



**Risk Assessment - Safe Use of Hand Tools**

Reference No: CAR-44237-17  
 Version No: 3  
 Assessment Approver: Kevin Jarvis

Department: Carriage and Wagon  
 Date Of Assessment: 10 February 2021  
 Review Due Before: 26 February 2028  
 Lead Assessor: A. Killey  
 Team: I. Stroud

**Using Hand Saws**

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Cuts and Bruises to Body, especially hands and face. Inadvertent body contact with the cutting blade or with a fragment of sharp material.	Volunteers & Staff	1) CRITICAL - Administrative: Be aware of your own limitations - Effective 2) CRITICAL - Administrative: Only use the saws as they are meant to be used - Effective 3) Administrative: Wood saws to be properly maintained and scrapped when blades worn - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
<b>Score and Control Measure Notes.</b>							
Moderate risk due to the nature of the task.							
Its not clear how the risk can be reduced significantly.							
Health and Safety	Injury caused by Flying Debris Use of a damaged saw blade	Volunteers & Staff	1) CRITICAL - Administrative: A system is in place to periodically inspect all hand saws for damage - Effective 2) CRITICAL - PPE: Hand and Eye protection to be worn - Effective	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	3 x 2 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Electric Shock Accidental contact with a live wire.	Volunteers & Staff	1) CRITICAL - Administrative: Trailing Electrical Cables always to be kept clear of working areas. - Effective	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	1 x 3 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

**Using Hammers, Levers and Crowbars.**



**Gloucestershire Warwickshire Steam Railway Plc**  
**Risk Assessment for Safe Use of Hand Tools - Carriage and Wagon**

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injury to hands Heavy contact between tool and hand.	Volunteers & Staff	1) CRITICAL - Elimination: Use the Correct tool for the Job in hand - Effective 2) CRITICAL - Elimination: When using crowbars, ensure that your body is properly balanced and secure - Effective 3) CRITICAL - Elimination: When using levers and crowbars make sure that the end is properly engaged in the object to be moved - Effective 4) CRITICAL - Elimination: Also make sure hands, feet and arms are well clear of the object to be moved before levering. - Effective 5) CRITICAL - PPE: Gloves to be worn - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Injury to Arms and/or Back. Overstraining when levering or using a crowbar to release a trapped object.	Volunteers & Staff	1) CRITICAL - Administrative: Be aware of your own limitations when using these tools - Effective 2) CRITICAL - Administrative: Adopt a stance to limit strain. Bend knees etc. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

**Using Knives, Chisels and Planes**

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Cuts to hands, face etc. Improper or heavy handed use of a knife or chisel, or use of a defective tool.	Volunteers & Staff	1) CRITICAL - Administrative: A tools inspection system is in place to find and scrap defective tools - Effective 2) CRITICAL - Administrative: Knives with retractable handle and only to be used. - Effective 3) CRITICAL - PPE: Hand and Eye protection to be worn - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider training in the correct use of knives etc - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

**Using Hand Files**

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injury to hands and/or face Inadvertent release of flying debris and/or the use of a defective file or plane	Volunteers & Staff	1) CRITICAL - Administrative: An inspection system is in place to find defective tools and scrap them - Effective 2) CRITICAL - Administrative: Files must only be used when handles are fitted. - Effective 3) CRITICAL - PPE: Hand and eye protection to be worn - Effective	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a



**Using Spanners and Wrenches**

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S T	Additional Control Measures	L Overall	S T	Owner/Action
Health and Safety	Hand Injury Hand entrapment	Volunteers & Staff	1) CRITICAL - Administrative: The heads of spanners and wrenches to be checked for damage before use - Effective 2) CRITICAL - Administrative: Be aware of pinch points - Effective 3) CRITICAL - Administrative: Do not extend the length of spanners and wrenches by using scaffolding poles etc. - Effective 4) Administrative: Use the correct size spanner wherever possible and avoid the use of adjustable spanners. - Effective 5) CRITICAL - PPE: Gloves to be worn - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	4	1) Administrative: Consider training in the safe use of hand tools - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	4	n/a

**Using Pliers and Screwdrivers**

Type	Hazard Cause	Persons Affected	Control Measures	L Overall	S T	Additional Control Measures	L Overall	S T	Owner/Action
Health and Safety	Hand Injury Not using the tool correctly, or a defective tool	Volunteers & Staff	1) CRITICAL - Administrative: Tool to be checked before use - Effective 2) CRITICAL - Administrative: A system is in place for checking and scrapping defective tools - Effective 3) CRITICAL - Administrative: Only use tools for the tasks they were designed for. - Effective 4) CRITICAL - Administrative: Take care not to cause puncture wounds when using. - Effective 5) CRITICAL - PPE: Wear gloves where practical - Effective	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3	None	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	3	n/a

**COSHH Assessments**

There are no COSHH assessments associated with this risk assessment.  
 Ends