

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
Hazardous substances 1. Contact with used engine oil etc during servicing	Skin contact over a long period can lead to severe dermatitis and skin cancer.	<ul style="list-style-type: none"> Nitrile gloves (EN 374 standard) gloves supplied and used. Garage overalls supplied and used. Contract for regular cleaning of overalls. 	<ul style="list-style-type: none"> Supervisor to start keeping a check that gloves are being used. Risks from dermatitis and skin cancer to be explained to workers. 	JB JB	14-03-06 14-03-06	12-03-06 12-03-06
2. Car engine running inside, toxic exhaust fumes e.g. carbon monoxide	The fumes may cause workers eye irritation and breathing difficulties.	<ul style="list-style-type: none"> Car exhaust attached to extractor system when engine is running. Extractor system maintained and tested to prevent leaks. 	<ul style="list-style-type: none"> No further action required. 			
Fire 1. General	Building could be burnt down, workers and visitors could be trapped in burning building. Workers could suffer severe or fatal burns if petrol gets on them and is ignited.	<ul style="list-style-type: none"> Smoking prohibited in all work areas. Fire alarms maintained and tested by manufacturer. Extinguishers provided and inspected under contract. Special fire exits not needed as all work areas have immediate access to outside. 	<ul style="list-style-type: none"> Manager to arrange some training on use of extinguishers for all workers. Annual fire drill to be carried out. 	SP RB	01-05-06 11-09-06	
2. Petrol fires		<ul style="list-style-type: none"> Fuel retriever used to empty vehicle fuel tanks outside. Spillages cleared immediately. Component cleaning in recirculating paraffin system, <u>not</u> petrol. 	<ul style="list-style-type: none"> Brief workers on safe working with petrol (from HSE's 'Safe use of petrol in garages' publication). 	RB	02-05-06	
3. LPG fires		<ul style="list-style-type: none"> LPG fuelled vehicles ported in safe places. Workers trained in hazards of LPG 	<ul style="list-style-type: none"> Brief workers on safe working with LPG (from HSE's 'LPG-fuelled motor vehicles' publication). 	RB	02-05-06	

Battery charging	Workers could suffer burns from contact with battery acid whilst charging, particularly if battery is overcharged and explodes.	<ul style="list-style-type: none"> Proprietary charger, installed by electrician is used in accordance with instructions. Acid resistant gloves and goggles supplied and used. 	<ul style="list-style-type: none"> No further action required. 			
Electrical equipment Fixed equipment; range of portable appliances e.g. hand lamps.	All workers could suffer potentially fatal shocks or burns if they use faulty electrical equipment - portable equipment is particularly liable to damage. Faulty equipment could also start a fire.	<ul style="list-style-type: none"> Hand lamps etc are low voltage (24 volts). A few 240 volt tools are used, all have industrial plugs and leads. Testing carried out annually on all portable 240v tools and users trained to carry out visual checks and report defects. Installed equipment receives regular maintenance. 	<ul style="list-style-type: none"> Manager to assess suitability of replacing 240v tools with air-powered or 110 volt alternatives. 	SP	26-04-06	
Mechanical Equipment E.g. grinding equipment	Moving parts can trap parts of the employee's body (e.g. fingers/hand/arm) causing crush injuries. Workers can also cut themselves on sharp edges or scald themselves on hot parts.	<ul style="list-style-type: none"> All mechanical equipment checked before use and faults reported to supervisor. Equipment not to be left running unattended Guarding provided. Safety goggles provided and worn. Grinding wheels changed by trained person. 	<ul style="list-style-type: none"> No further action required. 			
Falling objects Car lift failure. Car jack failure.	Failure of a car lift or jack may cause severe crush injuries to an employee if a vehicle fell on an employee - those who work in vehicle repair are particularly at risk.	<ul style="list-style-type: none"> Car lifts and jacks serviced by supplier and inspected by insurers. Jacks only used where ground conditions are firm, stable and level. Axle stands regularly maintained and inspected. Axle stands used after lifting vehicle with jack. Safe working loads not exceeded. 	<ul style="list-style-type: none"> No further action required. 			
Work involving air conditioning systems	Workers could suffer: 1. Frostbite – through skin or eye contact with refrigerant liquid or gas. 2. Asphyxiation – if sufficient quantities of	<ul style="list-style-type: none"> Workers are trained in correct procedures. 	<ul style="list-style-type: none"> Brief workers on safe working with air-conditioning systems (from HSE's ‘Safe working with vehicle air conditioning systems’ publication). 	RB	05-07-06	

