| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General use of non-powered hand tools |  | Unsupervised use leading to injury  Injury due to incorrect use | H | Any unauthorised use of hand tools is prohibited  Students are prohibited from using certain tools  Students are instructed by their teacher before using any tool  Tools to be used by teachers only are clearly identified  Students are supervised by their teacher when using any hand tool  Hand tools are used in the manner for which they were designed to be used |  |  |  |  |
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| Tools in poor condition (general) |  | Cuts, bruises, puncture wounds | M | Tools are regularly checked and damaged tools are discarded |  |  |  |  |
| Unauthorised use of tools |  | Cuts, bruises and puncture wounds | M | Tools are locked away when not in use |  |  |  |  |
| Loose hammer heads |  | Bruising, eye damage | M | Hammer head is securely fixed on the shaft  Shaft is in good condition |  |  |  |  |
| Flying fragments from chisels |  | Eye damage | M | Chisels are regularly checked and flayed ends (where chisels are struck) are removed  Eye protection is worn for metal and stone working activities |  |  |  |  |
| Hand tools |  | Electrocution | H | Insulated handles are maintained in good |  |  |  |  |
| used in |  |  | condition |
| electrical work |  |  |  |
| (that is or may |  |  |  |
| become live) |  |  |  |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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