

Risk Assessment

1.0 Risk Assessment Details

1.1 Risk Assessment Number	0000000023
1.2 Risk Assessment Date	24/09/2024
1.3 Risk Review Date	24/09/2025
1.4 Risk Assessment Author	
1.5 Project/Contract	Motor Vehicle Workshop & Basic Servicing
1.6 Start Date	
1.7 Expected Job Duration	
1.8 Client Contact	
1.9 Description	Motor Vehicle Workshop & Basic Servicing
1.10 Site Address	

2.0 Signatures

	Name	Title	Signature	Date
Document Author				24/09/2024

Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct..

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

3.0 Individuals or Groups Affected By This Assessment

Groups Affected
Employees
Members of Public

Main Contractor

4.0 Hazards and Control Procedures :

Pre-Control			Hazard: Jacked/Lifted Vehicles	Residual Risk		
P	S	RR	Risk of injury due to poor procedures for the jacking of vehicles or failure of lifting equipment.	P	S	RR
4	5	20	Control Procedures	1	5	5
			Lifting Equipment Is Thoroughly Examined (LOLER) Lifting equipment is thoroughly examined in line with the statutory requirements & marked to confirm			
			Only Competent Persons Can Carry Out The Task Only personnel with sufficient information, instruction and training can carry out the task.			
			Suitable & Sufficient Lighting Provided Suitable & sufficient lighting provided for the workplace activities			

Pre-Control			Hazard: Vehicle Movement	Residual Risk		
P	S	RR	Risk of injury through coming into contact with vehicles moving around the area.	P	S	RR
4	5	20	Control Procedures	1	5	5
			Authorised Drivers Only			
			Barriers In Place To Prevent Unauthorised Access			
			Controls are in place so only authorised persons can enter the area			
			Warning & Information Signage Displayed Relevant warning & information signage displayed relative to the work activity, hazard & risks			

Pre-Control			Hazard: Electric & Hybrid Vehicles	Residual Risk		
P	S	RR	Risk of electric shock whilst carrying out activities on electric & hybrid vehicles	P	S	RR
4	5	20	Control Procedures	1	5	5
			An additional dynamic/specialised risk assessment completed to identify higher risk activities such as working on high voltage systems			
			Isolate power Any reported mains issues must be isolated at the main fuse board and where possible a lock off procedure put in place			
			Manufacturer's Instructions Have Been Read & Understood Users of the equipment work to the safe operating instructions in place for the equipment			
			Only Competent Persons Can Carry Out The Task Only personnel with sufficient information, instruction and training can carry out the task.			
			Remote Operation Keys Kept Away From Vehicles Remote keys are kept away from electric & hybrid vehicles to prevent inadvertent use			
			Supervision Provided For The Task			

Pre-Control			Hazard: Fire	Residual Risk		
P	S	RR	Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.	P	S	RR
4	5	20	Control Procedures	1	5	5
			Fire exits & signage maintained & displayed to show the way to the nearest safe final exit.			
			Fire extinguishers provided In areas of higher risk due to the work activity			
			The appointment of fire marshals and appropriate training given			
			A fire risk assessment has been carried out denoting the fire hazards & appropriate control measures			
			Fire training (including evacuation) carried out at Induction and refreshed periodically			
			No smoking area due to hazards and risks within. Enforced with signage, disciplinary procedures etc.			

Pre-Control			Hazard: Vehicle Exhaust Fumes	Residual Risk		
P	S	RR	Risk of ill health due to the inhalation of exhaust and other toxic fumes.	P	S	RR
4	4	16	Control Procedures	1	4	4
			Local Exhaust Ventilation Provided For The Task			
			Local Exhaust Ventilation Tested in accordance with the statutory requirement for the work/type.			

Pre-Control			Hazard: Dust	Residual Risk		
P	S	RR	Risk of ill-health due to the inhalation of harmful respirable dust.	P	S	RR
4	4	16	Control Procedures	1	4	4
			Eye Wash Station Provided Eye wash station provided for first aid treatment for debris/dust etc. in eyes.			
			Natural Ventilation Provided For The Task			

Pre-Control			Hazard: People Movement - Oily Surfaces	Residual Risk		
P	S	RR	Risk of injury due to slippery floor surface and potentially combustible substances.	P	S	RR
4	4	16	Control Procedures	1	4	4
			Chemicals Suitably Bunded To Protect Spills Chemical bund equates to 110% of the chemicals stored within it.			
			Hazardous Spill Warning Signage Hazardous spill warning signage in place to warn others			
			Spill Kit For Hazardous Substances Available Spill kit for hazardous substances c/w training is available to be used in the event of an emergency			
			Spillages Cleaned Up Immediately			

Pre-Control			Hazard: People Movement (Risk of Trips & Falls)	Residual Risk		
P	S	RR	Risk of injury due to a variety of access/egress hazards that can cause trips & falls	P	S	RR
4	4	16	Control Procedures	1	4	4
			All aisles and gangways kept clear to avoid slips and trips			
			All staff are trained in good housekeeping techniques & the standards expected in the workplace			
			Good housekeeping standards observed & maintained by operatives throughout the duration of the task			
			Regular housekeeping inspections are carried out in the workplace.			

