Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 (List additional hazards, risks and controls particular to your school using Template No.74)

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
Contact with drive mechanism		Entanglement Severe hand injury	H	The drive mechanism is appropriately guarded The guard is removable only with the use of a tool, or alternatively is fitted with an interlocking guard mechanism				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	M	Safe operational areas are marked out clearly around machines				
Contact with spindle and drill bit		Entanglement Severe hand injury	H	The spindle and drill bit is guarded. (An adjustable spindle/twist drill guard so that the spindle and twist drill (to the bit) are guarded to the greatest extent possible)				
			H	Chuck is appropriately guarded				
			H	Drill bit is clamped and chuck key is removed				
			H	Spindle guard is in place before the drill is operated				
Direct contact with moving parts		Injuries such as bruising, scalping, laceration, fracture, amputation, or burns	H	A visual check is carried before use to ensure, where applicable, all guards and covers are fitted, in good order, and there are no visible faults				
			H	Machine used in compliance with manufacturer's instructions				
			M	The operator's manual is available				
			H	Dangling jewellery is prohibited Gloves, rings or loose clothing are not				
			H	Long hair is tied back				

Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 cont'd **(List additional hazards, risks and controls particular to your school using Template no. 74)**

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
Contact with pedestal drill during start/stop or emergencies		Entanglement Severe hand injury	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Where applicable, the machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency (A foot operated emergency stop is another possibility for a pedestal drill) The emergency stop works				
			H	The flap type[22] emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom- type push buttons, covering both the start and stop contacts) **is not acceptable** where there is a need for an emergency stop				

[22]Flap Type Emergency Stop Control

Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 cont'd **(List additional hazards, risks and controls particular to your school using Template no. 74)**

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
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Unsupervised use of machines		Unsupervised use leading to injury	H	Students are prohibited from using certain machinery				
			H	Students are supervised by their teacher when using any machine				
			H	Students are instructed by their teacher before using any machine				
			H	Machinery to be used by teachers only is clearly identified				

Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 cont'd (List additional hazards, risks and controls particular to your school using Template no. 74)

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
Electric shock, electrocution, burns, death		Electric shock/ fire/ burns	H	A visual check is carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment is clearly identified and labelled as out of use All faults are recorded in log book. Previous faults have received attention. Defects are reported to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds) (Applicable to plug and socket arrangements)				
			H	Cables are free from damage, do not have any non-standard joints, or show any signs of overheating				
			H	Equipment is disconnected or isolated when not in use				
Unsecured machine / unsecured work piece		Movement of machine leading to injury during use	H	The machine is securely fixed to the floor or bench and appropriate clamps are in place to ensure that work pieces are secured, where applicable				

Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 cont'd (List additional hazards, risks and controls particular to your school using Template no. 74)

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
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
			H	Particular attention is paid to spring loaded chuck key				
Contact with swarf or metal working fluids		Eye irritation, Skin irritation	H	Metalworking fluids, if used, should be mixed and changed in accordance with the supplier's instructions **See Technologies (Hazardous Chemicals – Metal Work, Wood Work, etc.) – Template No. 59**				
			H	Suitable implements are used to remove swarf (dustpan and brush) No swarf is removed whilst machine is in motion				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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:** / /