

RISK ASSESSMENT								
Assessment Title:	<b>General Service &amp; Repair</b>	Reference Number:	<b>OGRA002.01</b>					
		Company Name:	<b>Oakbank Waste Management Ltd</b>					
		Department / Location:	<b>Garage</b>					
Risk Assessment Matrix								
Risk Ratings Highlighted in 'Orange' are to be discussed– potential improvements. Risk Ratings Highlighted in 'Red' need immediate action.								
Risk = Likelihood x Consequence (Multiply 'X' axis by 'Y' axis)		Consequence (Y)	Catastrophic (5)	5	10	15	20	25
1 – 4	Acceptable		Major (4)	4	8	12	16	20
5 – 9	Adequate		Moderate (3)	3	6	9	12	15
10 – 15	Tolerable		Minor	2	4	6	8	10
16 – 25	Unacceptable		Insignificant (1)	1	2	3	4	5
			Remote (1)	Unlikely (2)	Possible (3)	Probable (4)	Certain (5)	
			Likelihood (X)					
Any queries arising from this risk assessment shall be addressed immediately with Line Management / Health & Safety Manager								

Hazard(s)	Risks of Harm	Persons at Risk	Risk Rating(s)			Existing Control Measures	Residual Risk Rating(s)		
	<i>Related to hazard identified</i>	<i>Persons at risk from identified hazards</i>	<i>X</i>	<i>Y</i>	<i>R</i>	<i>Existing controls measures implemented when carrying out task or using associated plant / tooling</i>	<i>X</i>	<i>Y</i>	<i>R</i>
Unintended Start – Up of Vehicle	Crush injuries, entanglement, burns – any injuries associated with vehicle or company parts moving unexpectedly	Persons working on or near vehicles	3	4	12	<ul style="list-style-type: none"> <li>Equipment to be parked on level ground, handbrake applied, vehicles placed in gear, power source turned off and isolated.</li> <li>All sets of keys to the vehicle to be retained by service personnel at all times during any service / repair.</li> <li>Vehicle must not be left unintended while keys are in the ignition.</li> <li>Vehicles must only to be operated from driver's seat.</li> <li>Where required wheels to be chocked to prevent unintended movement.</li> <li>Vehicles must only be moved by or when authorised by persons carrying out service / repair works</li> </ul>	1	4	4
Use of Tools & Equipment	Potential for cuts, abrasions, punctures, burns, entanglement and long-term issues such as musculoskeletal disorders	Mechanics using tools and equipment	4	4	16	<ul style="list-style-type: none"> <li>All persons using tools &amp; equipment to be trained and competent to do so.</li> <li>All applicable tools &amp; equipment to stored, maintained / serviced in line with manufacturer's instructions.</li> <li>All tools &amp; equipment to be inspected prior to use, where identified damage tools to be removed from service.</li> <li>All Portable Electrical Tools to be Portable Appliance Tested (PAT) at regular intervals, advised annually due to the environment.</li> <li>Hand Arm Vibration (HAV) Assessments completed for all vibrating tools &amp; equipment – staff to adhere to the contents of any individual tool assessment.</li> <li>Posters displayed showing vibration magnitude measurements and exposure times displayed in prominent areas throughout the workshop.</li> <li>Staff to wear appropriate Personal Protective Equipment (PPE) for the tools / equipment in use i.e. Safety Goggles, gloves etc.</li> </ul>	2	4	8

