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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** |