	gas escape into confined space. 3. Exposure to harmful gases – through thermal decomposition of refrigerant if exposed to a naked flame.					
Compressed air Explosion of equipment tyres Injection of air in the body	All workers could suffer blast injuries if the air receiver were to explode; workers could suffer damage to internal organs if air is introduced into the body.	<ul style="list-style-type: none"> All workers trained in safe working procedures and dangers of horseplay. Airline has deadman's handle. System inspected and serviced every year by insurers. 	<ul style="list-style-type: none"> No further action required. 			
Handling vehicle air bags	Air bags could explode when not fitted, causing injury.	<ul style="list-style-type: none"> Units are stored in suitable cabinet of their own. Workers are trained in correct handling and fitting. Faulty units are returned to supplier for disposal. 	<ul style="list-style-type: none"> Brief workers on safe handling of air bags (from HSE's 'A Guide to handling air bags' publication). 	RB	01-06-06	
Manual handling In the store; movement of components	All workers (particularly those in stores) could suffer from back pain if regularly lifting/carrying heavy or awkward objects.	<ul style="list-style-type: none"> Fork-lift truck used to move material into store and take components to work shop. Manual handling still required. 	<ul style="list-style-type: none"> Manager to arrange manual handling training for the workers in the store. Brief workers on handling tyres (from HSE's 'Collection and delivery of tyres guidance' publication). More detailed assessment to be carried out (using HSE's Manual Handling Assessment Chart). 	SP RB JB	10-05-06 22-03-06 22-06-06	22-03-06
Operation of lift truck	Injuries such as fractures can be incurred by <ul style="list-style-type: none"> the driver crashing lift truck workers and visitors being hit by lift truck; workers falling from lift truck; objects falling from lift truck on to workers and visitors; and 	<ul style="list-style-type: none"> All operators trained and competent for use of the lift truck. Truck serviced regularly and examined every six months. Flooring maintained to reasonable standard. Stores laid out to enable truck to load and unload safely and pedestrians to pass safely. 	<ul style="list-style-type: none"> Supervisor to assess suitability of pedestrian operated lift trucks. Refresher training for operators to be arranged every 3 years. 	JB SP	01-06-06 21-05-07	

	<ul style="list-style-type: none"> the lift truck toppling over. 					
Vehicle movements	Injuries such as fractures can occur if vehicles hit workers or visitors.	<ul style="list-style-type: none"> Safe parking provided for customers without need for reversing. Marked walked ways for pedestrians. Vehicles driven slowly in/out and around premises. 	<ul style="list-style-type: none"> Supervisor to monitor speed of cars in/out and around premises. 	JB	29-03-06	31-03-06
Slips and trips	All workers and visitors may suffer a strain/sprain or even a fracture through slipping on oil/water spillages.	<ul style="list-style-type: none"> Good housekeeping standards maintained through training and monitoring. Floors degreased weekly. Absorbent granules and sawdust put on spills as soon as possible. Entrances and exits maintained. 	<ul style="list-style-type: none"> Walkways and storage areas designated by yellow lines. Weekly housekeeping check to be started. 	JB JB	12-04-06 10-03-06	10-04-06 17-03-06
Falls from height	Injuries such as fractures may be incurred by workers/visitors if they fall from ladders, the top of vehicles, or raised storage areas.	<ul style="list-style-type: none"> Access equipment provided for work on trailers and tops of commercial vehicles. Handrails fitted at edges of raised storage areas and access stairway provided. Workers trained to use ladders safely. Vehicle inspection pits clearly marked and covered when not in use. 	<ul style="list-style-type: none"> Supervisor to monitor use of portable ladders, access equipment when working on vehicles, and safety at inspection pits. 	JB	07-04-06	07-04-06
Hygiene and comfort	All workers.	<ul style="list-style-type: none"> Heated mess room with kitchen area provided. Toilets and sinks available, cleaned daily. Locker room for drying and storage of own clothes and work clothing/equipment provided. Portable heaters used during the winter in the workshop. Drinking water and cups provided. 	<ul style="list-style-type: none"> No further action required. 			
Public access to workshop	Customers could suffer various injuries if they wander into the workshop.	<ul style="list-style-type: none"> Signs up banning customers from the workshop, viewing window provided in reception. 	<ul style="list-style-type: none"> Workers to be reminded to challenge anyone entering the workshop without permission. 	SP	19-05-06	

Review Date: 08-01-07