

ACTIVITY / TASK RISK ASSESSMENT	
Kingfisher Locksmiths	Reference No 0005
Description of work activity: Gain entry / lock repairs and replacements	
Location of activity; Doors ground level	Frequency and duration of activity: Once / up to 1 hour
Number and types of people exposed to risks: <ul style="list-style-type: none"> • 1 specialist locksmith • Other people in the vicinity e.g. tenants or home owners 	
Hazards associated with activity / task:	
<ul style="list-style-type: none"> • Electrical hazards from portable electrical appliances • Cuts and abrasions from sharp tools • Eye injury from dust and ejected materials • Noise (grinding) 	<ul style="list-style-type: none"> • Manual handling - heavy tools • Exposure to silicon based lubricant sprays • Slips trips and falls – tools on floor etc • Asbestos.N.B asbestos may be contained in some older fire doors
Existing controls / safety measures:	
<ul style="list-style-type: none"> • Skilled, experience operative • Visually check work environment prior to commencement to work to ensure safe and free from hazards • Operative to follow good housekeeping principles. Work areas cleared, area kept tidy free of obstructions and trip hazards during work • Tools fit for purpose • Rechargeable electric tools (spare battery carried) • Visually check all tools before starting work • Goggles worn when using electric tools and where there is a risk of dust or ejected material 	<ul style="list-style-type: none"> • Most work carried out where there is good general ventilation. If necessary open windows etc • Nuisance dust masks available for work liable to create significant quantities of dust • Very small quantities of lubricant spray used – non hazardous • Additional local lighting provided where required. • Tools carried in van – only tools required carried to site. • When drilling no loose parts on clothing or wearing anything that can get caught by drill or grinder • Site cleaned of dust and debris waste safely disposed of

Hazard Evaluation:				Risk Rating	Priority
Severity:		Likelihood/Frequency:		Severity x Likelihood =	12 – 25 = HIGH
Multiple fatality	5	Very likely	5	1x2= 2	5-11= MEDIUM
Single fatality	4	Likely	4		
Major injury	3	Quite possible	3		
Loss time injury	2	Possible	2		
First aid injury	1	Unlikely	1		1- 4 = LOW

Risk Rating	Action
12 – 25 = HIGH	Work should not start or continue until risks have been reduced further. Specify action to be taken below.
5-11= MEDIUM	Some additional controls required. Generally safe to continue work until additional controls have been implemented. In the meantime, ensure that existing controls are being used. Specify action to be taken below.
1- 4 = LOW	No further action necessary. Continue to monitor activity to ensure controls remain in place

Action to be taken:	By Who	By When	Date Completed
Visual control of electric tools are fit for purpose (weekly)	N.E	Friday	
Sharpness of tools (Daily)	N.E	End of play	
Use suitable protective gloves when handling silicon based spays to minimise risk of skin damage	Operative		
Use damp cloths or vacuum cleaner fitted with HEPA filters to clear any fine dust from site	Operative		
Wear appropriate hearing defenders when undertaking work where high noise levels are produced e.g. grinding	Operative		
Check with client for likely presence of asbestos in the work vicinity. Do not disturb suspected asbestos based materials. Do not use power tools on suspected asbestos containing materials. If in doubt - contact client.	N.E.		

Assessor: N. Elffers	Date; 25-01-14	Review Date : 10-05-15
Dept Manager: N.Elffers	Date; 25-01-14	