

4.1

WORKSHOP RISK ASSESSMENTS

Initially conducted on 9 Jan 2014 and annually thereafter with the assistance of
Steve Farr, Trevor Summers and Matt Barnes
Last Reviewed 10 October 2023



Department:	Workshop	Date:	10 October 2023
Review Date:	October 2024	Completed by:	Simon Rogers assisted by Trevor Summers

Sheet number:	1	Area of Activity:				General Hazards – Gene	eral State	ment			
Hazard Description	Persons at Risk	Current Controls	Risl curr	Ratin	ig on itrols	Further remedial work required to improve Risk	Action By	Completion Date	Ris enha	g on ntrols	
•			P	S	RR	•			P	S	RR
		A modern well equipped									
		A modern well equipped workshop with good lighting and working									
		conditions.									
										İ	
										İ	

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	2	Area of Activity:				General Hazards – House	ekeeping,	/Slips			
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating o		g on ntrols
			P S RR		RR				P	S	RR
HOUSEKEEPING	Mechanics	Overall:									
	Drivers and other	• Spacious modern facilities	2	3	6	Continue to maintain good standards of housekeeping					
	staff	Good lighting					quired Action By Completion Date				
	Workshop visitors	Good general storage									
		arrangements									
		• Some warning signs posted									
		Effective supervision									
		Improvements made									
		Housekeeping checks in place									
- slips (oil, oil storage,		Dedicated storage for	-	-	-	No significant risk with controls in					
water on floor) leading		oils etc.				Place					
to injury		Spillages cleaned up									
		immediately									
- see also trips and											
falls below											

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Severity Rating (S) with Guide

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Department:	Workshop	Date:	10 October 2023
Review Date:	October 2024	Completed by:	Simon Rogers assisted by Trevor Summers

Sheet number:	3	Area of Activity:				General Hazards – House	ekeeping	/Trips						
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ntrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced control					
_			P	S	RR	-			P	S	RR			
HOUSEKEEPING														
continued														
- trips leading to	Mechanics	As Overall earlier, also	-	-	-	No significant risk with controls in								
injury	Drivers and other	Good awareness/tidying				Place								
	staff	up hoses etc. as tasks												
	Workshop visitors	completed												
		Moderate use of floor												
- see also slips above		cables/hoses seen with												
and falls below		above average visibility												
		i .	1	1	1	1	1	1	1	1	1			

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Risk Rating (RR) = Probability x Severity

1 - 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.

8 - 10 Medium risk. Implementation of additional practical remedial measures identified is strongly

advised where this would result in a reduction of risk.

12 - 16 High risk. Implementation of additional practical remedial measures is urgent and essential.

20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	RISK ASSI	ESSI	MEN	T V	VORKSHEET Date:	10 October 202	3				
Review Date:	October 2024					Completed by:	Simon Rogers a	ssisted b	y Trevor Sumn	ners		
Sheet number:	4	Area of Activity:				Gener	al Hazards – Hous	sekeeping	/Falls			
Hazard Description	Persons at Risk	Current Controls		k Ratin rent con		Further remedial improv		Action By	Completion Date		k Rating	
			P	S	RR	_				P	S	RR
HOUSEKEEPING												
continued												
- falls (pit(s), stairs,	Mechanics	As Overall earlier, also:	2	3	6	Acceptable standar housekeeping are r						
roller brake tester,	Drivers and other											
other) leading to	staff	• Pit steps regularly										
injury	Workshop visitors	inspected/cleaned										
(see also Storage		• Pit(s) highlighted										
Systems Sheet for		• Signage										
Mezzanine)												
- see also slips and												
trips above		Roller brake tester	2	3	6	Acceptable risk with	h controls in					
		highlighted and safely				Place						
- see also Working		located										
at Height later		Good housekeeping down										
		pit sides observed										
		• Cover to Rolling road										
Probability Rating (P) with Gui 1 = Improbable (hardly if ever 2 = Remote (< annually) 3 = Possible (annually) 4 = Probable (monthly) 5 = Likely (weekly)	r) 1 = First A 2 = Minor 3 = Major	ng (S) with Guide kid Injury injury (say 3 days off work) injury nent incapacity or death	1 - 8 -	6 10 - 16	Lov Me adv Hig	R) = Probability x Severi w, Acceptable risk. Any redium risk. Implementation ised where this would resugh risk. Implementation of acceptable risk. Terminati	emedial measures helpfu in of additional practical i ult in a reduction of risk. f additional practical rem	remedial mea edial measur	sures identified is s es is urgent and esse			
Sheet number:	5	Area of Activity:				Ger	neral Hazards - En	vironmer	nt			

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Hazard Description	Persons at Risk	Current Controls				Further remedial work required to improve Risk	Action By	Completion Date	Ris enha	k Ratin nced co	g on ntrols
•			P S RR - - - No significant risk with controls in place - and portable - - No significant risk with controls in place - work area - - - - ared building - - - - ter - - - - risk only - - - - - ronment is - - - -	P	S	RR					
LIGHTING	Mechanics	• Modern	-	-	-	No significant risk with controls in					
(risk of injury	Drivers and other	general lighting				place					
potentially enhanced if	staff	Good local and portable									
lighting poor)	Workshop visitors	lighting									
		• Clear, open work area									
HEATING	Mechanics	Fully insulated building	_	_	_						
(risk of injury		with Oil heater									
potentially enhanced by											
inadequate heating)											
NOISE	Mechanics	• Intermittent risk only -	_	_	_						
- potential hearing	ricenames	normal environment is									
impairment from		quiet									
noisy activity(ies)		Ear defenders available									

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- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
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October 2024 Simon Rogers assisted by Trevor Summers **Review Date:** Completed by:

