Staffordshire County Council

General Risk Assessment Record Form

Example RA

1. **Section/Service/Team**……………………………………………… 2. **Assessor(s)**……………………………………………………
2. **Description of Task/Activity/Area/Premises etc.** … **USE OF HAND TOOLS (Version 1) -** This activity involves members of staff including volunteers carrying out work using hand tools (hammers, chisels, bow saws, pruning saws, powered hand tools etc.). Members of the public may also be present when hand tools are used; in particular, where members of staff use horticultural hand tools in and around public areas (country parks, rights of way network etc.). It is difficult to generalise in a theoretical sense about the safe use of hand tools, since it requires a considerable degree of hands-on experience.
3. Contact with hand tools or materials being worked (cut, impact and piercing).
4. Manual handling of loads
5. Contact with electricity

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?**List the control measures already in place | **What is the risk rating – H, M, L?**See section 5 | **What further action, if any, is necessary, if so what action is to be taken by whom and by when?** | **Action Completed**State the date completed and sign. | What is the risk rating now – H, M, L?See Section 5 |
| --- | --- | --- | --- | --- | --- | --- |
| **A.** Contact with hand tools or materials being worked (cut, impact and piercing) | Members of staff and third parties could be harmed through improper use, selection and faulty use of hand tools | **Example control measures could include:****Information, Instruction and Training**Operators:* Provided with a copy of the relevant Volunteer Health and Safety Guidance Note.
* Provided with a copy of the Council’s ‘Environmental/Grounds Maintenance Safety’ Handbook, which is available on request.
* Receive suitable instruction and training as appropriate to the hand tools being used.
* Who are new to this type of work receive adequate supervision until their competency can be assured.

**Suitability of Hand Tools*** Hand tools that are procured are suitable for their intended use.
* Arrangements are in place for hand tools to be suitably maintained.
* Faulty hand tools are immediately withdrawn from service and replaced / repaired as soon as possible.
* Where necessary; suitable safety signs (i.e. men at work) are provided and members of staff instructed
* to display them where necessary (i.e. when undertaking work in public areas such as car parks).

**Provision of Personal Protective Equipment (PPE)**PPE provided includes:* **Head protection -** a suitable safety helmet when cutting materials above head height that are large enough to cause a head injury.

A suitable cap or other headwear to prevent contact with cut vegetation such as Giant Hog Weed.* **Eye/Face protection –** safety goggles/visor where there is a hazard of cut materials being ejected or when working in heavily wooded areas where there is a risk of eye injury.

A chainsaw helmet (complying with EN 397) with mesh visor (complying with 1731) may be worn instead of the above head and eye/face protection.* **Foot protection -** protective boots with good sole grip, ankle support, weather and toe.
* **Hand protection –** suitable gloves/gauntlets that protect against cuts, abrasions and/or puncture wounds (i.e. from black thorn).
* **Non-snag outer clothing -** suitable non-snag waterproof outer clothing.

Operatives must not undertake works if they do not have the correct PPE or if it is damaged or faulty in any way. |  |  |  |  |
| **B.** Manual handling of loads | Members of staff – muscular strain/long term injury through poor handling of the work equipment and/or cut materials | **Example control measures could include:**The hand tools and any sections of materials (stone, timber, or bulks of brash) handled tend to be minimal in weight and size. Injury is more than likely to occur through a member of staff slipping, tripping or falling over; or cutting themselves whilst handling the tools or cut materials.* Members of staff receive manual handling training.
* Members of staff receive information, instruction and training in the use of the hand tools used.
 |  |  |  |  |
| **C.** Contact with electricity | Members of staff using powered hand tools could receive an electric shock if using equipment in adverse conditions or if it is faulty | **Example control measures could include:*** Battery operated hand tools used on site.
* Minimal use of cable powered hand tools used on site; where this takes

place, 110volt transformers will be used; plugged into RCD’s; and not used in wet weather conditions.* All powered hand tools subject to periodic portable appliance testing (PAT).
 |  |  |  |  |

4. Tick (√) if any of the identified hazards relate to any of the following specific themes:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazardous Substance** | **Manual Handling** | **Display Screen Equip** | **Fire** | **Work Equip / Machinery** | **Stress** | **Individual Person such as Young Person****New/ Expectant Mother or Service User** |
|  |  |  |  |  |  |  |

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. **Risk Rating**

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

|  |  |  |
| --- | --- | --- |
| **Risk Rating** | **Description** | **Action Priority** |
| High | Where harm is certain or near certain to occur and/or major injury or ill-health could result | Urgent action |
| Medium | Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days | Medium priority |
| Low | Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain | No action or low priority action |

6. **Assessment**

**Signature of Assessor(s): Signature of Works Party Leader:**

**Print Name: Print Name:**

**Date Assessed: Review Date:**

7. **Communication and** **Review**

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.