

Technologies - No.59 Pedestal Drill (Metal Work) (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with drive mechanism		Entanglement Severe hand injury	H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be 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 appropriately guarded				
			H	Ensure drill bit is clamped and chuck key is removed				
			H	Spindle guard in place before the drill is operated				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				

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Contact with pedestal drill		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 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 would be appropriate on a pedestal drill				
			H	The flap type 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				
			H	Foot operated emergency stop is operational				
			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	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

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Electric shock, electrocution, burns, death		Electric shock/fire/burns	H	Visual check 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 shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects 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 & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsecured machine / unsecured work piece		Movement of machine leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable				

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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	Pay particular attention to spring loaded chuck key				
Contact with swarf or metal working fluids		Eye irritation	H	See No.56 Hazardous Substances				
		Skin irritation	H	Suitable implements should be used to remove swarf (dustpan and brush). No swarf to be 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: / /