


Risk rating

Risk Assessment & Method Statement

Task/ activity: **Use of drill press**
Task/ activity description:

Sets up, operates, or tends drilling machines to drill, bore, ream, mill, or countersink metal or work pieces

Likely to be effected: Workers, visitors, others

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	Risk scoring		Risk rating
		S	P	
Contact with machinery -Entanglement and entrapment - Major injuries - Crushing	<ul style="list-style-type: none"> Only trained and competent operatives are authorised to use the equipment. Operators are required to remove all jewellery or tuck in loose clothing Where possible, a potentially hazardous drill press should be substituted or replaced with less hazardous alternatives. Staff and student training is provided to minimise exposure to these hazards. Operatives will use adequate drill press clamps as grip for any process to avoid contact with machinery. All mandatory guards and the point of operation guard are in place; a quick inspection is made by operatives before operating it. Emergency stop button is positioned within easy reach of the machine attendant, and any third party such as staff arriving in the machinery area. Hazard signage has been displayed to prevent injuries Adequate PPE will be worn all the time such as safety gloves and glasses. Maintenance to be made only by competent personnel after the machinery has been isolated of any source of energy. 	5	2	10

	<ul style="list-style-type: none"> Radial Stop emergency safety device has to be used at all times. 			
Ejected debris - Major injuries, eyes injuries, cuts, puncturing	<ul style="list-style-type: none"> Pre-use checks must be completed before using the equipment by competent personnel. Staff training is provided to minimise exposure to these hazards. Adequate PPE will be worn all the time such as safety gloves and glasses. The point of operation guard is in place; a quick inspection is made by operatives before operating it. Metalworking fluids are used during the machining of metals to help carry away debris such as swarf and fine metal particles. 	4	2	8
Heat - Burns to the skin, particularly hands.	<ul style="list-style-type: none"> Safe operating procedures for all drill press machinery are available and clearly displayed. Staff training is provided to minimise exposure to these hazards. Metalworking fluids are used during the machining of metals to provide lubrication and cooling. Operatives will use adequate drill press clamps any process to avoid contact overheated metal. Adequate PPE will be worn all the time such as safety gloves and glasses. 	3	2	6
Slips, Trips, Falls - Major injuries, fractures, fatality, sprains, or bruising.	<ul style="list-style-type: none"> Procedures are in place for the disposal of all waste materials around the drill press. Housekeeping is maintained; walkways are kept clear, no spillage, wires, or any obstructions. Staff training is provided to minimise exposure to these hazards. Adequate PPE will be worn all the time such as safety boots, gloves, and glasses. 	2	2	4
Manual Handling - Musculoskeletal sprains and strains	<ul style="list-style-type: none"> Operatives are instructed in manual handling technique provided to minimise exposure to these hazards. Mechanical lifting equipment is provided for heavy loads Operatives to assess the load before they lift it, and not to lift it if is too heavy. If load is to heavy operatives are required to ask for assistance. Housekeeping is maintained to assure the workplace is clear and there is enough space provided for lifting 	2	2	4

Noise - Loss of hearing or damage of it.	<ul style="list-style-type: none"> All drill press machinery is regularly maintained by authorised personnel to help minimise the risk of exposures to these hazards. Metalworking fluids are used during the machining of metals to prevent metal-on-metal impact. 	2	2	4
Vibrations - Damage to the nerves -Hand – arm vibration syndrome (HAVS)	<ul style="list-style-type: none"> Operatives will use adequate drill press clamps as grip for any process to avoid vibrations caused by holding materials. Look for alternative work methods which eliminate or reduce exposure to vibration 	2	2	4
Metal working fluid Dermatitis and other skin condition, Eyes injuries. Breathing problems	<ul style="list-style-type: none"> Adequate PPE will be worn all the time such as safety boots, gloves, and glasses. Eyes wash station are provided. First aiders available on site. COSHH to be completed and workers to be familiarized with it. 	2	2	4

Approval and review

Assessor:	Signature:	Position:	Date:
Wesley Jameson		Health & Safety Manager	Aug 2025
Approved by:	Signature:	Position:	Date:
Joseph Doherty		Chief Executive Officer	Aug 2025
Reviewed on:	Aug 2025	New version number:	4
Date of next review:	Aug 2026, or as and when required		

Method statement

PPE required

- Wear appropriate clothing and gear, such as safety glasses, gloves and boots

Training required

- Ballard induction/site specific induction
- Job specific training and review of risk assessments
- Internal one-to-one training on the safe system of work
- Supervision
- Only trained and competent personnel are authorised to work with drilling equipment, or under direct instruction and supervision of a competent person for training purposes

Method statement

- Pre-Operational Safety Checks must be made before using equipment
- Work area to be cleared before starting work. Care taken materials that can create slip, trip, and fall hazards must be removed.

- Employee's must be aware of the emergency procedures prior to starting work, including emergency stop button.
- Make sure the start/stop button is within easy reach of the operator
- Know the controls
- Always operate the machine correctly
- Make sure the drill bit or cutting tool is locked securely in the chuck
- Never try to stop the drill chuck and spindle with your hands
- Keep drill bits clean and sharp
- Do not use tools in poor condition
- Keep the working surface clean

Proper Maintenance and Housekeeping

On a regular basis, operators should utilize a brush or vacuum to remove cuttings from your drill press, clean and return drill bits and other pieces to the correct locations and clean the drill table and surrounding floor to make sure there aren't any cuttings or scraps laying around. Those basic steps will go a long way in keeping our people and machines in great condition.

Emergency procedures

In the event of an emergency, equipment is to be turned off/isolated and not touched until confirmed after an investigation has happened, if it is necessary. IP is to be attended to by a First Aider and taken to hospital if necessary.

Contact details

In case of an accident or emergency, call 999 immediately.

- Daisy Hill Hospital – 028 3083 5000