**Use of** **paper drill - risk assessment**

# HIAS MOODLE OPEN RESOURCE

#### Sarah Pook

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#### Final version

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**Overview**

**This document contains…**

You will find guidance on using paper drill in Primary schools.

**Points to consider when using this resource**

This is guidance only, please adapt and amend to suit the needs of your students.

**Use of Paper drill - risk assessment**

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| --- |
| **Paper drill** |
| Please sign in the appropriate space to confirm your knowledge and understanding of the hazards and the risk control measures that should be applied when using equipment. |
| **Activity** |
| USE OF PAPER DRILL  **NB: ONLY RESPONSIBLE KEY STAGE 2 PUPILS SHOULD USE PAPER DRILLS.** |
| **Hazards** |
| • Cuts/lacerations.  • Broken drill bits can cause nasty puncture wounds.  • Lack of space around the working area.  • Cleaning the drill bit needs to be done with caution. The cutting edge is very sharp. |
| **Additional Hazards Identified** |
|  |
| **Risk Control Measures** |
| • Reception and KS1 pupils should not use paper drills.  • Paper drills should only be used when the work is held down on a cutting mat or on a piece of wood.  • Ensure that the work space is adequate for pupils.  • Ensure the drill bit is in good condition and is not damaged.  • Ensure that the drill shaft is held perpendicular to the surface being cut.  • The tool should be used with gently pressure and a small twisting movement. Do not use this tool with a hammer.  • Clean the bit by holding it in a vice and pushing debris out from the rear of the bit. |
| **Additional Control Measures Identified** |
| **(If you have identified additional hazards you must describe what additional control measures need to be put in place)** |
| **All relevant staff have been made fully aware of the contents of this risk assessment** |
| Date of Risk Assessment:  Date of Review:  Name(s) of Assessor(s):    Signature of Subject Leader/Coordinator:  Signature of Headteacher: |

**Design and Technology**

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