

Treadfirst RISK ASSESSMENT – MOT Testing, Servicing and General Workshop Duties

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			P	S	DR		P	S	DR
Use of Vehicle lifts and hoists	Workshop staff	Personal injury by incorrect placing of vehicle on lift, vehicle falling from platform or platform collapsing. Head and eye injury whilst working below raised vehicle. Manual handling, crush injuries, entrapment, contact with moving parts of machinery.	3	5	15	<ul style="list-style-type: none"> Machinery professionally installed and inspected regularly with an independent LOLER inspection taking place every six months (as recommended by BS 7980:2003) and records/findings to be acted upon by mechanics. All operators fully trained and instructed in safe working procedures and only persons authorised to use the equipment. Special care to be exercised when manoeuvring vehicles, positioning chocks, jacks and props and to prevent overloading. Use spotter to guide vehicle movements onto ramps and platforms. Maximum safe working load (SWL) is marked in a conspicuous place, with letters not less than 50 mm high. Chocks to be used to prevent vehicles from moving whilst on the ramp. Ramps, including up-stand rails and stanchions to undergo periodic inspection for damage. Lifts are positioned so that all moving parts are a minimum of 600 mm from the nearest fixed structure. Staff to report any maintenance issues with lifting equipment immediately. No staff to walk under ramps whilst in motion. Lifts/ramps to have effective hold-to-run "dead-man" controls, electrical isolation, toe protection and automatic chocking / end stops. PUWER assessment to be completed on all ramps/lifts. All moving parts to be guarded sufficiently. Pre-use checks to be completed to ensure guards are in place. Lifts to be used in accordance with BS 7980:2003 Vehicle lifts. Installation, maintenance, thorough examination and safe use and BS EN 1493:1999 Vehicle lifts. Manufacturers operating instructions and observance of safety procedures to be always followed. To be watched on ramp by another member of staff. Head protection and eye protection to be available for use for all staff working beneath the vehicle hoist. Staff to raise vehicle slightly off floor double check lifting points and security of vehicle. Please refer to Health and Safety Procedures manual. 	1	5	5

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Using jacks (including trolley jacks)	Staff	Fatal and serious injuries caused by the failure of jacks	4	5	20	<ul style="list-style-type: none"> • All vehicle-lifting devices are subject to thorough periodic examination (annually) in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Inspections will be undertaken every six months where lifting equipment is used and people are still in the vehicle. Records of the examinations will be kept for at least two years. • The following precautions will be taken when using jacks to lift or support vehicles: <ul style="list-style-type: none"> ○ Staff are never to work beneath a vehicle supported only by a jack or jacks; ○ the correct jack for the job should be used. It should be capable of taking the load of the vehicle to be lifted and be applied to the correct jacking point of its underside, as identified by the vehicle manufacturer; ○ the jack should not be relied upon as the sole support if work is to take place beneath the vehicle or if more than one axle is raised. It should be supplemented with appropriate stands, and the wheels of the vehicle still in contact with the ground should be chocked; ○ jacks should only be used on firm, level ground; ○ scheduled routine inspection and maintenance should be carried out to ensure jacks are in good working order; and ○ operators should be trained in their correct use. 	2	3	6

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Running engines for diagnostic purposes	Workshop staff, Mechanics	Exhaust fumes irritate the eyes and respiratory tract and are a risk to health if inhaled. Prolonged exposure to diesel fumes, especially blue or black smoke, may lead to coughing and breathlessness. Long-term repeated exposure to diesel fumes may increase the risk of lung cancer.	4	5	20	<ul style="list-style-type: none"> Catalytic converters will not be relied upon solely, as they are less effective when exhaust gases are relatively cool, e.g. from vehicles idling for long periods or used intermittently for short periods. Extraction of exhaust gas will be achieved through open door ventilation in workshops and by direct coupling to the vehicle exhaust ventilating to a safe place in the open air, where fume will not be drawn back into the workshop or affect other premises or people nearby. Couplings and flexible connections will be maintained in good condition to prevent leaks. Refer to COSHH assessment for diesel fumes. Refer to HSE Guidance HSG187 Control of diesel engine exhaust emissions in the workplace for further guidance. 	2	3	6
Working in engine compartment	Workshop staff	Injury to hands from moving belts and radiator fan. Burns to hands.	3	4	12	<ul style="list-style-type: none"> PPE protective gloves to be available if required. Staff adequately trained and supervised in working in engine compartments and understand the risks. Under no circumstances must staff place hands near the cooling fan or fan belt when the engine is running. 	1	4	4
Use of emissions tester	Workshop staff	Risk of injury including from trip hazards	3	3	9	<ul style="list-style-type: none"> Annual PAT testing to be carried out on electrical items. Ensure pipes and cables are kept out of walkway. Avoid stepping over pipes and cables during testing. 	1	3	3

