

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			P	S	DR		P	S	DR
Using compressed air powered tools	Workshop Technician	Risk of eye injury	2	2	4	<ul style="list-style-type: none"> Correct PPE - safety eyewear to be worn at all times. Safety signs displayed "Goggles Must be Worn" in workshop and checked regularly to ensure signage is not obstructed or damaged. Monthly PPE Audit to be completed by Branch Manager to ensure goggles available and in good condition. Eye-wash stations provided for use in an emergency. 	1	2	2
Connecting air couplings	Workshop Technician	Potential eye injury or other laceration or bruising	2	2	4	<ul style="list-style-type: none"> Correct PPE - safety eyewear to be worn at all times. Safety signs displayed "Goggles Must be Worn" in workshop and checked regularly to ensure signage is not obstructed or damaged. Monthly PPE Audit to be completed by Branch Manager to ensure goggles available and in good condition. Eye-wash stations provided for use in an emergency. Ensure couplings are secure and inserted correctly 	1	2	2
Using compressed air powered tools	Workshop Technician	Risk of injury to hands by trapping or impact	3	2	6	<ul style="list-style-type: none"> Where risk of trapping is present gloves to be worn. Extra care to be taken by the technician when using such tools. Inexperienced staff members to be shadowed to gain experience and training whilst using such tools. 	1	2	2
Using vibrating tools	Workshop Technician	Hand-arm vibration	3	3	9	<ul style="list-style-type: none"> H&S Procedure in place for hand/arm vibration. Use of vibrating tools to be kept to a minimum. Low vibration equipment to be used whenever possible. Users to be trained on how to grip and use equipment properly. Technicians to avoid long sessions and to take breaks as needed. Users to be trained to spot the signs of HAV symptoms & injury. Suitable gloves to be worn at all times whilst using vibrating tools. 	2	2	4

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			P	S	DR		P	S	DR
Using hand tools	Workshop Technician	Injury to hands and/or eyes from impact and trapping	4	1	4	<ul style="list-style-type: none"> Correct PPE - safety eyewear to be worn at all times. Safety signs displayed "Goggles Must be Worn" in workshop and checked regularly to ensure signage is not obstructed or damaged. Monthly PPE Audit to be completed by Branch Manager to ensure goggles available and in good condition. Extra care to be taken by the technician when using such tools. Inexperienced staff members to be shadowed to gain experience and training whilst using such tools. 	2	1	2
Using knife and blade hand tools	Workshop Technician	Cuts and lacerations from blades	3	3	9	<ul style="list-style-type: none"> Inexperienced staff members to be shadowed to gain experience and training whilst using such tools. Correct PPE - protective gloves to be worn whilst using such tools. Technicians to be made aware of risks from cuts and lacerations from knives and blades. Technicians to take extra care when using such tools. 	2	3	6
Using hand tools	Workshop Technician	General injury	3	2	5	<ul style="list-style-type: none"> Ensure tools are in good working condition and without defects. Never modify hand tools outside the operating specification. Ensure handles are secure and free of contamination. Grip hand tools firmly. Only use tools for the purpose they are designed for, If tools are damaged or unsafe take out of use and report to Branch Manager immediately. 	1	2	2

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

Signed originator	Keith Ambrose	Job title	Director
Date completed	1 st February 2025	Date for revision	March 2026

Document Control			
Version	Date	Comment	Person
1	01/02/2025	Original document drafted	Keith Ambrose
2			
3			
4			

Risk Assessment Matrix – Multiply the scores Probability (P) x Severity (S) to determine Degree of Risk (DR)

			Probability					
			(0)	(1)	(2)	(3)	(4)	(5)
			Remote	Unlikely	Possible	Probable	Very Likely	Certain
			Severity	No Injury	(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