Sheet number:	6	Area of Activi	ity:			General Ha	zards – E	lectricity			
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
1			P	S	RR	•	·		P	S	RR
ELECTRICITY	Mechanics	• Electrical installation	2	3	6	Acceptable risk with controls in					
- shock		inspected				place					
- fixed installation		All work undertaken by									
		qualified contractor									
		• Wiring in conduit and									
		on trays									
				İ							
				İ						- 	
- tools/equipment	Mechanics	Pneumatic appliances	2	3	6	Acceptable risk with controls in					
		• RCD protection on all				place					
		sockets									
		Battery Tools		İ							
										- 	
			Ì								
			Ì								
- steam cleaner	Mechanics	• See separate risk									
		assessment									
			İ								
			İ								
- batteries	Mechanics	• See separate risk									
		assessment									

Probability Rating (P) with Guide

= Improbable (hardly if ever)

= Remote (< annually)

= Possible (annually)

= Probable (monthly) = Likely (weekly)

Severity Rating (S) with Guide

= First Aid Injury

= Minor injury (say 3 days off work)

3 = Major injury

= Permanent incapacity or death

Risk Rating (RR) = Probability x Severity

- Low, Acceptable risk. Any remedial measures helpful rather than essential. 1 - 6
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
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* PAT = Portable electrical Appliance Testing

Department:	Workshop	RISK ASSE	ESSI	MEN	T W	ORKSHEETDate:	10 October 202	3					
Review Date:	October 2024				Completed by: Simon Rogers assisted by Trevor Summers								
Sheet number:	7	Area of Activity:			General Hazards - Storage Systems 1								
Hazard Description	Persons at Risk			to improve Risk			Action By	Completion Date	enha	k Ratin	ntrols		
CTODACE CYCTEMS		0	P	S	RR	A t -	la acceptional a fin			P	S	RR	
STORAGE SYSTEMS		Overall:				Acceptable risk with	n controls in						
		Dedicated/specific/storage				place							
		area(s)/systems											
		(Converted Container)											
- Oil (see Sheet No 1)													
- Stores													
□ Racking	Mechanics												
- collapse leading		Stable racks	-	-	-	No significant risk	with controls in						
to injury		Clear of impact risk				place							
		Secured to fixture											
- items fall off/	Mechanics	Orderly storage	_	_	_	No significant risk	with controls in						
access fall	rreenames	• Tidy regime				place	THE CONTROLS III						
(person)		Supervision				<i>p</i>							
()/		All storage easily reached											
		Suitable access steps											
Probability Rating (P) with Guid I = Improbable (hardly if even) E = Remote (< annually) I = Possible (annually) I = Probable (monthly) I = Likely (weekly)	1 = First A 2 = Minor 3 = Major	ing (S) with Guide Aid Injury injury (say 3 days off work) injury anent incapacity or death	1 - 8 -	- 6 - 10 - 16	Low Med advi High	R) = Probability x Severity, Acceptable risk. Any regular risk. Implementation sed where this would resun risk. Implementation of acceptable risk. Termination	medial measures helpfu of additional practical It in a reduction of risk. additional practical rem	remedial mea	sures identified is s es is urgent and esso	0,			
Sheet number:	8	Area of Activity:	General Hazards - Storage System 2										

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Hazard Description	Persons at Risk	Current Controls	Ris	k Ratin rent cor	ig on itrols	Further remedial work required to improve Risk	Action By	Completion Date	Ris enha	Risk Rating on enhanced controls		
•			P	S	RR	1			P	S	RR	
STORAGE SYSTEMS												
continued												
Fire in any storage	Fitters	Restricted flammables	-	-	-	No significant risk with controls in						
area	Drivers and other	Good controls				place						
(see also Main Fire	staff	Supervision										
Assessment)	Workshop visitors	• Proprietary parts washer										
		(see separate										
		assessment)										
		Smoking prohibited										
		• Signage										
^a Tyres		See separate assessment										

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Department:	Workshop	Date:	10 October 2023
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Review Date: Completed by: **Sheet number:** 9 Area of Activity: **General Hazards - Personal Protective Equipment** Risk Rating on **Risk Rating on** Hazard Persons Current Further remedial work required to Action **Completion** current controls enhanced controls **Description** at Risk **Controls** improve Risk By **Date** RR S S RR Full range of PPE provided **PROTECTIVE Fitters EQUIPMENT (PPE)** as follows: (certain activities in the Sets of overalls supported Workshop and elsewhere by cleaning contract and adequate changing facilities create potential hazards which can be Goggles Face shield significantly reduced by the provision and use Face masks of appropriate PPE, Gloves – various types after other risk reduction Ear defenders methods have been · Barrier creams exhausted) Hard hats/bump caps Safety footwear Waterproofs etc. for steam cleaning Kneeling pads Supervision

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Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)

Guide

Written Good Practice

- 3 = Major injury
- 4 = Permanent incapacity or death

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Sheet number	10	Area of Activity:				General Hazards &	k Issues 1	L			
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
CONTRACTORS - the	Mechanics	• Formal control	-	No significant risk with controls in							
risk of injury to	Other workshop	• Supervision				place					
contractors or own staff	visitors	• Guidance in H&S Manual									
through uncontrolled	Contractors staff	• Signage									
activity by employees											
of former											
YOUNG PERSONS are	18 year olds and	None	-	-	-	None employed at present but					
potentially more at risk	younger					should situation change assessment					
of injury owing to						required					
inexperience											
ACCIDENT	Mechanics	• First Aider									-
PROCEDURES can	Other workshop	• Running Water	3	3	9						
potentially lead to	visitors	• Access to 1 st Aid kit	3		1 9						
enhanced injuries	VISILUIS	New accident book		-						<u> </u>	
ennanceu injuries											
		Accident procedure								<u> </u>	
		• Signage	+	1	1					<u> </u>	
			-	1						<u> </u>	
			\perp	 	1					<u> </u>	
										<u> </u>	