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Moving Vehicles	Collisions with persons, vehicles or structures	All persons within the vicinity of vehicle movements	3	5	15	<ul style="list-style-type: none"> <li>Vehicles driven at low speeds, in line with site speed limits and traffic routes.</li> <li>Vehicle movements controlled at safe speed.</li> <li>Service / repair work carried out in designated workshop where possible.</li> <li>Where available staff to use designated. pedestrian walkways to access / egress to and from service / repair area(s).</li> <li>Signage to be displayed to alert persons on site to the potential for vehicle movements.</li> <li>Where possible all visitors to be accompanied when in the service / repair area</li> <li>If required, competent banksman to assist reversing.</li> <li>Suitable PPE such as steel toe capped footwear to be worn. Where required hi-visibility clothing to be worn.</li> <li>Staff driving vehicles to be made aware of visitors.</li> </ul>	1	5	5
Work Under Raised Vehicle / Tilted Cab	Crush or entrapment	Any person working under raised vehicles	3	5	15	<ul style="list-style-type: none"> <li>Only fully trained qualified persons to use lifting equipment or carry out vehicle listing / tilting.</li> <li>No persons to be within the vicinity during cab lifting / tilting process or when raising or lowering vehicles on ramps.</li> <li>Equipment used to lift up vehicle to have an in date certificate of Thorough Examination under the Lifting Operations &amp; Lifting Equipment Regulations (LOLER).</li> <li>Safe Working Load (SWL) to be observed at all times.</li> <li>Applicable staff to assess the task to determine any vehicle components which may become loose / fall during works.</li> <li>Care to be taken when removing vehicle parts to ensure they do not fall.</li> <li>When the cab is in the fully tilted position, where applicable remove any manual tools / controls used to perform the lift / tilt.</li> <li>Engage locking devices or safety props to secure the cab in place.</li> <li>Good Manual Handling practises to be followed to prevent injury to person(s) carrying out the task</li> </ul>	1	5	5

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Inhalation of Vehicle Exhaust Fumes / Dust	Lung disease, irritation, breathlessness, Cancer, Mesothelioma	Any persons within the Garage	4	4	16	<ul style="list-style-type: none"> <li>Vehicles must not be running where persons are working within the inspection pits.</li> <li>Local Exhaust Extraction (LEV) / Ring Main System to be used to remove residual emissions which may be present within the pit prior to entry.</li> <li>Local Exhaust Ventilation (LEV) to be used when carrying out service / repair work where possible.</li> <li>Engines not to be run in enclosed areas for extended periods of time without suitable exhaust ventilation system in place. Where possible vehicles to be run outdoors</li> <li>Air quality within the pit to be tested prior to entry and throughout works where vehicle engines have been running within the work area.</li> <li>The use of Respiratory Protective Equipment (RPE) / Disposable face coverings may be required when carrying out tasks where there is a high possibility of dust exposure i.e. clutch / brake repairs.</li> <li>Surfaces areas with the potential for dust becoming airborne to be damped down prior to work.</li> <li>Use a HEPA filter-equipped vacuum to remove visible dust from surfaces. Brushes / air lines must not be used to clear / move dust.</li> </ul>	2	4	8
Hot Surfaces / Parts	Burns sustained from exposure to hot surfaces or parts	Mechanics working on vehicles	3	3	9	<ul style="list-style-type: none"> <li>Vehicles must be allowed to cool prior to carrying out any service / repair work.</li> <li>Persons carrying out work to be aware of potential hot parts.</li> <li>Pressure to be realised from any pressurised systems i.e. cooling system prior to working on the associated system.</li> <li>If work is necessary on "hot" machines the relevant Personal Protective Equipment (PPE) must be used</li> </ul>	1	3	3

