



Task Risk Assessment

Task: Hand Tools and Power Tools

Date: 13/11/2024

This risk assessment will be updated annually following a review or whenever further risks or control measures are identified.

Prior to the task taking place the task leader will assess the task and give a risk assessment briefing to all staff and volunteers to include use of tools, site conditions, manual handling etc.

PPE required to carry out this task:	<ul style="list-style-type: none">Sturdy footwear (with steel toe caps for digging).Gloves appropriate to taskEye protection to EN166. B-rated if risk of high speed impact.Mesh visors to EN 1731 for hedgecutter.Dust masks of appropriate FFP rating.Ear protection to EN352 for work creating 85dB+
Training required to carry out this task:	In-house training specific to each tool.
Can this task be carried out by a lone worker:	Yes, unless specified otherwise.
Minimum level of first aid required to carry out this task: (EFAW, FAAW, FAAW+F)	Emergency First Aid at Work 1:50

HAZARD Potential Harm	PEOPLE AT RISK	EXISTING CONTROL METHODS Staff and volunteers instructed or trained to:	FURTHER ACTIONS REQUIRED	CORRECTIVE ACTIONS		
				WHO	WHEN	COMPLETED
Loading, transporting and unloading of tools: Lacerations, puncture wounds, muscular injury.	Operator	Tools are loaded securely with protective guard(s) in place where appropriate. Operators to read, understand and adhere to the manual handling risk assessment .				
Using hand tools:	Operator	Give tools safety talk. Refer to other relevant risk assessments if necessary.				

Lacerations, puncture wounds, muscular injury.		Use barriers and warning signs to cordon off work areas if necessary. Check work area for hidden hazards. Ensure tools are well maintained and sharp. Ensure all required guards are in good condition. Use official parts / spares from tool manufacturer where possible. Damaged or excessive wear on any tool should be reported to the Senior Warden and tool should be marked and taken out of rotation until fixed.				
Digging hand tools Lacerations, puncture wounds, muscular injury.	Operator & bystanders	Sturdy footwear with steel toe caps to be worn. Gloves to be worn. Ensure work area is free of trip hazards including other tools, wire etc.				
Scrub cutting hand tools Lacerations, puncture wounds, muscular injury.	Operator & bystanders	Gloves to be worn. Refer to Chainsaw Risk Assessment if using a Chainsaw. Ear and eye protection to be worn if using the hedgecutter.				
Long handled pruning saw Lacerations, puncture wounds, muscular injury.	Operator & bystanders	Hard hats to be worn. Use banksmen to monitor work and ensure safety of others. Retain a minimum 15m clearance away from power lines at all times. Saw is to be used at a 60 degree angle maximum. Any scrub higher than this needs to be cleared by another method. Take regular breaks to avoid muscle strain.				
Using petrol powered hand tools (Hedgecutter, lawnmower): Hearing damage, HAVs, Lacerations, Muscular injury,	Operator	Ensure tool has been maintained and all safety features are functioning. Hearing protection to be worn. Gloves to be worn. Hard hats to be worn if necessary. Keep fuel 10m from sources of ignition. Refuel in a well ventilated area. Keep hands clear of engine and exhaust. Take regular breaks to avoid muscle strain.				

Burns.						
Using electrical power tools: HAVS, Lacerations, Muscular injury, Electric shock	Operator	Check condition of lead/plug/battery before use. Keep power cable clear of moving parts at all times. All electrical tools PAT tested annually.				
Vibration when using portable power tools: Hand/arm vibration Syndrome (HAVS), Carpal Tunnel Syndrome	Operator	Minimise the time individuals use the equipment. Operator to take regular breaks- at least 5 minutes every half hour. Restrict use of vibration inducing tools to recommended times (see manufacturer's information). Operator to cease work for the day if experiencing any of the following symptoms: <ul style="list-style-type: none"> ○ Tingling & numbness in fingers ○ Loss of feeling in fingers ○ Loss of strength in the hands ○ Fingers going white and becoming red and painful on recovery 	Assess all workshop equipment and list time limits on work.	Countryside Manager	01/04/2025	
Operator fatigue: Repetitive movements	Operator	Group to take regular breaks. Individuals advised to work at own pace and take rest as required. Alternate with other tasks to reduce risk of strains and injuries associated with repetitive movements.				

The task covered by this risk assessment should only be carried out by a member of staff or volunteer who is trained and authorised to do so. If you have any medical condition which might increase the likelihood of an accident or injury resulting from carrying out this task then you must discuss this with and be authorised by your line manager, before you attempt the task.

	Assessment date	Assessor	Position
Initial assessment undertaken on	11/12/18	Lucy Tomkinson	Community Reserves Warden
Review 1 completed	08/10/2019	Tim Read	Senior Warden
Review 2 completed	01/09/2021	Tristan Leslie	Ranger
Review 3 completed	13/11/2024	Tim Read	Countryside Manager