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| Activity: Use of Electric Hand Drill | | Location: New Theatre | | Date: September 2013 |
| Hazards: **List what could cause harm from the activity** | Who could be Harmed: **List who might be harmed from this activity** | Control Measures in Place: **For each hazard list the measures you will be taking to minimise the risk identified** | Risk Rating  **With Control Measures in place what is the risk rating (see table below)** | Further Actions: **is there anything else that needs to be reduce risk further** |
| **Electric Shock** | **Users** | * **Only cordless drills used are double insulated** * **Charging stations are PAT tested on an annual basis** * **Drill PAT tested annually, if not battery powered** * **Corded drill to have RCD protection if used outside of workshop** | **Low** |  |
| **Eye discomfort from dust, friction burn, pinch** | **Users/ others in immediate area** | * **Safety glasses & gloves (if needed) to be worn when using the equipment** * **Hold drill away from chuck** * **Wait for drill bit (or screw) to cool before handling** | **Low** |  |
| **Electric Hand Tool** | **Users/ others in immediate area** | * **Operator will ensure that there is plenty of room to move comfortably around the material being worked on and that the material is firmly clamped where possible** * **No drilling into walls is permitted without permission from theatre manager who will ensure location of hidden cables, water pipes and if present re-plan work** | **Low** |  |
| **Sharp Objects** | **Users** | * **Hold drill bits on smooth parts** * **Use drill bit appropriate to material being drilled** | **Low** |  |
| **Damaged/Faulty Equipment** | **Users** | * **Equipment will be checked before each use visually to ensure there are no defects in casing, chuck, drill bit** * **Damaged equipment not to be used and reported to workshop manger** | **Low** |  |
| **Working at Height** | **Users** | * **All work at height should follow work at height risk assessment** | **Medium** |  |
| **Physical Fatigue** | **Users** | * **Regular breaks advised** | **Low** |  |

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| Risk Matrix – use this to determine risk for each hazard i.e. how bad and how likely | | | |
|  | Likelihood of Harm | | |
| Severity of Harm | Unlikely | Possible | Probable |
| **Slight** *e.g. minor cuts and bruising, irritation, headaches, etc* | **Very low** | **Low** | **Medium** |
| **Moderate** *e.g. deep cuts, burns, minor fractures, etc* | **Low** | **Medium** | **High** |
| **Severe** *e.g. major fractures, poisonings, multiple & fatal injuries etc* | **Medium** | **High** | **Extremely high** |