stored in the safety file.**

| Description | Satisfactory  *Yes* or *No* | Action required |
| --- | --- | --- |
| **Risk assessments** |  |  |
| Are appropriate risk assessments available and have they been seen and signed by all teaching staff? |  |  |
| **Workrooms** |  |  |
| Are workshop aprons readily available and worn by pupils? |  |  |
| Is the workroom generally tidy and free from clutter? |  |  |
| Is there clear access to emergency stop switches? |  |  |
| Are the emergency stop switches working properly? |  |  |
| Is there adequate operator space for all machine tools? |  |  |
| Is the floor clear and non-slip, especially around all machine tools? |  |  |
| Are there satisfactory light levels for safe practical work? |  |  |
| Are all electrical cables, conduits and plug tops in a good condition? |  |  |
| Are there any loose electrical cables causing trip hazards, including extension leads? |  |  |
| Are safety signs in place where necessary, eg: eye protection, hair restraint and ear protection (where necessary)? |  |  |
| Is there satisfactory provision of goggles or safety glasses? |  |  |
| Are materials stored safely? |  |  |
| Are all hand tools stored safely? |  |  |
| Are all chemicals stored safely (polychlorinated biphenyls (PCB) chemicals, adhesives, solvents, surface finishes)? |  |  |

| Description | | | | Satisfactory  *Yes* or *No* | Action required |
| --- | --- | --- | --- | --- | --- |
| **Drilling machine** | | | |  |  |
| Is the drill chuck guard able to operate satisfactorily? | | | |  |  |
| Are there appropriate workpiece clamping and securing devices? | | | |  |  |
| Does the foot stop switch work effectively? | | | |  |  |
| Is the motor pulley and drive belt cover secured in place with a tool operated fixing or fitted with a microswitch? | | | |  |  |
| Are safety signs clearly positioned and visible to the machine operator? | | | |  |  |
| **Scroll saw/fret saw** | | | |  |  |
| Is a blade guard fitted? | | | |  |  |
| Is a foot or knee stop switch fitted? | | | |  |  |
| Is a dust extraction system installed and working properly? | | | |  |  |
| Is the scroll saw securely clamped in place? | | | |  |  |
| Are safety signs clearly positioned and visible to the machine operator? | | | |  |  |
| **Disc or belt sanding machine** | | | |  |  |
| Is there a maximum of 2mm gap between the front of the sanding table and the abrasive disc or belt? | | | |  |  |
| Is the abrasive disc or belt properly guarded? (Only a minimum working area of disc or belt should be exposed.) | | | |  |  |
| Is there a clear notice reminding machine users to wear goggles or safety glasses, not to place their fingers too close to the belt, and not to leave the machine whilst the disc or belt is still moving? | | | |  |  |
| Is effective dust extraction equipment installed and in use? Is the dust container emptied regularly? | | | |  |  |
| **Circular saw** | | | |  |  |
| Is the key removed from electrical start switch when machine is not in use? | | | |  |  |
| Are the crown guard and riving knife positioned in line with Provision and Use of Work Equipment Regulations (PUWER) regulations (3mm – 8mm gap at table height)? | | | |  |  |
| Are suitable push sticks available? (450mm long) | | | |  |  |
| Is there a proper false machine fence in place for ripping and cross-cutting? | | | |  |  |
| Is the floor and working area clear around the machine? | | | |  |  |
| Are safety and machine user authorisation signs in place? | | | |  |  |
| Is the dust extraction equipment functioning, are the air ducting and pipes clear, and are bags emptied? | | | |  |  |
| Are goggles/safety glasses and ear protection devices provided? | | | |  |  |
| **Band saw** | | | |  |  |
| Is the key removed from the electrical start switch when the machine is not in use? | | | |  |  |
| Are guards adjusted to minimise the amount of blade exposed? | | | |  |  |
| Are suitable push sticks available (450mm long)? | | | |  |  |
| Is the floor and working area clear around the machine? | | | |  |  |
| Is the dust extraction equipment functioning, are the air ducting and pipes clear, and are bags emptied? | | | |  |  |
| Are goggles/safety glasses and ear protection devices provided? | | | |  |  |
| Are safety and machine user authorisation signs in place? | | | |  |  |
| **All dust extraction units – LEV units** | | | |  |  |
| Are dust containers emptied regularly? Is the technician using PPE (dust mask, goggles and overalls) during this operation? Are wood dust bags sealed and disposed of properly? | | | |  |  |
| Signed: |  | Date: |  | | |