



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

KESGRAVE SCOUT HUT				Details: KESGRAVE SCOUT HUT				
Operation:	Use of tools both hand and electric			Actions controlled by:			Employer and employee, any volunteer	
Risk Assessment no:	9			Assessed by:			Alan brown	
Reviewed by:	A brown Executive committee			Date:	4 th December 2020		Review Date:	Yearly or any changes 4 th dec 2020 review completed
HAZARDS IDENTIFIED	Persons Affected	RISK(S)	Risk Rating			CONTROL MEASURES		Residual Risk
			S	L	RF			S L RF
Selection of wrong type of tool /using the wrong tool for the job.	Employer and employee, any volunteer General public	Injuries rating from minor to serious.	4	3	12	- Carry out works in a controlled steady manner - PPE used as required - Equipment Tools only to be used for their intended purpose. used as manufactures recommendations - First aid in hall		4 1 4
Starting and Use of Small Electrical Tools	Employer and employee, any volunteer	Injuries rating from minor to serious.	4	3	12	- Ensure tools are regularly checked and maintained. - Ensure equipment is within the service date displayed. Under no circumstances use plant or equipment that is outside the date displayed or that has a defect. - Persons to ensure before use checks are carried out and recorded where appropriate. - Check that the equipment has no obvious defects or		4 1 4

						damage and that it is switched off before connecting it to the power supply. • Check that safety guards are secure. • Never operate the machine with missing or defective guards. • Electrical tools should be Portable appliance tested (PAT) if possible. As this is not law check that all looks fine, no broken leads no sparking • Where possible tools should be battery powered • Where sockets are used RCD must be used. Sockets not to be overloaded			
Use of Electrical Hand Tools	Employer and employee, any volunteer	Injuries rating from minor to serious.	4	3	12	• If the machine has no built-in variable speed control, allow it to reach full speed before bringing it into contact with the work surface. • Keep the machine well clear of trailing electric cables. • Check regularly that all ventilation grills or holes on the motor housing are clear and free from dirt. • If the automatic cut-out comes into operation, then the machine is being over-loaded. • Allow the motor to cool before re-starting. • Do not use an electrical tool in damp, wet or flammable conditions. • Do not carry a tool around with finger on the operating trigger (or button).	4	1	4
Creating dusk	Employer and employee, any volunteer	Low level injuries	3	1	3	• No further action if low level, use mask and dust suspension if more works carried out	3	1	3
Havs	Employer and employee, any volunteer	Low level injuries	3	1	3	• Check for white finger for havs via HSE web site	3	1	3

NB - Attached Sign off sheet must be completed and returned to office

Severity

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

Rating 1 = Very unlikely
 Rating 2 = Unlikely
 Rating 3 = Likely
 Rating 4 = Very likely
 Rating 5 = Almost certain

Severity

Rating 1 = No injury
 Rating 2 = Minor injury or illness
 Rating 3 = "3 day" injury or illness
 Rating 4 = Major injury or illness
 Rating 5 = Fatality, disabling injury, etc

Please sign below confirming you have had this risk assessment explained to you and that you fully understand its contents, will comply fully with controls in place and will report any additional hazards to line Manager

Please sign below confirming you have delivered and explained the risk assessment fully in accordance with company policy

Name (Print)	Signature	Date	Name (Print)	Signature	Date