

AU General Risk Assessment

Brief Description of Activity:				Assessor/s:	Date:	
HAND TOOLS Types of powered tools commonly used include drills, saws, sanders and bench-mounted grinders.						
Hazard:	Persons at risk:	Risk factor:			Control measures required:	Residual Risk:
<i>List what could cause harm from this activity, use appendix A to assist in identifying hazards</i>	<i>List who might be harmed eg staff, students, visitors</i>	<i>For each hazard, decide level of risk as if you were to do the activity without controls, see appendix B</i>			<i>For each hazard. List the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment</i>	<i>For each hazard now decide the residual risk after the control measures are in place</i>
		Severity	Likelihood	Risk		
Fire	All	Very Severe	Unlikely	High	Ensure that there are no combustable materials in the vicinity if the equipment could possibly cause a spark. Store all flammable substances in appropriate CoSHH stores. Ensure that an appropriate fire risk assessment of the area has been undertaken and that everyone is aware of the evacuation procedures. Do not use heat generating equipment without a 'Hot Work' permit.	Low
Dust	User	Moderate	Possible	Medium	Operations should be carried out in very well ventilated areas. Ensure that natural ventilation is as good as possible by opening all doors and windows. If necessary, local exhaust ventilation should be provided and maintained. Operations which involve excessive generation of dust (e.g. sanding) must only be undertaken whilst wearing an appropriate dust mask which conforms to the relevant British Standard. Clear away and dust deposits when finished. Where possible, vacuum rather than sweep or brush. Wear a dust mask when cleaning up, as this operation can also generate further dust clouds.	Low
Ejected Materials and Parts	User	Severe	Unlikely	High	Ensure that equipment is correctly set up and adjusted before use. Use only the correct tooling for powered equipment. Do not use equipment for any purpose for which it has not been designed. If working on a small workpiece, it must be securely clamped. All guards fitted to, or provided with equipment, must be used. Wear appropriate protective equipment. Protective eyewear is a minimum requirement, but a face shield is preferable. Ensure that all protective equipment conforms to the correct British Standard. The abrasive wheel of a grinding machine must only be changed by a person who is fully trained in changing and dressing abrasive wheels. Fitting an incorrect wheel can lead to disintegration, and ejection of the broken bits. Isolate area is necessary and possible.	Low

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Moving Parts – Entanglement	User	Severe	Possible	High	All equipment must be used in accordance with training and manufacturers instructions. Tools must only be used for the purpose for which they have been designed. Any guards fitted to, or supplied with equipment, must be used. Power to tools must be isolated (e.g. unplugged) before any adjustments are undertaken. Always check that the operating switch is not in the 'on' position before connecting equipment to the power supply. Hair, ties, jewellery and other clothing can become entangled in the moving parts of powered tools leading to serious injury. Ensure that there is no loose clothing etc. which could become entangled.	Medium
Electricity	User	Very Severe	Very Unlikely	Medium	All powered tools should operate at 110 volts or less (e.g. cordless drills). The supply from the mains socket to a 110 volt transformer must be kept as short as possible, and not exceed 1.5 metres. Any extension leads are therefore at 110 volts and not 240 volts. All electrical equipment must be tested for safety. Equipment which has not been tested, or which has failed, must not be used. Any equipment over 2 years old should be PAT tested annually. Inspect electrical equipment before use. Look for damage to the lead, or the plug. If low voltage equipment cannot be used, then other precautions must be taken. These will include isolating transformers and residual current devices. Hidden or buried cables should be identified before any drilling commences. Do not work where water is present.	Low
Noise	User	Severe	Unlikely	High	Wear hearing protection if breaches the safe levels as stated in The Control of Noise at Work Regulations 2005. If in doubt, ask for an assessment if it has not been completed. Wear hearing protection as a precaution if the user feels more comfortable, even if the noise does not breach a threshold. Advise nearby people if noise is a hazard. Users should have been advised on the risks of noise.	Low
Vibration	User	Moderate	Possible	Medium	Select power tools with the minimum level of vibration and minimise the time that it is used as per the manufacturers information. Arrange health surveillance for regular users.	Low
Manual Handling/Ergonomics	User	Moderate	Unlikely	Medium	Ensure there is adequate room to complete the task and that a manual handling assessment has been completed if necessary. Repetitive activities should be avoided. Relevant PPE should be worn.	Very Low

Appendix A

Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form					
Situational hazards	Tick	Physical / chemical hazards	Tick	Health hazards	Tick
Assault by person		Contact with cold liquid / vapour		Disease causative agent	
Attacked by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Lack of food / water	
Cold environment		Contact with hot surface		Lack of oxygen	
Crush by load		Electric shock		Physical fatigue	
Drowning		Explosive blast		Repetitive action	
Entanglement in moving machinery		Explosive release of stored pressure		Static body posture	
High atmospheric pressure		Fire		Stress	
Hot environment		Hazardous substance		Venom poisoning	
Intimidation		Ionising radiation			
Manual handling		Laser light		Environmental hazards	
Object falling, moving or flying		Lightning strike		Litter	
Obstruction / exposed feature		Noise		Nuisance noise / vibration	
Sharp object / material		Non-ionising radiation		Physical damage	
Shot by firearm		Stroboscopic light		Waste substance released into air	
Slippery surface		Vibration		Waste substance released into soil / water	
Trap in moving machinery					
Trip hazard		Managerial / organisational hazards			
Vehicle impact / collision		Management factors			
Working at height					

Appendix B

Risk matrix – use this to determine risk for each hazard i.e. ‘how bad and how likely’	Likelihood of Harm				
	Remote	Very unlikely	Unlikely	Possible	Likely
Severity of Harm					
Negligible e.g. small bruise	Very low	Very low	Very low	Low	Low
Slight e.g. small cut, deep bruise	Very low	Very low	Low	Low	Medium
Moderate e.g. deep cut, torn muscle	Very low	Low	Medium	Medium	High
Severe e.g. fracture, loss of consciousness	Low	Medium	High	High	Extremely high
Very Severe e.g. death, permanent disability	Low	Medium	High	Extremely high	Extremely high