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Sheet number:	11	Area of Activity:	General Hazards & Issues 2								
Hazard Description	Persons Current Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date		k Ratin	ng on ontrols		
			P	S	RR				P	S	RR
INDUCTION the risk of	Mechanics	• Verbal	3	3	9					ignifi	cant
injury potentially being		• Formal Induction							risk cont	with rols ii	n
enhanced if inadequate								place			
TRAINING		• Experienced mechanics	2	3	6				No s	ignifi:	cant
		Verbal/formal induction	†		1				risk	with	
		Assigned to experienced							cont	rols i e	n
		employee								·	
		• Training records kept									
1 st AID any injury	Mechanics	Appointed Persons	3	3	9						
potentially being		• Access to 1st Aid									
exacerbated if		equipment									
inadequate		• Running water									
WELFARE FACILITIES	Mechanics	• Clean eating facilities	-	-	-	No significant risk with controls in					
the risk of injury or		• Separate changing				place					
illness potentially being		facilities									
enhanced if inadequate		Adequate breaks									1
		Good changing/WC									
		facilities									

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Review Date:	October 2024					Completed by:	Simon Rogers a	ssisted b	y Trevor Sumn	ners		
Sheet number:	12	Area of Activity:				Work	Equipment – Gen	eral State	ement			
Hazard Description	Persons at Risk	Current Controls		k Ratin		Further remedial improv		Action By	Completion Date		k Rating	
•			P	S	RR			·		P	S	RR
		Note 1: Overall, all Mecha					or trained or,					
	where not, appropriate controls are exercised.											
		Note 2: Unless stated, eq	uipme	nt re	ferre	ed to is proprietary	and					
		suitable for purpose.		1	1	I						
	C " D	. (6) 11 (7.1)	D:	l D	· @	D) B 1 12111 C	•,					
Probability Rating (P) with Guid I = Improbable (hardly if ever) I = Remote (< annually) I = Possible (annually) I = Probable (monthly) I = Likely (weekly)	1 = First 2 = Mino 3 = Majo	ing (S) with Guide Aid Injury r injury (say 3 days off work) r injury anent incapacity or death	1 - 8 -	6 10 - 16	Lov Me adv Hig	R) = Probability x Sever. w, Acceptable risk. Any redium risk. Implementation ised where this would result risk. Implementation of acceptable risk. Termination	emedial measures helpfu n of additional practical ult in a reduction of risk. f additional practical rem	remedial mea edial measur	sures identified is st es is urgent and esse			

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	13	Area of Activity:				Work Equipment – V	/ehicle Lifts						
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced control				
•			P	S	RR	-			P	S	RR		
VEHICLE LIFTS		Overall:								<u> </u>			
		Modern equipment and											
		controls – 'failsafe'											
		operation											
		Maintenance											
		Statutory inspection											
		• End stops									Ī		
		Automatic rising stops									Ī		
		• chocks								- 			
		Experienced trained staff											
- vehicle falling off and	Mechanics	As above, also:	2	3	6	Acceptable risk with controls in							
crushing person	Other workshop	• Suitable area				place							
	visitors	• Level ground											
		Control allow for side											
		operation keeping body								- 			
		And limbs clear											
		• Safe System of Work											
										<u> </u>	\perp		
										<u> </u>			
D 1 122 D (2 00) 14 C		(0) 11 (1)								<u> </u>			

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Severity Rating (S) with Guide

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Review Date.			Completed by. Simon Rogers assisted by Trevol Summers								
Sheet number:	14	Area of Activity:				Work Equipment – M	lobile Lift	ts			
Hazard Description	Persons at Risk	Current Controls	ontrols improv		Risk Rating on current controls Further remedial work required to improve Risk		Action By	Completion Date	Risk Rating on enhanced control		
					RR				P	S	RR
- bumping head	Mechanics	As above, also:	2	3	6	Acceptable risk with controls in					
		• Hard hats/bump caps				place					
		available									
		General awareness									
- working in raised	Mechanics	As above, also:	2	3	6	Acceptable risk with controls in					
vehicle and falling		• Light task e.g.				place					
out or assisting		Proprietary steps used									
vehicle collapse		• SSW									
				-							
				1							
											1

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Sheet number:	15	Area of Activity:				Work Equipment – A	xle Stanc	ls			
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ig on itrols	Further remedial work required to improve Risk	Action By		Risk Rating on enhanced control		
			P	S	RR	-			P	S	RR
AXLE STANDS		Overall:									
- vehicle falling off and											
crushing person	Mechanics	• SWL* clearly marked	3	3	9	Acceptable risk with controls in					
		and understood				place					
		Maintenance when needed									
		• Visual check									
		Only used with other									
		lifting equipment									

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 - * SWL = Safe Working Load

Severity Rating (S) with Guide

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Sheet number:	16	Area of Activity		Work Equipment - Transmission Jack							
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
TRANSMISSION JACK		Overall:									
used for gear box		Gear box only removed									
removal		for clutch changes									
		• maintenance when needed									
		• Visual check									
		Statutory inspection									
- box fall off leading	Mechanics	As above, also:	2	3	6	Acceptable risk with controls in					
to injury		Box ratchet strapped to				place					
		jack									
		Wheels braked/chocked									
		Safe System of Work									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	17	Area of Activity		Work Equipment - Transmission Jack							
Hazard Description	Persons at Risk	Current Controls	Ris	Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Ris enha	k Rating	on trols
			P	S	RR				P	S	RR
TRANSMISSION JACK											
continued											
- jack collapse	Mechanics	As above, also	2	3	6						
		SWL clearly marked									
		and understood									
		Safe System of Work									
See also Sheet on											
(Gear box removal)											

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	18 Persons at Risk	Area of Activity		Work Equipment – Bottle Jacks									
Hazard Description		Current Controls		sk Ratio		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls				
			P	S	RR				P	S	RR		
BOTTLE JACKS		Overall:											
		• maintenance as & when											
		Visual check											
		• Thorough examination											
											<u> </u>		
- jack collapse followed	Mechanics	As above, also:	2	3	6	Acceptable risk with controls in					<u> </u>		
by vehicle crushing		Always supported by:				place					<u> </u>		
person		- Chocks									<u> </u>		
		- Stands											
		- Additional jack											
		SWLs clearly marked and											
		understood											
		Statutory Inspection											

