


Newland Express Transport Ltd

Risk Assessment

Title	Hand Tools	Date Of Assessment	Thu 11 Jan 2024
Site	Newland Express Transport Ltd	Location	ALL AREAS
Risk Assessor	James Asbrey	Assisted By	-
Non-Employees Involved	-	People At Risk	Employees, Contractors
Task Description	Assessment of hand tool use to identify hazards and reduce the risk of injury, misuse, or equipment failure.		
Risk Rating	 Medium		
Review Date	Tue 12 Jan 2027	Reviewer	James Asbrey

Hazards

Hazard	Faulty Electrical Equipment
Risk Of Harm	Electrocution resulting in shock, burns, fire etc.
Existing Control Measures	<p>Only trained, competent staff authorise electrical equipment for supervised learners in training.</p> <p>Pre-use visual inspections of electrical equipment are carried out.</p> <p>All electrical equipment tested for safety.</p> <p>Staff remove from use any equipment which has not been tested, or which has failed using the defect reporting procedure which is in place.</p> <p>Learners report any faulty or damaged electrical equipment to supervising staff or technicians.</p> <p>All powered tools are battery powered or operate at 110 volts or less (e.g. cordless drills). The supply from the mains socket or generator to a 110 volt transformer is kept as short as possible.</p>

Hazard	Inhalation Of Dust
Risk Of Harm	Inhalation of dusts leading to respiratory conditions such as lung cancer, asthma and Chronic Obstructive Pulmonary Disease (COPD).
Existing Control Measures	<p>Only trained, competent staff authorise use of dust-generating equipment.</p> <p>Learners' use of dust-generating equipment is restricted.</p> <p>Hand tool operations are carried out in well ventilated areas.</p> <p>Dust extraction ports fitted to hand tools (e.g. sander, planer etc.) and used in conjunction with a type H (High) or M (Medium) class extraction unit.</p> <p>Extraction unit serviced maintained, and subject to a statutory Thorough Examination.</p> <p>When finished residual dust deposits are removed using a vacuum. The use of brushes is prohibited.</p>

Hazard	Ejected Materials and Parts
Risk Of Harm	Ejection resulting in eye damage, cuts, lacerations or puncture wounds.
Existing Control Measures	<p>The use of powered hand tools is restricted to fully trained and competent staff.</p> <p>Learners are supervised at all times while using the tools.</p> <p>Equipment is checked and adjusted before use.</p> <p>Documented pre-use checks of all guards fitted to, or provided with equipment, are carried out.</p> <p>Staff and learners are instructed that all Personal Protective Equipment provided i.e. eyewear, ear defenders and gloves (except with rotating equipment such as a drill) is worn. This is enforced by the display of safety signs in appropriate locations.</p>

Hazard	Exposure To Excessive Levels Of Unwanted Vibration
Risk Of Harm	Exposure to excessive levels of vibration resulting in Hand Arm Vibration Syndrome.
Existing Control Measures	<p>Only trained, competent staff authorise use of vibrating equipment.</p> <p>Learners' use of vibrating equipment is intermittent and an on rotation basis.</p> <p>Our purchasing policy includes the requirement to source low vibration emitting equipment.</p> <p>Vibrating equipment is maintained in accordance with the manufacturers recommendations.</p> <p>Staff undergo pre-employment health checks.</p> <p>Staff are instructed that hand tools are only to be used for short duration work and work on job rotation using the trigger times advised by the suppliers.</p> <p>Manufacturer's data is used to calculate trigger times to the first action level.</p> <p>Staff have been instructed in these times and are instructed to rotate use of the tools so that none are exposed to unsafe levels of hand arm vibration.</p>

Hazard	Contact With Rotating Or Oscillating Equipment
Risk Of Harm	Contact with moving parts resulting in entanglement.
Existing Control Measures	<p>Only trained, competent staff are authorised to use the equipment .</p> <p>Learners are supervised at all times while using the tools.</p> <p>Staff and learners are trained only to use the tools for the purpose for which they have been designed.</p> <p>Pre-use checks of all guards fitted to, or provided with equipment, are carried out.</p> <p>Staff isolate power tools (e.g. unplug) before any adjustments are undertaken.</p> <p>Learners must not make any electrical adjustments to power tools.</p> <p>Only power tools fitted with hold to run controls are used.</p> <p>Staff and learners wear Personal Protective Equipment provided i.e. eyewear, ear defenders and gloves.</p> <p>The wearing of jewellery and loose clothing are prohibited to prevent entanglement.</p>

Hazard	Exposure To Excessive Noise
Risk Of Harm	Exposure to excessive levels of unwanted sound can result in hearing damage such as Noise Induced Hearing Loss.
Existing Control Measures	<p>Staff and learners have been trained on the risk assessment and effects of noise exposure.</p> <p>Company purchasing policy includes requirement to source low noise emitting equipment.</p> <p>Purchased equipment is maintained in accordance with the manufacturers recommendations.</p> <p>A full noise assessment has been carried out to identify where actions levels are exceeded and the level of control required.</p> <p>Staff undergo audiometric testing as part of their pre-employment health checks (base line tests). Audiometric testing is then carried out annually.</p> <p>Lesson times are planned so to avoid excess noise exposure for Learners.</p> <p>Hearing protection is provided and MUST be worn when working in areas of high noise as identified in the noise assessment.</p>

Past Reviews

Review Date	Reviewer	Comments
Mon 12 Jan 2026	James Asbrey	Reviewed
Sat 11 Jan 2025	James Asbrey	Reviewed.