Risk Assessment - Safe Use of Hand Tools

Reference No: CAR-44237-17
Version No: 3
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Department: Carriage and Wagon
Date Of Assessment: 10 February 2021
Review Due Before: 26 February 2028
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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
Score and Control Measure Notes. 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.

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 S T Overall	Additional Control Measures	L S T Overall	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 next 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.	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.	n/a

Using Pliers and Screwdrivers

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	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.	None	3 x 1 = 3 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends