

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			P	S	DR		P	S	DR
Connecting AC Machine	All Staff	Risk of trips and falls from AC pipes and cables	2	3	6	<ul style="list-style-type: none"> Position machine close to vehicle so pipes are not creating trip hazard. Use suitable extension lead ensuring colleagues are aware of its location and ensure that when using the extension cable this also does not present a tripping hazard. Where a less than ideal position of A/C machine or cables is unavoidable then barriers or signage will be utilised to highlight any tripping hazard. 	1	1	1
Use of AC machine	AC technician	Risk of explosion	3	5	15	<ul style="list-style-type: none"> Manufacturer's operating instructions and observance of safety procedures to be followed at all times. Staff authorised to use the equipment to have been suitably trained and supervised if necessary. Hot work is strictly forbidden in the vicinity of AC Machine. Do not over-fill either the machine or vehicle being worked on. Appropriate PPE to be worn always. Goggle & Gloves. Only F-gas qualified technicians permitted to use R134a machines. Working areas to be well vented. Staff trained in Emergency Procedures. 	1	4	4
Use of AC machine	AC technician	Risk of frostbite through skin or eye contact	3	5	15	<ul style="list-style-type: none"> Manufacturer's operating instructions and observance of safety procedures to be followed at all times. Staff authorised to use the equipment to have been suitably trained and supervised if necessary. Appropriate PPE to be worn always. Goggle & Gloves. Only F-gas qualified technicians permitted to use R134a machines. Operators to avoid all contact in the event of escaped gas. Operators to report any loss of gas directly to Workshop Supervisor. Warn all staff in workshop in the event of gas leak and isolate equipment until it has been made safe. 	1	4	4

Use of AC machine	AC technician	Risk of asphyxiation from escaped gases	3	5	15	<ul style="list-style-type: none"> Manufacturer's operating instructions and observance of safety procedures to be followed at all times. Staff authorised to use the equipment to have been suitably trained and supervised if necessary. Appropriate PPE to be worn always. Goggle & Gloves. Only F-gas qualified technicians permitted to use R134a machines. Working areas to be well vented. Report any loss of gas directly to Workshop Supervisor. Warn all staff in workshop in the event of gas leak and isolate equipment until it has been made safe. Staff trained in Emergency Procedures. 	1	4	4
Use of AC machine	AC technician	Risk of emission of harmful gases or solutions presenting a risk to health	3	5	15	<ul style="list-style-type: none"> Manufacturer's operating instructions and observance of safety procedures to be followed at all times. Staff authorised to use the equipment to have been suitably trained and supervised if necessary. Appropriate PPE to be worn always. Goggle & Gloves. Only gas qualified technicians permitted to use R134a machines. Working areas to be well vented. Report any loss of gas directly to Workshop Supervisor. Warn all staff in workshop in the event of gas leak and isolate equipment until it has been made safe. Staff trained in Emergency Procedures. 	1	4	4
Storage of refrigerant, flushing solutions & system lubricants	AC technician & depot staff	Risk of contact from spillage and personal injury from stored chemicals	3	4	12	<ul style="list-style-type: none"> Staff authorised to use the equipment to have been suitably trained and supervised if necessary. Appropriate PPE to be worn always. Goggle & Gloves. Working areas to be well vented. All substances in use have been subject to COSHH assessment. Suitable storage areas provided for substances / chemicals. Staff trained in Emergency Procedures. 	1	3	3

PROBABILITY (P) = Remote (0) – Unlikely (1) – Possible (2) - Probable (3) – Very Likely (4) – Certain (5)

SEVERITY (S) = No injury (0) – Minor Injury (1) – First-aid Injury (2) – 3 Day Injury (3) – Major Injury (4) – Fatality/Disability (5)

DEGREE OF RISK (DR) = PROBABILITY x SEVERITY

* Risk identified in the absence of any control measures in place.

** Residual risk is the level of risk that remains after suitable and sufficient risk control measures are introduced

Signature Sheet

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1	01/02/2025	Original document drafted	Keith Ambrose
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Risk Assessment Matrix – Multiply the scores Probability (P) x Severity (S) to determine Degree of Risk (DR)

			Probability					
			(0)	(1)	(2)	(3)	(4)	(5)
Severity			Remote	Unlikely	Possible	Probable	Very Likely	Certain
			No Injury	(0)	0	0	0	0
Minor Injury	(1)	0	1	2	3	4	5	
First-Aid Injury	(2)	0	2	4	6	8	10	
3 Day injury	(3)	0	3	6	9	12	15	
Major injury	(4)	0	4	8	12	16	20	
Fatality/Disability	(5)	0	5	10	15	20	25	

Low	0 - 2	Monitor	Tolerable risk. No additional controls required. Employees made aware of safe/correct systems of work.
Medium	3- 9	Improvement	Action may be required to further reduce the risk to acceptable level. Periodic review of process or activity.
High	10 +	Immediate Action	Unacceptable risk. Stop activity immediately. Inform next level of management and refer to Safety Co-ordinator. Possible cessation/withdrawal of process or activity