Pre-Control			Hazard: Use Of Compressed Air	Residual Risk		
P	S	RR	Risk of injury due to skin penetration, explosions and eye injuries caused by particles created.	P	S	RR
4	4	16	Control Procedures	1	4	4
			Access to Air Compressor Free From Obstructions			
			Only personnel with sufficient information, instruction and training can operate the equipment.			
			Pre-start Checks Undertaken			
			All pressure vessels receive the statutory examinations in accordance with the written scheme			

Pre-Control			Hazard: Electricity (240 volts)	Residual Risk		
P	S	RR	Risk of injury due to faulty equipment, contact with live electrical components or improper use.	P	S	RR
4	4	16	Control Procedures	1	4	4
			Electrical Fixed Mains Wiring Inspection Performed Fixed mains wiring inspection carried out to the requirements of BS 7671			
			Electrical Safety Check (PAT) Undertaken Electrical safety check undertaken for portable appliances			
			R.C.D.s Used For Hand Held Equipment Residual Current Devices (R.C.D.s) are used to protect personnel in the event of an earth fault			

Pre-Control			Hazard: Noise levels at/above 85 dB(A)	Residual Risk		
P	S	RR	Risk of hearing damage due to exposure to excessive levels of noise.	P	S	RR
4	4	16	Control Procedures	1	4	4
			Hearing protection provided & worn Hearing protection available and to be worn whilst carrying out noisy work activities			
			Mandatory Hearing Protection Zones Designated Mandatory hearing protection zones designated as noise levels are 85dB(A) and above in the area.			
			Noise Risk Assessment Carried Out Noise risk assessment carried out c/w regular measurements to ensure it is kept valid and up to date			
			Vehicle Engines Turned Off To reduce the amount of fumes in the working area, vehicle engines are required to be turned off			

Pre-Control			Hazard: Hand Arm Vibration Dosage Level > 2.5m/s ²	Residual Risk		
P	S	RR	Risk of HAVs, White Finger etc. if vibration risk is not understood and/or controlled	P	S	RR
4	3	12	Control Procedures	1	3	3
			Hand arm vibration training given			
			Selection and use of low vibration equipment (< 2.5m/s ²)			
			Self-check for hand arm vibration syndrome			
			Tools with excessive hand arm vibration not used			

Pre-Control			Hazard: Skin Irritants (Risk of Contact Dermatitis)	Residual Risk		
P	S	RR	Risk of dermatitis due to the handling of substances that may irritate the skin if not protected	P	S	RR
4	3	12	Control Procedures	1	3	3
			Suitable barrier cream & hygiene station is provided			
			Gloves Worn - EN 455 Single-Use Medical Gloves			
			Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene			
			Hygiene procedures in place & followed			
			Skin checks in place for dermatitis			

Pre-Control			Hazard: Manual Handling Activities (General)	Residual Risk		
P	S	RR	Risk of injury whilst undertaking general manual handling activities.	P	S	RR
4	3	12	Control Procedures	1	3	3
			Manual Handling Risk Assessment Carried Out An assessment of the manual handling risk has been carried out for the task.			
			Manual Handling Training Given All relevant employees have received training on correct manual handling techniques			
			Protective Footwear Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.			
			Storage Plan To Reduce Manual Handling Operations Storage plan in place to reduce the risk from manual handling operations whilst picking stock.			

Pre-Control			Hazard: Hot Surfaces	Residual Risk		
P	S	RR	Risk of injury (skin burns etc.) due to coming into contact with hot surfaces (e.g. Iron)	P	S	RR
4	3	12	Control Procedures	1	3	3
			Adequate Supervision Provided			
			Only personnel with sufficient information, instruction and training can carry out the task.			
			Signage must be in place to warn persons of hot surfaces.			
			Specific first aid treatment for burns is provided as part of the first aid provisions			

Pre-Control			Hazard: Hand Tools (Use)	Residual Risk		
P	S	RR	Bruising, Cuts, Eye damage - Improper use of hand tools and use of defective hand tools are common causes of minor injuries. Serious injuries may be caused particularly through failure of the tool e.g. mushrooming of chisel heads	P	S	RR
4	3	12	Control Procedures	1	3	3
			All hand tools are kept in tool bags/boxes when not in use.			
			All hand tools should be in good condition and must be inspected prior to use.			
			Appropriate first aid kit and arrangements in place.			
			Daily checks of equipment in place, damaged, or blunt equipment removed immediately until repaired			
			Employees are competent to use equipment.			
			PPE to be worn where applicable.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

5.0 Required PPE



Ear Protection



Eye protection



First Aid Kit



Hand Protection



Hi Visibility Vest



Overalls



Protective Footwear

Sign Off Sheet

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

Print Name

Signed

Date

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Dynamic Risk Assessment

Please note a copy of this Dynamic risk assessment must be returned to Head office complete with signatures.
 Tick items covered by the risk assessment, then list on the table below hazards and controls for the additional items involved on this job.

HAZARD	HAZARD	HAZARD	HAZARD	HAZARD	HAZARD	HAZARD
Access / Egress	Adverse Weather	Asbestos	Biological	Excavations	Exposure to Gas / Gases	Movement of Vehicles
Chemicals	Confined Space	Dusts / Particles	Electrical	Other Contractors	Limited Headroom	Moving Machinery
Lone Working	Fire	Fumes	Lighting	Flooding	Noise	Scaffold
Work at Height	Slips, Trips or Falls	Extreme Temperatures	Demolition Works	Work Near Water	Vibration	Wastes
Uneven Surfaces	Use of Ladders / Stepladders	Ventilation	Vermin / Weils Disease	Overhead Cables	Hidden Services	Manual Handling

ADDITIONAL TASK(S) OR HAZARDS NOT COVERED BY THE ORIGINAL RISK ASSESSMENT

Dynamic Risk Assessment (to be completed if a new significant hazard is identified when commencing work on site)								
Additional Hazards identified	Injury risk identified eg cuts, burns etc	Control measure adopted	Likelihood (L)	Severity (S)	Risk ranking (LxS)	Proceed (Y/N)	Supervisor signature	Client signature

15 - 25 = High Risk - STOP - advise your supervisor that the risk is high and seek further advice.
8 - 12 = Medium Risk - CAUTION proceed but take extra precautions
1 - 6 = Low Risk - PROCEED with task maintaining controls