


HAZARD / WORK ACTIVITY ASSESSED	Non-Powered Hand Tools
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Hazard (something with the potential to cause harm)	Risk rating prior to control			Who may be harmed					Control Measures	Risk rating after control		
	Severity	Probability	Risk	Operator	Employee	Visitor	Public	Sub-cont		Severity	Probability	Risk
Flying particles – inhalation of dust and injury to eyes	2	2	4	x					Impact proof goggles must be worn whilst using any tool that may create flying particles, or any part of which may break off.	1	2	2
Moving parts of equipment – injury to hands feet and body	3	2	6	x					All tools to be visually inspected by operative prior to use. Tools must only be used for their correct purpose. Gloves and eye protection to be used where necessary and safety boots to be worn at all times.	1	2	2
Equipment – tripping over	2	2	4	x	x	x			Tools not in use should be stored in a manner as not to create trip hazards. A tidy work area should be maintained at all times.	2	1	2

## SAFETY METHOD STATEMENT

1. All tools provided must be assessed to ensure that they are fit for the purpose, fit for the environment in which they are to be used and they are in good working condition.
2. Visual checks must be completed by operatives on all tools prior to their use.
3. Tools are required to be suitable for the purpose for which they will be used.
4. Eye protection is to be provided and used whenever work is done using cold chisels, drills, grinders or other tools where there is a risk of flying particles or other pieces of the tool breaking off.
5. Open-bladed knives, screwdrivers, and other sharp tools are to be carried and used so as not to cause injury to the user or others.
6. Non-ferrous (spark free) tools are to be used in flammable atmospheres.
7. Insulated tools must be used where there is a possibility of live electrical work.
8. All tools should be kept clear of unnecessary grease. Moisture or dirt.
9. Any moveable / adjustable parts should be lightly oiled to protect against corrosion and to prevent wear and misalignment.
10. Sharpening activities must only be carried out by professionals, as it is a relatively skilled job.
11. Tools should not be left lying around, they constitute a severe tripping hazard and they are liable to get damaged.
12. Operatives to monitor hand tools which can deteriorate over time, to ensure they are sharpened or replaced as necessary, and to ensure that the tools are being used correctly.
13. Specific checks should be made as follows- Chisels for mushroom heads, Hammer and shovel handles for deterioration and open-ended spanners for splayed jaws.
14. ONLY AUGER ISSUE EQUIPMENT IS PERMITTED. USE OF NON-AUGER ISSUE EQUIPMENT IS A SERIOUS BREACH OF OUR HEALTH AND SAFETY POLICY.

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	Last review date	2017-06-14		
	Revision period (months)	12		

Severity	Probability	Risk Rating		
1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
2 Minor Injury	2 Unlikely			
3 +3 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
4 Major Injury	4 Very Likely			
5 Death	5 Virtually Certain	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work