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	19	Area of Activity				Work Equipment	– Pit Jacl	k			
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ntrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
PIT JACK		Overall:									
		Visual check	2	3	6	Thorough examination in place					
		• Maintenance as & when									
										<u> </u>	<u> </u>
- jack collapse followed	Mechanics	Jack sits within dedicated	2	3	6	Thorough examination in place					
by vehicle crushing		pit channel (limited									
person		travel)									
		• Failsafe hydraulic									
		operation									
		• Lockable twin rams (i.e.									
		back-up)									
		High SWL clearly marked									
		and understood									
		• Statutory Inspection									
											<u> </u>
											1

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	20	Area of Activity				Work Equipment –	Trolley Ja	ıck						
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ntrols	Further remedial work required to improve Risk	Action By	Completion Date	Ris enha	on trols				
			P	S	RR				P	S	RR			
TROLLEY JACK		Overall:												
		Visual check												
		• Maintenance as & when												
											<u> </u>			
- jack collapse	Mechanics	• Low lift	2	3	6	Acceptable risk with controls in								
followed by say		Bodies/limbs well clear				place					<u> </u>			
crushed foot or leg		during lift									<u> </u>			
		• High SWL - clearly									<u> </u>			
		marked and understood												
		Supported by:												
		- Chocks												
		- Stands												
		- Bottle jacks	<u> </u>											
		Statutory Inspection	<u> </u>											
											<u> </u>			
											<u> </u>			
											l			

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	21	Area of Activity	Work Equipment – Roller Brake Tester								
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
ROLLER BRAKE		Overall:									
TESTER		Authorised use only	3	3	9	Acceptable risk with controls in					
		• Regular maintenance &				place					
		calibration									
- foot caught in rollers	Mechanics	As above, also:									
- when not in use	Other workshop	• Slow speed rollers (5mph)									
	users	Clear demarcation									
		• Side barrier rails/guard									
		• Bridge									
		General awareness									
		• 'Safe' location									
		• Signage									
		• Safe System of Work									
		As above +	-	-	-	No significant risk with controls in					
- when in use	Mechanics	Manned supervision				place					
- electric shock	Mechanics	• Not believed to be a	-	-	-	No significant risk with controls in					
		significant risk				place					
- injury to service	Service Engineer	Certified contractor only	-	-	-	No significant risk with controls in					
engineer		engaged				place					
- electric shock		Contractor control									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	22	Area of Activity		Work Equipment – Access Equipment							
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
ACCESS EQUIPMENT											
(see also Working at											
Height on Sheet xx)											
- Mobile steps used for		Overall:									
		• Visual check									
- falling off (person)	Mechanics	As above, also:									
		Only used for access	3	3	9	Acceptable risk with controls in					
		(not as a working				place					
		platform) except mirror									
		adjustment on vehicles									
		Safe System of Work									
- falling objects	Mechanics	As above, also:	-	-	-	No significant risk with controls in					
(tools etc.)	Other workshop	• Light loads				place					
	visitors	Tools kept to minimum									
		• Limited height									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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October 2024 **Simon Rogers assisted by Trevor Summers Review Date:** Completed by:

Sheet number:	23	Area of Activity	Work Equipment – Access Equipment 2								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
ACCESS EQUIPMENT											
continued											
(see also Working at											
Height Sheet)											
- Ladders/steps		Overall:									
- falling off (person)	Mechanics	Visual check	3	3	9	Acceptable risk with controls in					
		Maintenance as & when				place					
		• Class/industrial use								i	
		Used for access only									
		• Footed								İ	
		Good Practice Guide								İ	
		Safe System of Work									
MEWP	Mechanics	Visual checks	2	3	6	LOLER examinations required	МВ				
		Safe platform an handrail									
		• Maintained								———	
C. 11.	100					Al					<u> </u>
- falling objects (tools	Mechanics	• Footed	-	-	-	No significant risk with controls in					<u> </u>
etc.)	Other workshop	Tools kept to minimum				place					<u> </u>
	visitors	 Limited height 								I	

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- = Remote (< annually)
- = Possible (annually)
- 4 = Probable (monthly)
- = Likely (weekly)

Severity Rating (S) with Guide

- = First Aid İnjury
- = Minor injury (say 3 days off work)
- = Major injury
- = Permanent incapacity or death

- Low, Acceptable risk. Any remedial measures helpful rather than essential. 1 - 6
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- Unacceptable risk. Termination of activity is recommended pending full review. 20

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	24	Area of Activity				Work Equipment – I	Bench Grii	nder						
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
BENCH GRINDER		Overall:												
		Good working												
		environment												
		Dedicated secure bench												
		Good lighting												
		• Visual check												
- contact to hand or	Mechanics	As above, also:	3	3	9	Acceptable risk with controls in								
arm		Dressing/wheel				place								
		replacement by trained												
		mechanic												
		Emergency stop button												
		Experienced fitters												
		• PPE												
- ejection and potential	Mechanics	As above, also:	2	3	6	Acceptable risk with controls in								
injury to eyes/face		• PPE (eye protection/clean				place								
		environment)												
		• Signage												

