

# Hand Tools

## Identified hazards:

							
New To Site	May Contain Asbestos	Poor Lighting	Trip Hazard	Wet Floor	Poor House Keeping	Sharp Tools	Risk of Tools Slipping
							
Contamination Risk	People Passing	Extreme Weather	Lone Working	Other Hazards?			

**At risk:** All staff and other persons in the work area.

## Risks controlled by:

							
Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Check for Asbestos	Area To Be Well Lit	Keep Area Clear	Have What You Need?	Always Check Routes
							
Display Warning Signs	Restrict Access	Wear Safety Boots	Wear If Required	Wear If Required	Carry Tools Safely	Ensure Maintain Routinely	Look for Wear & Corrosion
							
Avoid In Adverse Weather	Avoid In Busy Periods	Be Aert To Other Hazards	Carry For Safety				

This is classed as a **MEDIUM** risk

# Hand Tools

## Additional Measures:

Further Measures	Person Responsible	Date for Completion
If building was erected before 1999, check for Asbestos Register and seek guidance	FM Technician / client	Prior to commencing work
Ensure read and comply with any workplace rules, manufacturer's instructions and method statements.	FM Technician	Prior to commencing work
Inspect material to be worked on before starting to ensure no hidden services are present	FM Technician	Prior to commencing work
Remove potential fire fuel sources such as flammable materials.	FM Technician	Prior to commencing work
Perform pre-use and visual checks to ensure correct tool and fit for purpose.	FM Technician	Prior to commencing work
Never improvise. Always use correct tools for task.	FM Technician	Prior to commencing work
Wear impact safety glasses when there is a risk of materials being ejected.	FM Technician	Prior to commencing work
If there is any doubt concerning the task or safety, stop work and clarify.	FM Technician	Ongoing
To avoid contamination, wear suitable coveralls.	FM Technician	Ongoing
Ensure clear of rotating parts. Ensure long sleeves and other clothing is kept clear.	FM Technician	Ongoing
Clean tools, work area and work wear.	FM Technician	At end of task.

### Assessed by:

Frank Burke, Tech IOSH, Space Solutions Facilities Management Health & Safety Manager

Name: K. Petty

Signature/s.....*K Petty*..... Date: 15/6/20

Name: G. Cruickshank

Signature/s *G. Cruickshank* Date: 20.06.22