

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: **USE OF HAND TOOLS**

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment 01.09.2022

Date of Issue

Assessment carried out by

K Magner

Signature



Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients ☒ Staff ☒ Visitors ☐ Contractor ☐ Others (specify)

Name of Manager confirming and agreeing Assessment:

K Magner

Signature:



The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Unsupervised use	When not in use, tools are kept locked away in an appropriate storage area.	Y	CT			
	All staff/contractors working in schools/centres are given clear instructions not to leave tools unattended. Staff and contractors sign to confirm they have received and will comply with these instructions.	Y	HT			
	In primary/nursery schools, use of toolboards or open display is not allowed. Access to tools is restricted and tools are only brought out for use in closely supervised activities.	Y	N/A			
	Access to tools in design and technology is restricted to supervised activities only.	Y	All staff			
Use of inappropriate/damaged tools	Correct tools are always used to carry out a specific task.	Y		To be implemented April 2023 To confirm with DCC on competency		
	Staff are aware they must use correct tool for the job and not improvise.	Y				
	Condition of tools checked by user before use (or by teacher/staff member if to be used by children).	Y				
	There is a regime for checking hand tools regularly and these checks are recorded.	N	CT			
	A designated person is responsible for carrying out these checks who is competent to do so.	N				
	Tools found to be faulty are labelled and removed from use until repaired or if appropriate disposed of.	Y	CT			
Pupils hurting other person(s) or themselves with tools	Tools are only used by those who are old enough and competent enough to use them and are appropriate to the age of users (e.g. blunt end scissors for foundation key stage 1 and key stage 2 children).	Y	All staff			
	Safe use of tools is explained by member of staff to pupils/young people before each lesson/use.	Y	All staff			
	Plastic (toy) tools rather than actual tools are used with Foundation and key stage 1 age children.	Y	All staff			

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Pupils hurting other person(s) or themselves with tools Cont.	Appropriate supervision levels are set for the age of the children using the tools.	Y	All staff	➤		
Electrocution (electric hand tools)	Only tools which have been PAT tested where appropriate and are in date are used.	Y	All staff	➤		
	Tools are visually inspected before use.	Y	All staff			
	Any tool found to be faulty is labelled, disabled and removed from service in line with the procedure for faulty electrical equipment.	Y	All staff			
	All electrical hand tools are used in conjunction with an RCD.	Y	CT			
	Where possible reduced voltage or battery operated tools will be used.	Y	CT			
	When working outside either an RCD or reduced voltage or battery operated tools are used.	Y	CT			
Personal Protective Equipment - PPE	Appropriate PPE is issued and its use enforced where necessary when using hand tools.	Y	All staff	➤		
	Staff and pupils given information instruction and training in use of PPE where necessary.	Y	All staff			