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	25	Area of Activity				Work Equipment –	Parts Was	her			
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
PARTS WASHER		Overall:									
		• Proprietary unit									<u> </u>
		Safety information posted									
		• Regular service									
		Trained users									
- solvent contact with	Mechanics	As above, also:	-	-	-	No significant risk with controls in					
skin or eyes		• Warning signs				place					
		• PPE (inc. gauntlets)									
		General awareness									
- Fire leading to injury	All on site	As above, also:	-	-	-	No significant risk with controls in					
		Safe electrics				place					
(see also Main Fire		Fusible link metal lid									
Assessment)		Good location									
		No other machinery near									
		Clear of combustibles									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	26	Area of Activity	Work Equipment – Blocks/Tackle/Chains								
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P S RR				P	S	RR		
BLOCKS/TACKLE/		Overall:	3	3	9						
CHAINS		No unauthorised use									
		• Visual check									
		• Not used for lifting									
		Used for towing									
- failure leading to	Mechanics	As above	3	3	9	Acceptable risk with controls in					
collapse and then						place					
crushing injury to											
body/limb											
Pillar drill	Mechanics	Rarely used	2	3	6	Chuck guard required	MB				
		Authorised person only									
			İ								

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	27	Area of Activity				Work Equipment – A	ir Compre	essor							
Hazard Description	Persons at Risk	Current Controls	Ris	Risk Rating on current controls		Further remedial work requite to improve Risk		Further remedial work required to improve Risk	Action By		Risk Rating on enhanced controls				
			P	S	RR				P	S	RR				
AIR COMPRESSOR															
- contact with	Mechanics	Statutory Inspection	-	-	-	No significant risk with controls in									
compressed air	Drivers	Regular maintenance				place									
leading to injury	Service engineers/	Safe location													
	inspectors	Good Practice Guide													
- electric shock	As above	• Electrical testing	2	3	6	Acceptable risk with controls in									
						place									
			Ì												

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Sheet number:	28	Area of Activity				Work Equipment – Port	able Powe	er Tools			
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ntrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
PORTABLE POWER		Overall:									
TOOLS etc.		No unauthorised use									
				<u> </u>							<u> </u>
											<u> </u>
											<u> </u>
- Electric tools		As above, also:	2	3	6	Acceptable risk with controls in				<u> </u>	
- shock	Mechanics	• RCD sockets (all)				place					
		Visual check									
		Good Practice Guide									
										<u> </u>	<u> </u>
- contact leading	Mechanics	As above, also:	4	2	8	Recommend replacing any missing			2	3	6
to injury of hand or		• Guards				guards					
arm		General awareness									
		Experience									
		Tools in good condition									
		(or scrapped)									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	29	Area of Activity	Work Equipment – Portable Power Tools 2								
Hazard Description	Persons at Risk	Current Controls	Risk Rating current contr			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	P S RR					P	S	RR
PORTABLE POWER											
TOOLS etc. cont.											
- ejection and	Mechanics	As above, also:	4	2	8				2	3	6
potential injury to		• PPE (eye protection)				Include all PPE in regular checks if					
eyes/face		• Signage				not disposable e.g. goggles					
											<u> </u>
- Pneumatic tools	Mechanics	As above, also:	-	-	-	No significant risk assessed					
- vibration		• Intermittent use									
		Aware of HAVs issue and									
		do not believe there is a									
		significant risk because									
		of limited use									
		• PPE (appropriate gloves)									
		General awareness									

Probability Rating (P) with Guide

- l = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	30	Area of Activity		Vehicle Maintenance/Repair - General Statement																																													
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls P S RR																																								Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P						P	S	RR																																						
		Note 1: Overall, all Fitters	are h	ighly	exp	erienced and/or trained or,																																											
		where not, appropriate con																																															
		Note 2: Unless stated, equ	ipme	nt re	ferre	d to is proprietary and																																											
		suitable for purpose.		1	1																																												

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	31	Area of Activity		Vehicle Maintenance/Repair - Vehicle Movement								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Ris enha	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR	
VEHICLE												
MOVEMENT												
- collision with person	Mechanics											
(particularly when	Other workshop	• 2 man operation - driver	3	3	9	Acceptable risk with controls in						
reversing)	visitors	and 'banksman'				place						
		High visibility clothing										
(see also Pit use below)		Slow speeds										
		Reversing lights/bleepers										
		Clear workshop and area										
		while allowing straight										
		drive out										
		General awareness										
		Good Practice Guide										
		• Signage										
- movement when	Mechanics											
being worked on		• Isolation switches applied	3	3	9	Acceptable risk with controls in						
		Drivers educated to ask		İ		place						
		if they can move vehicle										
		Chocks applied										
		• Low level of traffic										
		Good Practice Guide										
		Dashboard alert system	ĺ									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
-			

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	32	Area of Activity	Vehicle Maintenance/Repair -Gearbox Removal								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ontrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
GEARBOX											
REMOVAL											
- fall leading to	Mechanics	• See Sheet No 17									
crushing injury											
- rocking/falling on	Mechanics	• Purpose built jack	3	3	9	Acceptable risk with controls in					
released		- Appropriate SWL				place					
		• Located in safe area									
		- chocked before release									
		Statutory Inspection									

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
-			

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	33	33 Area of Activity			Vehicle Maintenance/Repair – Jump Starting								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ontrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls				
			P	S	RR				P	S	RR		
JUMP STARTING A													
VEHICLE													
- explosion of battery,	Mechanics	• PPE	3	3	9	Acceptable risk with controls in							
risk of acid and		• Copious running water				place							
electrical burns		• Safe System of Work											
		-											
		1											
			+							<u> </u>			
										<u> </u>			
										<u> </u>			
			\perp							<u> </u>			
										<u> </u>			
										<u> </u>			
										<u> </u>			
										<u> </u>			
										1			

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	34	Area of Activity	Vehicle Maintenance/Repair - Working in the Pit								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
WORKING IN THE PIT											
- employee (other)	Mechanics	See Sheet No 2									
falling/slipping into	Other workshop										
	visitors										
- head collision when	Mechanics	Good housekeeping in pit	3	3	9	Acceptable risk with controls in					
working under vehicle		Good local lighting				place					
		• Clean/bright walls									
		• Safe System of Work									<u> </u>
		• Signage									
											<u> </u>
- fume inhalation	Mechanics	Running vehicle engines	-	-	-	No significant risk with controls in					
leading to illness		when pit occupied is				place					
		avoided where possible									
		• Spacious workshop									<u> </u>
		(good natural ventilation)									<u> </u>
		Detailed Good Practice									<u> </u>
		Guides									
		• Low sulphur fuel									
		Doors open whilst running									
		vehicle engines									
Continued											

