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SCE GENERIC RISK ASSESSMENT

ACTIVITY: Use of Small Electrically Powered Tools (e.g. drill, sander, grinder) (Page 1 of 3)				DATE OF ASSESSMENT	
ESTABLISHMENT/SCHOOL			SECTION/DEPARTMENT/CLASS		
WHO MIGHT BE HARMED? <i>Employees, Pupils</i>				HOW MANY ARE AFFECTED?	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING Use Risk Rating Tool	
Electricity	<ul style="list-style-type: none"> Does the equipment undergo portable appliance testing (PAT) by a 'competent' person. 				
	<ul style="list-style-type: none"> Has the equipment been visually checked by the user for damage prior to use e.g. damage to electrical leads, plugs, sockets? 				
	<ul style="list-style-type: none"> Is a RCD (Residual Current Device, commonly known as a circuit breaker) required e.g. where <ul style="list-style-type: none"> a) equipment is used externally or b) in wet work areas when equipment is used such as pressure washers or wet/dry vacuum cleaners? 				

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	<ul style="list-style-type: none"> Is the user working alone? If so have appropriate precautions been taken e.g. means of communication? 			
Moving parts and ejected material e.g. dust etc.	<ul style="list-style-type: none"> Have suitable protective clothing been provided where required e.g. to protect the eyes, face, body, hearing and breathing? 			
	<ul style="list-style-type: none"> Have appropriate precautions been taken in terms of the user not wearing loose clothing, tying back long hair, removal of jewellery and ties? 			
	<ul style="list-style-type: none"> Is the machinery adequately guarded? 			
Tripping over power leads.	<ul style="list-style-type: none"> Are arrangements in place to ensure that trailing leads do not pose a trip hazard? 			
Faulty equipment	<ul style="list-style-type: none"> Is a procedure in place for reporting damage/defects i.e. labelling and removing such equipment from use until it can be repaired or replaced? 			
Training, Info and Instruction	<ul style="list-style-type: none"> Is the user competent i.e. have they been provided with the appropriate information, instruction and training? 			
Security	<ul style="list-style-type: none"> Have precautions been taken to prevent unauthorised use of the equipment, i.e. is the equipment locked away securely when not in use? 			

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Falls from Height	<ul style="list-style-type: none"> Does the task being undertaken require the user to work from a height? <i>Consider the contents of Generic Risk Assessments – Working At Height Guidance Table and Working at Height – Use of Ladders</i> 			
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Are there any other foreseeable hazards associated with this activity? Please circle YES / NO	<u>List any additional control measures</u>			
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<u>Reference Documents</u>  SCE Guide to SHEF Management – Available on the SCE Grid for Learning  JSP 375 Vol 2, Leaflet 12, SAFETY WHEN WORKING WITH ELECTRICITY AND ELECTRICAL EQUIPMENT
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ASSESSED BY (Print name)	SIGNED	DATE
LINE MANAGER	SIGNED	REVIEW DATE

RISK RATING

RATING ACTION BANDS

Likelihood		Severity of Injury		Rating Bands	Action Required
1	Most unlikely	1	Trivial Injury(ies)	1 & 2 Minimal Risk	Maintain Control Measures
2	Unlikely	2	Slight Injury(ies)	3 & 4 Low Risk	Review Control Measures
3	Likely	3	Serious Injury(ies)	6 & 8 Medium Risk	Improve Control Measures
4	Most Likely	4	Major Injury(ies)or Death	9, 12 & 16 High Risk	Improve Controls immediately and Consider stopping work