

YOUTH WORKS VINTAGE

WORKPLACE & ACTIVITY RISK ASSESSMENT

Premises: Shipping-container workshop / business unit

Activities covered: Vintage clothing preparation, printing and garment customisation, use of heat/steam presses, hand tools, stock handling and supervised visits/workshops.

Assessment date	4 October 2026	Review date	4 October 2027
Assessment completed by	Youth Works Vintage	Version	1.0
People at risk	Staff, volunteers, young people, visitors, contractors	Location	Business container / workshop

1. Scope and general arrangements

This assessment identifies the main foreseeable hazards associated with Youth Works Vintage's current workshop activities. It is intended to be used alongside the organisation's existing health & safety, safeguarding, inclusion and GDPR arrangements.

Important: The exact layout, equipment, electrical installation, fire precautions and emergency arrangements should be checked against the actual container/workshop before participants use it. Any site-specific requirements imposed by the landlord, school, venue or fire risk assessor must also be followed.

The workshop must be kept tidy, well organised and adequately ventilated for the work being undertaken. Walkways, doors and emergency exits must remain unobstructed.

2. Activity and workplace hazards

No.	Hazard	Potential harm	Control measures	Initial / residual risk	Who may be harmed
1	Heat press	Burns from heated platen/surfaces; trapping or crushing fingers; electrical hazards; fire if equipment is misused or left heating unattended.	Only trained/supervised users operate the press. Provide clear operating instructions. Keep hands clear of moving/hot parts. Do not leave heated equipment unattended. Place on a stable, suitable surface and keep combustible materials away from hot surfaces. Check cables/plugs before use.	Medium	Users / staff / visitors
2	Steam press	Scalds or burns from steam, hot surfaces or hot water; electrical hazards; slips from water.	Training and supervision. Warn users about hot surfaces and steam. Keep water contained and clean spills immediately. Keep electrical connections dry. Switch off after use and allow equipment to cool before storage/moving.	Medium	Users / staff
3	Scissors & hand tools	Cuts, puncture wounds or eye injury from inappropriate use or poor storage.	Use suitable tools for the task. Supervise young people. Carry scissors with blades closed/down. Store sharp tools safely when not in use. Replace damaged tools.	Low–Medium	Users / visitors
4	DTF / printing equipment	Heat, moving parts, electrical hazards and possible exposure to inks/cleaning products, depending on equipment used.	Follow manufacturer instructions and safety data for any products. Keep liquids away from electrical parts. Use appropriate ventilation. Store products securely and label them. Only trained/supervised users operate equipment.	Medium	Users / staff
5	Clothing, bales & stock	Manual-handling injuries, falling items, blocked routes and trip hazards.	Store stock securely and at manageable heights. Avoid over-stacking. Use two-person handling or suitable assistance for heavy bales. Keep storage out of escape routes. Train users in safe lifting.	Medium	Staff / volunteers / visitors
6	Cables & electrical equipment	Electric shock, burns, fire or trips from cables.	Visual checks before use. Remove damaged equipment from service. Keep cables routed safely and away from walkways/heat/water. Avoid overloading sockets or extension leads. Electrical equipment should be maintained and tested as appropriate.	Medium	Everyone

No.	Hazard	Potential harm	Control measures	Initial / residual risk	Who may be harmed
7	Container environment	Restricted space, poor ventilation, excessive heat/cold, condensation, trips and difficulty evacuating.	Maintain clear access and exit. Keep the working area ventilated as appropriate. Monitor temperature and working conditions. Do not allow stock or equipment to obstruct doors. Limit occupancy where necessary.	Medium	Everyone
8	Young people & visitors	Injury through unfamiliarity with equipment, crowding, poor supervision or access to hazardous items.	Give a safety briefing before activities. Maintain appropriate supervision. Restrict access to presses, tools and chemicals where required. Use age/ability-appropriate activities. Keep visitor numbers manageable.	Medium	Young people / visitors
9	Slips, trips & housekeeping	Trips over stock, packaging, cables or spills.	Keep floors and walkways clear. Clean spills promptly. Remove packaging/waste regularly. Keep emergency routes clear at all times.	Low–Medium	Everyone

3. Fire safety and emergency arrangements

Area	Requirement / control
Fire hazards	Heat presses/steam presses, electrical equipment, chargers, clothing, cardboard/packaging and other combustible stock.
Prevention	Keep combustible materials away from heat sources. Do not leave heated equipment unattended. Keep electrical equipment in good condition and avoid overloaded sockets. Maintain good housekeeping.
Escape route	The container entrance/exit and any designated escape route must be kept clear at all times. The final arrangement must reflect the actual container layout.
Fire detection / alarm	Provide suitable fire detection/alarm arrangements appropriate to the premises and use, in accordance with the landlord/site arrangements and competent advice.
Firefighting equipment	Provide appropriate, accessible firefighting equipment based on the actual fire risks and site assessment. Equipment must be maintained and staff must know when evacuation—not firefighting—is the priority.
Assembly point	Designated fire assembly point: _____ The assembly point should be outside, away from the container and emergency vehicle access, and clearly communicated to everyone before activities begin.
Evacuation	On discovering a fire or hearing the alarm: stop work if safe; leave immediately; do not collect belongings; go to the assembly point; call 999 where required; do not re-enter until authorised.
Young people	Staff/volunteers responsible for a group must know who is present and supervise evacuation. Where appropriate, maintain a simple attendance/register system so people can be accounted for at the assembly point.
People needing assistance	Before sessions, identify any participant or visitor who may need help to evacuate and agree an appropriate arrangement.

4. Emergency contacts and site information

Emergency services	999
Site address	_____
Assembly point	_____
First aid location	_____
First aider / responsible person	_____
Nearest suitable first-aid arrangements	_____
Landlord / site emergency contact	_____

5. Training, supervision and monitoring

All users should receive an appropriate induction before using workshop equipment. Young people and visitors should not use higher-risk equipment without suitable instruction and supervision. The person responsible for a session should stop an activity if controls are not being followed or conditions become unsafe.

The assessment should be reviewed if there is a significant change to the container, equipment, activities, occupancy, participants, layout or emergency arrangements, or following an accident/near miss.

6. Sign-off

Completed by	Youth Works Vintage	Date	4 October 2026
Signature	_____	Review date	_____
Site / landlord review (if required)	_____	Date	_____

Document note: This is a practical workplace risk-assessment template based on the activities described for Youth Works Vintage. It does not replace a site-specific fire risk assessment, competent fire-safety advice, manufacturer instructions, or requirements imposed by the premises/landlord, school or local authority.