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
±		••••	

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	35	Area of Activity	Vehicle Maintenance/Repair – Working in the Pit 2									
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ontrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls			
			P	S	RR				P	S	RR	
WORKING IN THE PIT												
continued												
- vehicle fall in and	Mechanics	Occupation of pit	-	-	-	No significant risk with controls in						
crushing person		avoided until vehicle				place						
		located										
		• 2 man assist on/off pit										
		procedure										
		Straight run in										
		Line guides										
- hot work leading to		• Avoided	-	-	-	No significant risk with controls in						
say an explosion		• Fuel tanks not heated/				place						
		welded										
- fire	Mechanics	• Bulkhead lighting	-	-	-	No significant risk with controls in						
(see also Main Fire		Flammables avoided				place						
Assessment)		Smoking prohibited			1							
,		• Low voltage and caged			1							
		lead lamps										
- handling	Mechanics	See separate assessment										

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	36	Area of Activity		Vehicle Maintenance/Repair - Battery Charging & Handling							
Hazard Description			Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
BATTERY CHARGING											
& HANDLING											
(including Maintenance											
of batteries on vehicles)											
- explosion of battery,	Mechanics	• General awareness/	3	3	9	Acceptable risk with controls in					
risk of acid burns		experience				place					
		Copious running water									
		• No Smoking									
		• PPE									
		• Safe System of Work									
- back injury from	Mechanics	See separate assessment									
handling											
- Storage of new/spent	Mechanics	 No stock of new batteries 	-	-	-	No significant risk with controls in					
batteries		carried				place					
- explosion/fire/		Spent batteries stored									
shock risk say from		clear of work areas									
metal bar fall across		Terminals covered									
terminals		Good housekeeping									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	37	Area of Activity				Vehicle Maintenance/I	Repair - W	/elding						
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
WELDING (oxy-acet														
and Mig)														
- burn (inc. from sparks	Mechanics	• PPE – gauntlets/visor	3	3	9	Acceptable risk with controls in								
e.g. down overalls		• Experienced/trained				place								
front)		welders	İ											
		• Regular equipment check	İ											
		(informal)												
			İ											
- explosion	Mechanics	Flashback arrestors on	3	3	9	Acceptable risk with controls in								
		both oxy-acet bottles and	İ			place								
		at torch	İ											
		Welding of fuel tanks												
		prohibited												
- cylinder toppling	Mechanics	• Oxy-acet and Mig	-	-	-	No significant risk with controls in								
leading to injury		cylinders trolley mounted				place								
		and each is separately												
		secured												
					1									
Continued														

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	38	Area of Activity				Vehicle Maintenance/Re	epair – W	elding 2			
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ntrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
WELDING (oxy-acet											
and Mig) continued											
- electric shock	Mechanics	• Not taken outside	3	4	12	Acceptable risk with controls in					
(Mig)		Firm earthing procedures				place					
		• Earthing clip in good									
		condition									
		Good Practice Guide									
- fumes (inhalation)	Mechanics	 Modest welding activity 	1	3	3						
		(rare occurrence for any									
		bench work)									
		All welding is mobile									
		RPE available									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023

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Sheet number:	39	Area of Activity		Vehicle Maintenance/Repair - Tyre Fitting & Inflation							
Hazard Description	Persons at Risk	Current Controls	Ris	Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Ris enha	sk Rating	on trols
			P	S	RR				P	S	RR
TYRE FITTING &											
INFLATION											
- explosion	Mechanics	• Good length on air line to	3	3	9	Acceptable risk with controls in					
	Contractors	keep operative well clear				place					
		• Dead man trigger									
		Safe System of Work									
					İ						
					İ						

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	40	Area of Activity	Vehicle Maintenance/Repair - Polishing/Grinding								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ntrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
POLISHING/											
GRINDING											
- HAVS	Mechanics	Overall:									
		• Dedicated area									
		Work carried out when									
		others not present									
		Intermittent tasks say no									
		more than 30 minutes a									
		week									
- Noise	Mechanics	As above, also	-	-	-	No significant risk with controls in					
	Others in vicinity	• PPE (ear defenders)				place					
											_
- Dust	Mechanics	As above, also	-	-	-	No significant risk with controls in					
	Others in vicinity	• PPE (dust masks)				place					
											<u> </u>

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	41	Area of Activity		Vehicle Maintenance/Repair – Service & Repair of Compressed Air Systems and Radiator Caps removal							
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls Further remedial work required to improve Risk P S RR			Action By	Completion Date	Risk Rating on enhanced controls		
			P					P	S	RR	
SERVICE & REPAIR											
of COMPRESSED											
AIR SYSTEMS											
- contact with escaping	Mechanics	General awareness	3	3	9	Acceptable risk with controls in					
air		Experienced employees				place					
		Air drained before work									
		commences									
		Good Practice Guide									
- impact with unit	Mechanics	As above, plus	-	-	-	No significant risk with controls in					
leading to injury		• PPE (eye protection,				place					
		gloves)									
											<u> </u>
			-								<u> </u>
RADIATOR CAPS	Mechanics	General awareness	-	-	-	No significant risk with controls in					
REMOVAL leading to	Drivers	Instruction				place					
scalding injury		Experienced employees									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	41	Area of Activity	Vehicle Maintenance/Repair - Vehicle Maintenance								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
VEHICLE											
MAINTENANCE											
- accident from faulty	Mechanics	All work conducted to	-	-	-	No significant risk with controls in					
vehicle on or off site	Other employees	VOSA guidelines and				place					
resulting in personal	Other persons	manufacturer's									
injury		recommendations									
		against a written service									
		sheet									
		• MOT's undertaken at									
		appropriate intervals									
		• 6 – weekly maintenance									
		and service									
		MOT/Service chart									
		• Individual written records									
		for each vehicle									
										i	
WORKING AT HEIGHT	Mechanics	Activity avoided whenever	2	3	6	Acceptable risk with controls in					
resulting in fall or slip		possible				place					
off roof of a vehicle and		• Proprietary access									
consequent injury		equipment									