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Use of headlight tester	Workshop staff and customers in the workshop	Risk of injury from trip hazards	3	3	9	<ul style="list-style-type: none"> Headlight tester runners to be marked with hazard tape. Staff to avoid stepping over headlight tester. Staff to restrict customer access to testing area at all times. 	1	3	3
Brake roller (not in use)	Workshop staff and customers in the workshop	Risk of injury from trip hazards	3	3	9	<ul style="list-style-type: none"> Staff adequately trained and supervised in brake roller use and understand the risks. Brake rollers to be marked with hazard tape. Roller covers to be used where practical when equipment not in use. PPE – Safety footwear provided. Staff to restrict customer access to testing area at all times. 	1	3	3
Brake roller (when in use)	Workshop staff	Risk of personal injury including trapping or crushing of feet and hands in moving roller	3	4	12	<ul style="list-style-type: none"> Staff adequately trained and supervised in brake roller use and understand the risks. The grip on the brake rollers to be inspected monthly and replaced as necessary (inspection carried out and documented as part of the monthly depot equipment checks). Manufacturer's operating instructions and observance of safety procedures to be always followed. Safety inspection to be carried out annually by insurance company or competent person. Equipment only to be used for the function of testing brakes. Tester must be seated in vehicle before activating rollers. Only qualified MOT testers to use the rollers. All other staff and customers not permitted to be in the area whilst rollers active. 	1	3	3

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Operating shaker plates	Workshop staff	Risk of crush injury from falling vehicle	2	5	10	<ul style="list-style-type: none"> Staff adequately trained and supervised in shaker plate use and understand the risks. Manufacturer's operating instructions and observance of safety procedures to be always followed. Ensure vehicle is located central to ramp and not on the edge. Check security of vehicle in between individual checks. Only Qualified MOT testers to operate shaker plates. PPE – Safety footwear, safety glasses and gloves provided. 	1	5	5
Operating shaker plates	Workshop staff	Risk of trapping hands	2	3	6	<ul style="list-style-type: none"> Staff adequately trained and supervised in shaker plate use and understand the risks. Staff instructed not to put hands near plates when shaking is being carried out. PPE – Safety footwear, safety glasses and gloves provided. 	1	3	3
Heating or heat cutting of parts to aid removal	Workshop staff	Severe burns, eye injury from hot sparks	4	4	16	<ul style="list-style-type: none"> Staff adequately trained and supervised in hot work and understand the risks. No member of staff to undertake hot work unless trained and authorised to do so. Please refer to the Company's specific risk assessment on Use of propane, Acetylene and Oxygen Cutting, Welding and Heating (Hot Work). Correct P.P.E must always be worn (Safety glasses / visors / gloves / arm covering / safety footwear etc). Equipment that is faulty or damaged should not be used and reported immediately to the Branch Manger. 	1	4	4

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Moving around in workshop	Workshop staff,	Slips trips and falls	4	4	16	<ul style="list-style-type: none"> Floors to have a non-slip finish and be kept free from damage. Cleaning to take place daily to keep flooring clean. Staff instructed to clean up after each job. “Slippery floor” warning signs to be used when appropriate. Oil and grease containers to be kept on drip trays to prevent spillage. Facilities in place to clean up spillages. Staff to wear suitable PPE safety footwear with non-slip soles to prevent slipping on floor surfaces. Non-employees and non-essential personnel to be kept out of work areas. Staff instructed to use designated storage areas and racking - not walkways. Housekeeping inspections to be completed by management on a daily/weekly basis and recorded. 	2	2	4
Handling of new and used engine oil	Workshop staff	Skin irritation, eye injury	2	3	6	<ul style="list-style-type: none"> Please refer to the Company COSHH assessment relating to engine oils. Correct P.P.E gloves and safety goggles must always be worn. Wash hands immediately if contaminated with oil using approved hand cleaners. Suitable washing facilities including hot water, hand cleansing soaps and clean towels will always be available. Barrier cream provided for use by workshop staff. 	1	2	2
Working with pressurised cooling systems	Workshop staff	Scalds and burns from removing reservoir or expansion tank caps	4	4	16	<ul style="list-style-type: none"> Only trained staff should carry out any tasks relating to pressurised water-cooling systems on vehicles of any description. Never loosen or attempt to remove any cap pipe or part of a water-cooling system until the system has cooled down. All staff are made aware that water cooling systems are pressurised when hot. Correct PPE to be worn, i.e. safety glasses, protective gloves. 	1	2	2

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Checking exhaust systems	Workshop Staff	Burns	3	2	6	<ul style="list-style-type: none"> Staff adequately trained and supervised in hot exhaust work and understand the risks. Staff are made aware that the exhausts will be hot when vehicles enter the garage. If the exhaust needs to be touched, then PP, e.g. protective gloves must be worn. 	1	2	2
Brake Cleaning	Workshop staff	Respiratory issues from inhaling brake dust	2	3	6	<ul style="list-style-type: none"> Staff adequately trained and supervised in brake servicing work and understand the risks. Never use compressed air line to “blow off” brake components. Correct PPE to be worn always, e.g. gloves, safety glasses and face mask. Inform colleagues in close vicinity if dust is likely to become excessive. Refer to separate Company COSHH assessment on brake dust. 	1	2	2
Use of pressurised oil drainer	Workshop Technician	Risk of skin and eye injuries and oral contamination from releasing oil at pressure	2	3	6	<ul style="list-style-type: none"> Pressure vales to be regularly inspected by the operator. Manufacturer’s instructions to be followed at all times. All staff to be trained in correct use of oil drainer. Only connect to compressed air source once all valves are closed and checked. Ensure you are aware of the valve system before operating. 	1	3	3

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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
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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	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