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Noise	Noise from processing machinery causing acute and chronic hearing injury	Any persons in the immediate vicinity	4	4	16	<ul style="list-style-type: none"> <li>Access to the work area to be restricted to authorised persons only.</li> <li>Vehicles work areas located throughout large work with suitable space between area to disperse volume, high sealings within work area.</li> <li>Staff rotate through various tasks within the work day</li> <li>Personal Protective Equipment (PPE) provided to be worn when carrying out tasks which are unduly noisy or where noise persists over a sustained period of time.</li> </ul>	3	2	6
Slips, Trips & Falls	Slips, trips or falls causing breaks or sprains	Any persons in the work area	3	4	12	<ul style="list-style-type: none"> <li>Maintain good housekeeping standards throughout the work area.</li> <li>Trailing cables / leads to be tidied away immediately following use.</li> <li>Fluid spillages to be cleared immediately using absorbent granules.</li> <li>Rubbish to be placed immediately into waste bins, move displaced parts and clean work area upon completion of repairs.</li> <li>Adequate lighting to be available in the work area.</li> <li>Good quality safety footwear to be worn at all times.</li> </ul>	2	2	4
Manual Handling	Musculoskeletal injuries as a result of incorrect manual handling techniques	Staff carrying out manual handling activities	3	4	12	<ul style="list-style-type: none"> <li>Any person involved in task to be trained in safe manual handling techniques.</li> <li>Appropriate lifting techniques to be used when handling car batteries and other heavier items.</li> <li>Manual handling aids to be made available for easy movement of heavier items e.g. lift truck.</li> <li>Appropriate Personal Protective PPE to be worn when handling vehicle parts / batteries / accessories e.g. Safety footwear, gloves, coveralls.</li> </ul>	2	2	4

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Work on Air Suspension Systems	Sudden component movement, high-pressure air release, and crushing injuries if the system fails	Mechanics carrying out the task and anyone in the vicinity	4	4	16	<ul style="list-style-type: none"> <li>Only authorised, competent and trained persons are permitted to carry out work on air suspension systems.</li> <li>Where possible, work on air suspensions systems should be carried out in a suitable workshop.</li> <li>Ensure a visual check of the system and its overall condition is carried out before commencing work.</li> <li>Visual check to determine if stored air in the system needs to be dissipated.</li> <li>Do not commence work if it is not safe.</li> <li>Ensure movement of air suspension is prevented, either by deflating the system or by using suitably rated props or stands to prevent the chassis lowering.</li> <li>If using props or stands, ensure these are capable of supporting the weight and are in a usable condition.</li> <li>Ensure air is exhausted from the air suspension system before working on it.</li> <li>Ensure the air suspension system is adequately isolated by physically disconnecting the air supply before working on it.</li> <li>For leak testing, visually inspect the empty system, then inflate and raise to full travel, leave a short period of time before inspecting for leaks. Should damage be identified, exhaust the air from the system before carrying out repairs</li> </ul>	2	4	8

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Use of Hazardous Substances	Skin irritation, burns, or respiratory issues, and chronic conditions such as organ damage or cancer.	Persons using or performing activities with a potential chance of exposure to hazardous substances	3	4	12	<ul style="list-style-type: none"> <li>Material Safety Data Sheet (MSDS) &amp; COSHH assessment to be available for all hazardous substances used on site</li> <li>Staff briefed on the hazardous properties of any substances used and given relevant information, instruction and training</li> <li>Wash stations complete with eye wash to be available in close proximity to the service area.</li> <li>Adequate ventilation is to be maintained within the work area at all times</li> <li>Employees to maintain good personal hygiene standards and must wash their hands before eating, drinking, smoking or using the toilet.</li> <li>All hazardous substances to be stored as per the manufacturer's instructions.</li> <li>Staff to wear all relevant PPE detailed within the COSHH assessment when using hazardous substances</li> </ul>	2	3	6
Asbestos (Brake linings, drums and clutch housing)	Asbestos exposure potentially leading too Asbestosis (scarring of the lung), Asbestos relating lung cancer or other chronic respiratory conditions	Mechanics carrying out the task and anyone in the vicinity	4	4	16	<ul style="list-style-type: none"> <li>Asbestos may be present in brake and clutch linings, disposable dust mask, gloves and goggles to be worn.</li> <li>Dispose of displaced linings in the correct waste container.</li> <li>All suspected asbestos waste must be double bagged, sealed and marked as Asbestos materials.</li> <li>Damp down dusts with water prior to working.</li> </ul> <p>To prevent asbestos dust getting into air:</p> <ul style="list-style-type: none"> <li>Do not blow dust out of drums or housings with compressed air, use correct cleaning equipment, do not drill or grind linings, work in a well-ventilated area.</li> <li>Use disposable overalls and dispose of as Asbestos waste.</li> </ul>	2	4	8