

Site / Location
Building / Structure

Assessor	Job
<<Name>>	<<Name>>

Assessment task:	Using hand tools
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Persons at risk	Details	
Contractors	<<e.g. all operatives>>	<<e.g. all operatives>>
Visitors		
Gen. Public / Others	<<e.g. anyone in the vicinity>>	

Hz No.	Hazard description	How are persons affected?	P
1	Manual handling	e.g. Holding or using tools in awkward positions can cause muscle strains.	<<e.g. 3>>
2	Cuts and abrasions, pinch injuries	e.g. Fingers or hand may suffer cuts because of poor/wrong use of hand tools such as chisels, knives, saws etc.	<<e.g. 4>>
3	Slips trips and falls	e.g. Operatives can injure themselves if they trip over of-cuts left lying around	<<e.g. 4>>
4	Flying objects/debris	e.g. Shards of material may fly off while being sawn or drilled etc, any contact with the eyes will cause serious injury	<<e.g. 3>>

Probability (P)	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely
Severity (S)	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible
Risk (R)	0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls

RA Ref No:

Assessment Date	Review Dates / Initials
<<Date>>	<<Dates>> <<Initials>>

any disabled?	Comments
Yes <input type="checkbox"/> No	
Yes <input type="checkbox"/> No	
Yes <input type="checkbox"/> No	

Existing controls	Further controls / action
e.g. Operatives attended Manual handling training session>>	<<e.g. Supervisor to ensure that suitable supports are provided, and that work is planned to allow regular breaks>>
e.g. Only experienced trained operatives are permitted to use tools>>	<<e.g. Site supervisor to ensure that inexperienced operatives are supervised>>
e.g. Operatives to be told to keep work area clear>>	<<e.g. Supervisor to ensure that work area is kept clean and tidy>>
e.g. Operatives to be aware of risk of debris flying>>	<<e.g. Site supervisor to assess the need for eye protective PPE>>

25=high risk, stop operation & implement control measures
