

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
<b>Hazardous substances</b> 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"> <li>Nitrile gloves (EN 374 standard) gloves supplied and used.</li> <li>Garage overalls supplied and used.</li> <li>Contract for regular cleaning of overalls.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor to start keeping a check that gloves are being used.</li> <li>Risks from dermatitis and skin cancer to be explained to workers.</li> </ul>	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"> <li>Car exhaust attached to extractor system when engine is running.</li> <li>Extractor system maintained and tested to prevent leaks.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			
<b>Fire</b> 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"> <li>Smoking prohibited in all work areas.</li> <li>Fire alarms maintained and tested by manufacturer.</li> <li>Extinguishers provided and inspected under contract.</li> <li>Special fire exits not needed as all work areas have immediate access to outside.</li> </ul>	<ul style="list-style-type: none"> <li>Manager to arrange some training on use of extinguishers for all workers.</li> <li>Annual fire drill to be carried out.</li> </ul>	SP RB	01-05-06 11-09-06	
2. Petrol fires		<ul style="list-style-type: none"> <li>Fuel retriever used to empty vehicle fuel tanks outside.</li> <li>Spillages cleared immediately.</li> <li>Component cleaning in recirculating paraffin system, <u>not</u> petrol.</li> </ul>	<ul style="list-style-type: none"> <li>Brief workers on safe working with petrol (from HSE's '<a href="#">Safe use of petrol in garages</a>' publication).</li> </ul>	RB	02-05-06	
3. LPG fires		<ul style="list-style-type: none"> <li>LPG fuelled vehicles ported in safe places.</li> <li>Workers trained in hazards of LPG</li> </ul>	<ul style="list-style-type: none"> <li>Brief workers on safe working with LPG (from HSE's '<a href="#">LPG-fuelled motor vehicles</a>' publication).</li> </ul>	RB	02-05-06	

<b>Battery charging</b>	Workers could suffer burns from contact with battery acid whilst charging, particularly if battery is overcharged and explodes.	<ul style="list-style-type: none"> <li>Proprietary charger, installed by electrician is used in accordance with instructions.</li> <li>Acid resistant gloves and goggles supplied and used.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			
<b>Electrical equipment</b> 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"> <li>Hand lamps etc are low voltage (24 volts).</li> <li>A few 240 volt tools are used, all have industrial plugs and leads.</li> <li>Testing carried out annually on all portable 240v tools and users trained to carry out visual checks and report defects.</li> <li>Installed equipment receives regular maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Manager to assess suitability of replacing 240v tools with air-powered or 110 volt alternatives.</li> </ul>	SP	26-04-06	
<b>Mechanical Equipment</b> 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"> <li>All mechanical equipment checked before use and faults reported to supervisor.</li> <li>Equipment not to be left running unattended</li> <li>Guarding provided.</li> <li>Safety goggles provided and worn.</li> <li>Grinding wheels changed by trained person.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			
<b>Falling objects</b> 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"> <li>Car lifts and jacks serviced by supplier and inspected by insurers.</li> <li>Jacks only used where ground conditions are firm, stable and level.</li> <li>Axle stands regularly maintained and inspected.</li> <li>Axle stands used after lifting vehicle with jack.</li> <li>Safe working loads not exceeded.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			
<b>Work involving air conditioning systems</b>	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"> <li>Workers are trained in correct procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Brief workers on safe working with air-conditioning systems (from HSE's <a href="#">‘Safe working with vehicle air conditioning systems’</a> publication).</li> </ul>	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.					
<b>Compressed air</b> 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"> <li>All workers trained in safe working procedures and dangers of horseplay.</li> <li>Airline has deadman's handle.</li> <li>System inspected and serviced every year by insurers.</li> </ul>	<ul style="list-style-type: none"> <li>No further action required.</li> </ul>			
<b>Handling vehicle air bags</b>	Air bags could explode when not fitted, causing injury.	<ul style="list-style-type: none"> <li>Units are stored in suitable cabinet of their own.</li> <li>Workers are trained in correct handling and fitting.</li> <li>Faulty units are returned to supplier for disposal.</li> </ul>	<ul style="list-style-type: none"> <li>Brief workers on safe handling of air bags (from HSE's '<a href="#">A Guide to handling air bags</a>' publication).</li> </ul>	RB	01-06-06	
<b>Manual handling</b> 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"> <li>Fork-lift truck used to move material into store and take components to work shop.</li> <li>Manual handling still required.</li> </ul>	<ul style="list-style-type: none"> <li>Manager to arrange manual handling training for the workers in the store.</li> <li>Brief workers on handling tyres (from HSE's '<a href="#">Collection and delivery of tyres guidance</a>' publication).</li> <li>More detailed assessment to be carried out (using HSE's '<a href="#">Manual Handling Assessment Chart</a>').</li> </ul>	SP RB JB	10-05-06 22-03-06 22-06-06	22-03-06
<b>Operation of lift truck</b>	Injuries such as fractures can be incurred by <ul style="list-style-type: none"> <li>the driver crashing lift truck</li> <li>workers and visitors being hit by lift truck;</li> <li>workers falling from lift truck;</li> <li>objects falling from lift truck on to workers and visitors; and</li> </ul>	<ul style="list-style-type: none"> <li>All operators trained and competent for use of the lift truck.</li> <li>Truck serviced regularly and examined every six months.</li> <li>Flooring maintained to reasonable standard.</li> <li>Stores laid out to enable truck to load and unload safely and pedestrians to pass safely.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor to assess suitability of pedestrian operated lift trucks.</li> <li>Refresher training for operators to be arranged every 3 years.</li> </ul>	JB SP	01-06-06 21-05-07	

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

**Review Date: 08-01-07**