


Risk Assessment Form (Qualitative)

Project / Location:	H.H.D.A.S WATERS	RA & Issue No:	010
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Prepared by:	L.R.SMITH	Date:	2/1/18	Signature:	
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ACTIVITY DESCRIPTION:	The Use Of Hand Tools Various (Not powered)		
Person (s) at risk:	Employees		Public
	Contractors		Visitors

Start Date:		Anticipated Duration:	
Review Date Of Risk Assessment:			

POTENTIAL HAZARD CHECK LIST – Prior to Risk Assessment

LEVEL OF RISK 0 = NONE L = LOW M = MEDIUM H = HIGH

HAZ CODE	HAZARDOUS ACTIVITY	RISK LEVEL	HAZ CODE	HAZARDOUS ACTIVITY	RISK LEVEL
EX	Excavation (Trench collapse, Atmosphere Etc.)		MH	Manual Handling (Weight, Awkward, Location Etc.)	
WAH	Working at Heights (Falling, Access Etc.)		NV	Noise / Vibration (Hearing Damage, Circulation)	
CS	Confined Spaces (Hazardous atmospheres)		AH	Working adjacent to hazards (Interference, Falling objects Etc.)	
EAS	Existing / Adjacent Services (Electric Shock, Gas, water Etc.)	M	EH	Electricity – Hazards (Electric Shock Etc.)	
C	Material Hazard COSHH (Fumes, Skin damage, Burns Etc.)		E	Environment (Dust, fume, biological)	
LO	Lifting Operations: (Weights, Falling, High Winds Etc.)		HW	Hot Work (Fire, Sparks etc.)	
A	Asbestos, Lead or Other Contamination: (Inhalation, Digestion)	M	TM	Traffic (Work adj to Public Highway, Site Vehicles)	
WE	Work Equipment & Small Tools (Overturning, Other people Etc.)	M	STF	Slip, Trips & Falls	M
F	Fire		HK	Housekeeping	
O1	Other: 3rd Party Injury	H	O2	Other:	

Project / Workplace:		The Use Of Hand Tools		Contract No:		Ref. No:	
HAZ Code	Significant Hazards	Risk Level (M/H)	Control Procedure / COSHH / PPE / Permit to Work / Method Statement etc.	Residual Risk Level (L/0)	Further requirements, e.g. monitoring, training, advice to others etc.		
WE	Impact injury – Eye Body	M	Ensure operative is trained and competent in the use of the specific Hand Tool	L			
			Select the correct hand tool for the task				
			Use any hand held tool correctly inspect before use				
			Tools to be suitably maintained				
			Chisels to be fitted with hand impact guards				
			Do not operate equipment out of its design parameters				
			Ensure enough room in all directions to swing tool (ie: hammer) and that no one is in the vicinity of the swung arc				
			Keep body away from tool / equipment interaction area especially as tool breaks through material				
			Make sure any attachment is secured properly and sharp				
			Eye wash bottle to be available on site				
			Where applicable wear suitable PPE: Footwear, Gloves, Goggles, Hard hat				
STF	Slip Trip and Falls	M	Ensure that all hand tools are placed in a safe area when not been used	L			
			Using hand tools at height see relevant RA on working at height				
O1	Third party injury	M	Never leave hand tools in area where unauthorised persons can gain access to them (Children)	L			
WE	Cuts and Abrasions	M	Cover all exposed sharp hand tool bits or blades immediately on completion of use	L	Extreme care must be taken when using craft knives as they can result in serious injury. <ul style="list-style-type: none"> Always cut away from yourself and anyone else who may be assisting. Wear anti cut gloves whenever possible. Blades must be retracted / covered when not in use / stored. Take care when changing blades and dispose of old blades safely. 		
			Do not undertake any other task while still holding hand tool				
			Ensure that any exposed sharp edges on material from the use of hand tool are smoothed or covered				
			Any cuts with hand tool to be made away from the body				
			Ensure any knife blades are fully locked. Take Wear PPE gloves				

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AS	Damage to property services. Gas, water and Electrical	M	Ensure that there is an emergency procedure written in the Method Statement	L	
			Operative to ensure that work area is thoroughly inspected for other services		
			Inform supervisor if these services encroach on to operative area do not attempt to move		

A	Accidental release and Inhalation of Asbestos fibres When using the hand tools to penetrate material such as walls and textured coatings	M	Any materials that are suspected of containing asbestos; that may be disturbed during the use of the hand tools. Then the task is to be suspended and an asbestos survey obtained	0	
			All operatives Must abide by IMSP044 (Asbestos Policy) and control the hazards by methods stated in the RA 'Working in properties containing asbestos'		
			Mears policy 'Do Not Disturb'		