

**Risk
Rating**



Risk Assessment & Method Statement

Task/ activity: Use of Power/unpowered hand tools

Task/ activity description:

Use of power/unpowered hand tools including drills, changing drill bits, drilling holes, knives for maintenance and cleaning operations within the MDR facility.



Likely to be effected: Operatives, Subcontractors, Visitors

Risk Scoring = multiply severity by probability SxP=R

Severity	Probability	Risk Category
5 Fatality or disaster	5 Highly likely	
4 Major injury, damage or loss	4 Very likely	High = 15-25
3 Reportable injury or occurrence	3 Likely	Medium = 9-14
2 Minor injury, less than 3 days lost time or minimal loss	2 Unlikely	Low = 1-8
1 Minor injury, no lost time or damage	1 Very unlikely	

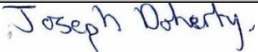
Hazard	Control measures to be taken to reduce risk	Scoring		Risk Rating
		S	P	
Sharp objects and ejected debris. -Eye injury -Cuts	- Appropriate tools must be used for specific jobs- this must be assessed prior to job starting. - All Tools and other cutting equipment must be stored in the designated location for that tool or equipment. - Operators must cut away from the body when using knives or sharp tools. - Pre use checks must be carried out on tools by each operative, and any damage or defects	4	3	12

	reported to supervisor, and it must not be used. • Checks must include correct guards fitted and secured, damage to cables, plugs or damage to the casing of the work equipment. • Only trained, authorised and competent personnel should use tools. • Suitable PPE must be worn at all times (Eye protection, gloves, and ear protection)			
Contact with Drill, sharp edges, or other power tools -Fatality -Major	• Only trained, competent personnel are authorised to work with power tools. • Ensure appropriate footing. • Maintain a firm grip of the work equipment. • All guards must be appropriate and properly fitted. • Guards must be inspected as part of pre-use checks. • Ensure drill bits are properly secured before activating the tool. • Ensure Chuck key is removed before use. • Beware and avoid working overhead height. • Cut 5 protection safety gloves are provided. • Ensure to wear safety footwear.	5	2	10
Slips, trips, and falls -Major Injury	• The operative must check the work area and remove any slip or trip hazards prior to work commencing. • Good standards of housekeeping must be followed and maintained at all times. • All cables must be carefully positioned while tools are in use. • Avoid power cables being left on the ground where possible. • The employee must ensure that all slip or trip hazards are removed before use. • Appropriate safety footwear with ankle support must be worn, ensure footwear is laced up and secure.	4	2	8
Electricity -Fatality -Major injury	• Only competent electricians are authorised to work on electrical systems. • Pre use checks must be carried out and any damaged cables or electrical components reported to supervisor. • PAT testing should be carried out as required	5	2	10
	• Employee must be aware of the potential for	4	2	8

Heat- contact with hot surfaces, or work pieces -Major Injury -burns to hands	heat convection to work pieces after material has been worked. • Take care as the drill bit may be hot after being worked. • Employee must wear appropriate safety gloves. • First aid kits must be stocked with, provision for burns. • Trained competent first aiders must be assigned to each shift. • Overheated work pieces must be handled by using an adequate tool to avoid direct contact.			
Noise -Damage to hearing -Tinnitus -Temporary/ long term hearing loss	• Regular maintenance of all tools must be carried out, and any damage reported to supervisor. • Ear protection provided must be worn at all times. • Regular employee breaks should be implemented to reduce exposure. • Health surveillance should be carried out on relevant employees. • Employees in the work area should also comply with PPE requirements.	3	2	6
Vibration -Hand-arm vibration syndrome -White finger	• Alternative tools must be used were appropriate. • Regular maintenance must be carried out on all tools and equipment. • Employees are instructed on the effect of vibration and the consequences of prolonged uncontrolled exposure. • Employees are instructed to take breaks every 15 mins and to allow good circulation. • All employees must complete a pre-employment medical questionnaire.	3	2	6
Fire -Fatality	• Fire procedures must be reviewed and communicated to all employees. • Hot works permits must be issued for appropriate jobs. • All flammable materials must be removed from the work area • Fire suppression systems must be available at suitable locations and only used by trained competent employees • Trained fire wardens must be available on site.	5	2	10
Exposure to dust	• Adequate PPE must be worn at all times-	4	2	8

-Breathing difficulties - Inhalation of dust	including masks or RPE. • Work must take place in a well-ventilated area where possible • Housekeeping must be maintained and attention to dust build up. • Employees are aware of the consequences of dust exposure. • All operatives using abrasive wheels will be face fit tested for the use of masks and RPE. • Suitable masks for the task, and/or RPE are to be provided by Regen and worn at all times by the employee.			
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Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Apr 2024
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Apr 2024
Reviewed on:	Apr 2024	New version number:	2
Date of next review:	Apr 2025, or as an when required		

Method statement

Planning:

- Tools will be provided and assessed to ensure that they are fit and suitable for the purpose and for the environment in which they are to be used, and they must be in good working condition.
- Visual checks must be completed by operatives on tools prior to their use.
- All operatives using hand tools shall be given/read "Safe Working Procedure for Use of Hand Tools".

Physical:

- 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 pieces of the tool breaking off.
- 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.
- Non-ferrous (spark free) tools are to be used in flammable atmospheres.
- Insulated tools must be used where there is a possibility of live electrical work.

- All tools should be kept clear of unnecessary grease, moisture or dirt.
- Any moveable/adjustable parts should be lightly oiled to protect against corrosion and to prevent wear and misalignment.
- Sharpening activities must only be carried out by professionals as it is a relatively skilled job.
- If at any stage during the use or after using hand tools the user starts to suffer or feel the effects of pain, numbness, pins and needles in the hands etc then stop the work and report to site supervisor/manager and seek medical help.

Managerial/Supervisory:

- Management will monitor hand tools which can deteriorate with use, to ensure they are sharpened or replaced as necessary, and to ensure the correct tools are being used properly.
- Specific checks will be made as follows:
 - Chisels for mushroom heads
 - Hammer and file handles for deterioration and exposed tangs
 - Open ended spanners for splayed jaws
 - Damage to pick and shovel handles
 - Ensure regular breaks are taken when using tools throughout the working day.

Training:

- Operatives are to be instructed / briefed in the correct manner of use and in maintenance requirements at induction if not part of craft training.