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	42	Area of Activity		Vehicle Maintenance/Repair - Working Alone									
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls P S RR		ourrent controls Tul their relicular we		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P						P	S	RR		
WORKING ALONE													
- enhanced injury risk	Mechanics	Work is appropriate i.e.	-	-	-	Acceptable risk with controls in							
potential exists		not dangerous or arduous				place							
		Good health established											
		• Frequent and regular											
		contact by member of											
		management											
PAINT SPRAYING	Mechanics	See Separate sheets											
ILL HEALTH generally	Mechanics	Many Euro engines	3	3	9	Acceptable risk with controls in							
as a possible result		Low Sulphur Diesel				place							
of contact with oils													
etc., fumes and													
Hazardous Substances													

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	43	Area of Activity		Hazardous Substances (COSHH) – Paint Spraying COSHH = Control of Substances Hazardous to Health Regulations 2002							
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
VARIOUS HAZARDOUS											
SUBSTANCES											
(COSHH)											
PAINT SPRAYING	Painter	• PPE	2	3	6	Acceptable risk with controls in					
- inhalation of fumes		Good natural ventilation				place					
		Dilution ventilation									
		Limited process minor									
		repairs only									
		Usually sent out for									
		painting									
			Ì								
			1								

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	44	Area of Activity	Hazardous Substances (COSHH) – Paint Spraying 2 COSHH = Control of Substances Hazardous to Health Regulations 2002								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
VARIOUS HAZARDOUS											
SUBSTANCES											
(COSHH)											
PAINT SPRAYING											
continued											
- Fire leading to injury	All in garage	As above, also	2	3	6	Acceptable risk with controls in					
	All on premises	Smoking prohibited				place					
		• Flammables:									
		- restricted									
(see also Main Fire		- held in proprietary									
Assessment)		cabinets									
		- held outside									
		Tops replaced on									
		containers									
		Heat sources protected/									
		removed									
		• 'Safe' heaters by:									
		- location									
		- control									
		• No heating/drying									
Continued											

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department: Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	45	Area of Activity Hazardous Substances (COSHH) – Paint Spraying 3 COSHH = Control of Substances Hazardous to Health Regulations 2									
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
VARIOUS HAZARDOUS											
SUBSTANCES											
(COSHH)											
PAINT SPRAYING											
continued											
- contact leading to	Painter	As above, also	2	3	6	Acceptable risk with controls in					
illness		• PPE				place					
		Instruction									
		Emergency procedures									
		• Copious running water									
		• 1 st Aid kit available									
		Usually sent out for									
		painting									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	46	Area of Activity		Hazardous Substances (COSHH) – Other Various Hazardous Substances COSHH = Control of Substances Hazardous to Health Regulations 2002							
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
OTHER VARIOUS											
HAZARDOUS											
SUBSTANCES											
- contact with oils,	Mechanics	• Familiar substances	3	3	9	Acceptable risk with controls in					
greases etc. leading to		General awareness				place					
illness		• PPE									
		Aware of self-inspection									
		routines									
		Adequate washing									
(see also other sheets)		facilities									
		COSHH Register available									
- ingestion leading to	Mechanics	As above, also	-	-	-	No significant risk with controls in					
illness	Painter	• Separate eating facilities				place					
	Other garage	Adequate arrangements in									
	employees	workplace									
		Generally aware									
		(observed by observation									
		and interview)									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	47	Area of Activity	Hazardous Substances (COSHH) – Engine Fumes COSHH = Control of Substances Hazardous to Health Regulations 2002							02			
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		nument controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR		
VARIOUS HAZARDOUS													
SUBSTANCES													
(COSHH) cont.			İ										
ENGINE FUMES	Mechanics	As above, also	2	3	6	Acceptable risk with controls in							
- inhalation leading to	Other users	• Engines run for a short a				place							
illness		period as possible											
		Good natural ventilation											
		• Low sulphur diesel used											
		Diesel fumes Information											
		Sheets made available											
		Many Euro engines											
		• Extraction system											
		Thorough examinations											

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Persons at Risk	Current Controls		k Ratin				l I																			
		Risk Rating on current controls																			Further remedial work required to improve Risk	Action By	Completion Date	On Risk Rating enhanced cont		on trols
		P	S	RR				P	S	RR																
	Refer to earlier Sheet on																									
	Welding																									
			Refer to earlier Sheet on	Refer to earlier Sheet on	Refer to earlier Sheet on	Refer to earlier Sheet on	Refer to earlier Sheet on	Refer to earlier Sheet on	Refer to earlier Sheet on	Refer to earlier Sheet on																

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	49	Area of Activity	Hazardous Substances (COSHH) – Waste COSHH = Control of Substances Hazardous to Health Regulations 2002							02	
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	P S RR					P	S	RR
VARIOUS HAZARDOUS											
SUBSTANCES											
(COSHH) continued											
WASTE											
- contact and	Mechanics										
ingestion as overleaf	Other garage	Common sense	-	-	-	No significant risk with controls in					
	employees	Good waste arrangements				place					
		See below									
Waste materials	Mechanics	There are careful/specific									
include:	Painters	procedures for each type									
- batteries/acid		of waste									
- oil/oil filters		Good general awareness									
- solvent/parts cleaner		observed									
- other solvents		Generally dedicated									
- paint		storage areas/methods									
- antifreeze		Removed by authorised									
- solid waste		contractors (Waste									
		Transfer Notes obtained									
		and filed where									
		appropriate)									

