

## Tools and equipment

Site: All		Date: 2018		
<p><b>Main work activities:</b> Any use of work tools and equipment <u>not covered by a more specific risk assessment</u>. For many powered tools and equipment and for heavy or more technical equipment and machinery, more specific risk assessments are likely to be required. The principles included below are however still relevant and may provide the starting point for more specific assessments</p>				
<p><b>Number of people exposed:</b> Typically between one and four, occasionally more</p> <p><b>Category, (skilled, visitor, trainee etc.):</b> All categories<sup>1</sup></p> <p><b>Age range:</b> All age ranges<sup>2</sup></p> <p><b>Frequency and duration of exposure:</b> Daily, short duration to a full working day</p>				
<p><b>Hazards/Risks identified:</b></p> <ol style="list-style-type: none"> <li>1. The use of tools and equipment presents risks of a wide range of potential injuries and ill-health</li> <li>2. For many simple hand-tools the risks are low and the controls identified below may be sufficient</li> <li>3. Where other risk factors are involved (e.g. Manual handling, Working at height) other risk assessments should also be considered</li> </ol>				
<p><b>Current action taken to reduce the risk (if any):</b></p> <ol style="list-style-type: none"> <li>1. Users of work tools and equipment shall be trained and competent and/or suitably supervised (e.g. for training)</li> <li>2. Tools and equipment shall be fit for purpose, well maintained, only used for the intended purpose and in accordance with any manufacturers instructions</li> <li>3. Appropriate PPE shall be used</li> <li>4. Tools and equipment shall be safely stored and secured after use and during transport</li> </ol> <p><b><i>NB Consider also any specific controls for the tools to be used, including: noise, vibration (HAVS), environment of use (space, height, lighting etc) persons using the tools (competence) and task(s) to be performed</i></b></p> <p><b>Risk assessment (taking account of existing controls):</b></p> <p><i>Delete as appropriate (see notes overleaf)</i></p> <ol style="list-style-type: none"> <li>1. A serious risk remains requiring immediate action as detailed below</li> <li>2. A significant risk remains and will be further dealt with as detailed below</li> <li>3. This is considered a low/acceptable risk that is currently sufficiently well controlled</li> </ol>				
<p><b>Agreed new/additional control measures:</b></p>		When	Who	Done

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Where ever possible you should involve your team in the risk assessment and gain their commitment to control measures.

Notes: 1. Any user of tools and equipment must be suitably competent  
 2. Additional risk assessment is always required for young people

## GENERIC RISK ASSESSMENT - 2018

### General Guidance

*Notes on risk assessment and completion of this form*

**NB This is a generic risk assessment for guidance only. Further or different controls may be necessary for specific individuals and jobs. This assessment should be modified and personalised accordingly.**

1. *This form should be used to specify the controls that are in place to deal with any identified hazard where some significant risk of harm/damage or loss is identified.*
2. *A judgement of significant risk may be made through experience of previous incidents, official guidance on risks associated with certain activities or through individual expertise and advice.*
3. *A hazard is anything with the potential to cause harm/damage or loss. Examples include: electricity, vehicles, anything very hot or very cold, any sharp or pointed instrument or object, something very heavy/awkward that must be moved, something toxic or caustic, flammable or dangerous substances.*
4. *The risk calculation is a subjective process to determine whether those with responsibility are satisfied that the controls in place, with respect to a particular hazard, are sufficient to avoid an incident or to make an incident sufficiently unlikely. In certain cases reference to statutory requirements may be necessary.*
5. *Those carrying out the risk assessment should be competent to do so. Competence is the ability to profile the risks in operational activities and then apply the right measures to control and manage those risks. In case of doubt, advice should be sought from the Field and Office Safety Advisers or others as appropriate.*

### Specific Guidance – use of tools and equipment

1. *Tools and equipment should only be used for their intended purpose and in accordance with the manufacturers operating instructions, where given.*
2. *Tools and equipment should be regularly inspected, maintained and repaired as necessary to ensure they are suitable for use or otherwise kept out of use until maintained or, disposed of.*
3. *Levels of skill necessary for safe use will vary for different tools and equipment (the associated risk of misuse will also vary). Users should always be considered competent and safe through training or supervision or a combination.*
4. *Appropriate personal protective equipment (PPE) should be used, as directed by the tool manufacturer, or otherwise as any specific risk assessment indicates. Where any risk of a foreign body/other damage to eyes is recognised suitable protective eyewear must be worn. Where a risk to hands through handling material and tools or from the environment is recognised gloves may be indicated though tool grip and entanglement must also be considered. Other equipment such as safety footwear and hard-hats may also be necessary.*
5. *Environmental issues including: space, obstacles, ground conditions, the climate and public access should all be considered.*
6. *Consider the need for first-aid provision and for communications in case of emergency.*
7. *Tools and equipment should have safe, secure storage before and after use and for transport.*

***If in doubt seek further advice from your Line Manager or OSHA***