RISK ASSESSMENT

Workplace	Charles Street, Manchester	Assessment Number	C 03
Task / Activity	Use of General Hand Tools		

Date Conducted:	04.06.2026	Review by Date:	On commencement	Date Reviewed	
Assessment Team	Stephen Dermott				

1 Hazard (Something with the potential to cause harm, how will it be realised and what is the potential injury?)	2 At Risk	Risk 3 Severity	Risk 4 Probability	Risk 5 Risk	6 Control Measures	7 How will controls be checked and by whom *How will each control be checked e.g., checklists, health surveillance, monitoring inspections?*	Risk 8 Severity	Risk 9 Probability	Risk 10 Risk	11 Confirmed all in place of further action required (✓ or FAR)
The use of tool with moving parts causing fingers to be trapped. Use of tool with moving parts. Cuts, contusions.	E	2	4	8	• All workers are experienced in the use of hand tools. • The user is to check the operation of the tools prior to use and effectively discard damaged or excessively worn tools. • When tools are brought on to the site they are to be added to the work equipment register. • The user to check where appropriate that all guards are in good condition, maintained and correctly used.	• All hand tools to be checked for suitability for the operation by the site operative • All hand tools to be visually checked prior and end of each use by the site operative • Work equipment register will record weekly checks SHF – 33.	2	2	4	
The blade on a craft knife pushing through the casing. Cuts	E	3	4	12	• Only quality tools are used by workers. • The user to ensure the correct and safe assembly of the hand knife before use. • When knives are issued ensure, they incorporate a retractable blade. • Retract the blade when not in use. • Operatives to use hand protection		3	1	3	
The blade being worn and so not gripping the material causing sharp tools to slip when being used. Cuts.	E	2	4	8	• All workers are experienced in the use of hand tools. • The user to check the condition and suitability of the blade before use. • The user is to keep their hands behind sharp blades when the tool is in use. • Operatives to use hand protection		2	2	4	

At Risk (column 2)	**Severity** (column 3 and 7)		**Probability** (column 4 and 8)		**Risk Rating** (column 5 and 9)		
E - Employees	1	No Injury, property damage	1	Very Unlikely	Severity X Probability = **1 to 5**	**Low**	**Y** – acceptable risk, work can start
C - Contractors	2	Minor Injury	2	Unlikely			
V - Visitors	3	+7 Day Absence	3	Likely	Severity X Probability = **6 to 14**	**Med**	**Y or N** – may need further consideration
P - Public	4	Specified Injury	4	Very Likely			
A - All	5	Death	5	Virtually Certain	Severity X Probability = **15 to 25**	**High**	**N** – Unacceptable risk Do not start work

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Overstretching when using tools causing sharp tools to slip when being used. Cuts.	E	2	4	8	• All workers are experienced in the use of hand tools. • The user to complete work as much as possible where the work can be controlled. This includes ensuring the work piece is held firmly and is stable. • Operatives to wear hand protection.		2	2	4	
The tool failing due to the tool being of poor quality or excessively worn. Cuts, contusions	E	2	4	8	• All workers are experienced in the use of hand tools. • The user is to check the operation of the tools prior to use and effectively discard damaged or excessively worn tools. • The user to check where appropriate that tools are in good condition, maintained and correctly used.		2	2	4	
Tools misused by others, unauthorised use by others. Cuts, contusions	E	3	4	12	• The user to store tools safely and correctly at all times in the storage area on floor 2 within the office. • Tools not to be left unattended for any length of time. • Use of appropriate PPE		3	1	3	
Inexperience or lack of training causing the wrong tool to be used for the task. Cuts, contusions.	E	3	4	12	• All workers are experienced in the use of hand tools. • Supervise workers to ensure competence. • If training needs are identified these are to be reported to senior management.		3	1	3	
Further Actions *(Further control measures that could be implemented to improve safety)*						Actioned by: Date:				
Additional Comments *(Actions identified by personnel on site to make the task safer)*										
Authorised by The Responsible Manager	Name: Signature:				Position:		Date:			

At Risk (column 2)	Severity (column 3 and 7)		Probability (column 4 and 8)		Risk Rating (column 5 and 9)		
E - Employees	1	No Injury, property damage	1	Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
C - Contractors	2	Minor Injury	2	Unlikely			
V - Visitors	3	+7 Day Absence	3	Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4	Specified Injury	4	Very Likely			
A - All	5	Death	5	Virtually Certain	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work