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	50	Area of Activity	Roadside Breakdown								
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
		P S RR					P	S	RR		
Attendance at a											
ROADSIDE		• Emergency/support	3	4	12	Acceptable risk with controls in					
BREAKDOWN		vehicle carries the				place					
could place fitters in a		following equipment:									
position where they		- High visibility clothing									
faced:		- Hazard cones/warning									
- collision by passing	Mechanics	triangles									
traffic		- Hazard beacon									
		- Hazard flashers									
		- Torches									
		- Mobile phones (with									
		chargers)									
		Contractors used for most									
		incident therefore an									
		infrequent event									
		• Safe System of Work									
- crushing say be	Mechanics	As above, also	-	-	-	No specific risk as all towing					<u> </u>
released vehicle		Experienced craftsmen				contracted out as are most					
(see elsewhere for risks						breakdown					
to stranded passengers)											

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid İnjury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	RISK AS	SESS	ME	NT V	VORKSHEET Date:	10 October 20	023					
Review Date:	October 2024		Completed by:	Simon Rogers	assisted	by Trevor Sum	mers						
Sheet number:	51	Area of Activity					Manual Hai	ndling					
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedia to impro		Action By	Completion Date	Risk Rating enhanced cont			
			P	S	RR					P	S	RR	
MANUAL HANDLING TASKS vary and they have all been individually risk													
assessed in the past which has led to a 2-man procedure being strictly													
applied to the following lifting tasks:													
		Brake drums											
		Batteries											
		Tyres/wheels											
For all other heavy lifting tasks various mechanical handling equipment													
is employed as follows:		Sack trucks											
		Blocks/pulleys											
		Trolleys											
		Gear box jack											
No tasks normally underta	ken were identified	on the day which should preser	nt any ir	ndivid	lual fit	ter with an unforese	en difficulty under	this headin	g – including				
metal manipulation and ha	nd tools use. Also i	includes opening and closing of	main ga	arage	doors	which were observe	d						
The risk of musculo-skele	etal injury is therefo	re assessed as: Acceptable Low	risk										

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- = Remote (< annually) 2
- = Possible (annually) 3
- = Probable (monthly)
- = Likely (weekly)

Severity Rating (S) with Guide

- = First Aid Injury
- = Minor injury (say 3 days off work) 2
- = Major injury 3
- = Permanent incapacity or death

- 1 6
- Low, Acceptable risk. Any remedial measures helpful rather than essential.

 Medium risk. Implementation of additional practical remedial measures identified is strongly 8 - 10
 - advised where this would result in a reduction of risk.
- High risk. Implementation of additional practical remedial measures is urgent and essential. 12 - 16
- Unacceptable risk. Termination of activity is recommended pending full review. 20

Department:	Workshop	Date:	10 October 2023

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	51	Area of Activity	Fire 1								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
Fire - HAZARDS											
Fire leading to injury	Mechanics										
caused by or	All on site										
contributed to by:											
- Smoking		• No smoking allowed	2	3	6	Acceptable risk with controls in					
		• High flash points				place					
				Ì							
- Flammable	As above	Dedicated metal storage	2	3	6	Acceptable risk with controls in					
materials		Modest quantities				place					
(e.g. liquids such as		Supervision and good									
thinners)		control									
		Tops replaced on									
		containers									
		Clear of heating sources/									
		ignition hazards									
				İ							
			İ								

Probability Rating (P) with Guide

- = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
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Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	52	Area of Activity	Fire 2								
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls P S RR		Further remedial work required to improve Risk	d Action By	Completion Date	Risk Rating on enhanced controls		
			P						P	S	RR
Fire HAZARDS cont.											
- Heating appliances	Mechanics	• Fixed	-	-	-	Acceptable risk with controls in					
	All on site	Maintained as and when				place					
		• 'Safe' location									
		Regular inspection									
- Electricity	As above	• All work carried out by	3	4	6	Acceptable risk with controls in					
- fixed installation		qualified contractors				place					
		• Cabling in conduit									
		• Inspected 2019									
			-								
- tools/equipment	As above	Non sparking tools if	3	4	12						
- electric sparks		appropriate									
		• PAT testing									

Probability Rating (P) with Guide

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- 4 = Probable (monthly)
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Severity Rating (S) with Guide

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- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
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- 1 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
		•••	

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	53	Area of Activity	-Fire 3								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		ng on ntrols	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	P S RR					P	S	RR
FIRE HAZARDS cont.											
- Oils etc.		Good controls	2	3	6	Acceptable risk with controls in					
		• High flash points				place					
		Modest quantities									
											ļ
- Other combustible		Good housekeeping	2	3	6	Acceptable risk with controls in					
materials		Modest quantities				place					
		General awareness									
		Good controls, rags etc.									
										<u> </u>	
										<u> </u>	
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										<u> </u>	<u> </u>
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Probability Rating (P) with Guide

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- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
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Severity Rating (S) with Guide

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- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

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- 8 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

Department:	Workshop	Date:	10 October 2023
1			

Review Date: October 2024 Completed by: Simon Rogers assisted by Trevor Summers

Sheet number:	54	Area of Activity	Fire 4								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
Fire - EVACUATION	Mechanics	Good unobstructed choice	2	3	3	Acceptable risk with controls in					
	All on site	of egress				place					
		Modest numbers of									
		people involved									
		• Adequate Signage									
											ļ
Fire - FIGHTING		Ample extinguishers	2	3	6						
		• Extinguishers serviced									
THE OVERALL RISK OF	INJURY TO BUILD	ING OCCUPANTS ARISING FR	OM A	4 FIR	E OR	RELATED					
INCIDENT IS ASSESSED AS MEDIUM -LOW											

Probability Rating (P) with Guide

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- 2 = Minor injury (say 3 days off work)
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- 12 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.