

WELSHPOOL TOWN COUNCIL - HAND HELD MACHINERY RISK ASSESSMENT GUIDELINES

Ref	Heading	Risk	Details	Level
1	Site of operation	i) Terrain	Check level, obstructions and nearby hazards.	LOW
		ii) Wires and debris	Check for anything in area of work.	LOW
		iii) Other local hazards	Check for any other localised hazards.	LOW
2	Machinery	i) Checks	Check all machinery is in good working order.	LOW
		ii) Proper equipment	Use proper equipment for the job in hand.	LOW
		iii) Maintenance	Ensure all equipment is checked before and after use.	LOW
		iv) Cleaning	Clean all equipment after use and put away.	LOW
3	Clothing	i) Protective clothing	Wear protective clothing appropriate to the equipment being used.	LOW
		ii) Boots	Always wear safety boots.	LOW
		iii) Hemet and face/ear protection	Wear helmet, face protection and ear protection as appropriate.	LOW
		iv) Hemet and face/ear protection	Wear helmet, face protection and ear protection as appropriate.	LOW
4	Protection of the area	i) Public areas	Ensure all public areas are protected. If necessary ensure help is there to aid this process.	LOW
		ii) Watch out	Watch out for any people who may stray close to your work.	LOW
5	Reporting	i) Faults	Any faults with the equipment should be reported or arranged to be fixed. If the equipment is left overnight please leave a note about the fault on it.	LOW
		ii) Accidents	Report all accidents to the office asap.	LOW
		iii) Anything unusual	Report anything unusual to the office.	LOW
6	Training and ability	i) Certificates	All tools may only be used by those with the appropriate certification.	LOW
		ii) Training	Training is to be sought if required and provided.	LOW
7	Risk assesement notes	i) Applies to	This assessment applies to all hand held equipment.	LOW
		ii) Employee responsibility	It is the employees responsibility to ensure this risk assessment is taken into account when using all tools.	LOW
		iii) Help	It is the employees responsibility to ensure if lone working is not appropriate that another member of staff is present.	LOW
		iv) Lone Working	Lone working equipment is issued and should be used.	LOW

