

<b>Task/Activity:</b> DS07 Maintenance of tools and machinery.	<b>Date assessment completed:</b> 26/06/25	<b>Review Date:</b> 27/06/27
<b>Brief Details of Task/Activity:</b> General maintenance of tools, equipment and machinery on site or in the depot.	<b>Assessment completed by:</b> Mark Treen	<b>Signature:</b> <i>M. Treen</i>

What are the hazards?  e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how?  e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc...	What are you already doing to control the hazard?	What further action or additional controls are required  (if necessary)	Risk rating  (after control measures)	Action by who	Action by when	Date completed
Mechanical equipment with moving parts.	Employees  Crush injuries to hands / fingers, cuts, bruises.	Experienced operatives only to maintain equipment.  Suitable PPE to be worn at all times[see PPE list 1]	Ensure PPE is being worn as advised and replace as necessary.	E			
Cleaning solutions/lubricants solvents	Employees  Skin conditions, dermatitis	Experienced operatives only to maintain equipment.  Suitable PPE to be worn at all times[see PPE list 1] Nitrile gloves, barrier creams and eye wash solution available if necessary  Flammable liquid hazard signage inside and outside workshop areas	Flammable liquid hazard signage inside and outside workshop areas  Ensure PPE is being worn as advised and replace as necessary.	E			
Lead/Acid Batteries	Employees  Explosion, acid burns	Experienced operatives only to maintain equipment. Suitable PPE to be worn at all times[see PPE list 1] Nitrile gloves, barrier creams and eye wash solution available if necessary	Ensure PPE is being worn as advised and replace as necessary.	E			

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Flammable, toxic, harmful corrosive and irritant substances	Employees.  Burns, dermatitis, asthma, poisoning.	<p>Operatives to have a safe working area, and adequate training - competent persons only to use hazardous substances.</p> <p>No hazardous materials to be stored on site without agreement and safety precautions in place.</p> <p>Substances to be stored in correct containers, locked up in a vented area at ground level.</p> <p>Refer to C.O.S.H.H. and safety data sheets for each material.</p> <p>Correct P.P.E To be worn. (SEE PPE LIST 1)</p> <p>Complete daily record sheets and regularly monitor quantity and type of any hazardous materials stored on site.</p> <p>Operatives to have personal first aid kit on site which is up to date and replenished as necessary.</p> <p>Eyewash available on all sites replenished as necessary.</p> <p>Flammable liquid hazard signage inside and outside workshop areas</p>	Ensure PPE is being worn as advised and replace as necessary.	E			

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Airborne particles (dust, fumes, inhalation.)	<p>Employees and the public.</p> <p>Allergic reactions, Suffocation, Respiratory illnesses and asthma, other breathing problems.</p>	<p>Adequate ventilation when using hazardous substances. Warning information to be read and understood on chemicals.</p> <p>Dust suppression equipment / water kits fitted and used at all times.</p> <p>Refer to relevant COSHH and safety data sheets.</p> <p><i>Face Fit</i> testing undertaken for all operatives.</p> <p>Operatives to have personal first aid kit on site which is up to date and replenished as necessary.</p> <p>Correct training.</p> <p>Suitable P.P.E to be worn at all times. (SEE PPE LIST 1)</p> <p>All faults are to be reported immediately and machinery replaced/repared as necessary.</p> <p>Vary work to avoid over exposure. Rotate operatives using machinery.</p> <p>See Silca Dust Risk Assessment RA04</p>	<p>Ensure operatives training and <i>Face Fitting</i> is up to date.</p> <p>Ensure PPE is being worn as advised and replace as necessary</p>	E			

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Naked flames	Employees.  Explosions, Burns, Fatalities,	Suitable P.P.E to be worn at all times. (SEE PPE LIST 1)  Fire site inspections.  Operatives to undertake Fire Awareness training.  Correct fire extinguisher on site.  Evacuation procedures in place  Operatives to have personal first aid kit on site which is up to date and replenished as necessary.	Maintain fire awareness training – refresher every three years  Ensure PPE is being worn as advised and replace as necessary.	E			
Spillages	Employees.  Slips, trips, falls. Burns, Dermatitis and skin irritations.	Spillages to be removed and dealt with by trained operative immediately. Spill kits on site when needed.  Suitable P.P.E to be worn at all times. (SEE PPE LIST 1)	Regular monitoring of substances being stored.  Ensure PPE is being worn as advised and replace as necessary.	E			
Exhaust fumes/hot exhaust	Employee  Respiratory problems, burns	Ensure plant is serviced at recommended intervals by competent persons  Operatives to wear correct PPE (SEE PPE LIST 1).  Any machinery producing excessive smoke and or fumes to be removed from service and repaired as necessary.  Identify and avoid touching hot exhaust	Any machinery producing excessive smoke and or fumes to be removed from service and repaired as necessary.  Ensure PPE is being worn as advised and replace as necessary.	E			

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Manual handling - size, weight and shape of equipment	Employees  Musculoskeletal injuries particularly to back and arms, shoulders and hands	Operatives to have Manual Handling training (SEE MANUAL HANDLING GUIDANCE LIST 1 and manual handling risk assessment RA05]  Use techniques to ease strain on back and shoulders, mechanical lifting aids if necessary.  Operatives to wear correct PPE (SEE PPE LIST 1).	Maintain manual handling training every three years.  Ensure mechanical lifting equipment is working prior to commencement of shift.	D			
Over exposure to vibration, e.g. ensure rest breaks are taken and do not exceed maximum operating times as tagged on machinery.	Employees.  Whole body vibration injuries (physical and neurological). Musculoskeletal problems.	Vibration levels assessed on individual items of machinery. (SEE HAVS VALUES LIST 1 and Vibration risk assessment RA01)  Vary work types when possible to reduce repetitiveness. operatives to follow correct HAVS arrangements. (SEE HAVS VALUES LIST 1)  Operatives to wear correct PPE[see PPE list 1]  Monitor operative vibration exposure levels and annual assessment via OHU  Daily safety checks carried out by the user on machinery and all faults are to be reported immediately and replaced/repared as necessary.	Maintain operative/supervisor training.  Ensure PPE is being worn as advised and replace as necessary.	E			

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Manual handling, bending, twisting and lifting.	Employees  Musculoskeletal injuries, sprains, strains.	Operatives to have Manual Handling training (SEE MANUAL HANDLING GUIDANCE LIST 1 and manual handling risk asesment)  Suitable P.P.E to be worn at all times. (SEE PPE LIST 1)	Maintain manual handling training every three years  Ensure PPE is being worn as advised and replace as necessary.	D			

CATEGORIES OF LIKELIHOOD	
<b>Highly Likely</b>	Expected to happen/reoccur, possibly frequently.
<b>Possible</b>	Might happen/reoccur at some time depends on circumstances.
<b>Unlikely</b>	Not expected to happen/reoccur but possible in certain circumstances.
<b>Very Unlikely</b>	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY	
<b>Catastrophic</b>	Incident could result in <u>one or more fatalities</u> .
<b>Major</b>	Major injury resulting in incapacity, hospitalisation >24 hours.
<b>Significant</b>	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
<b>Minor</b>	Small cut, bruise, abrasion, basic first aid treatment provided.
<b>Negligible</b>	Some discomfort, self help. No treatment required.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
<b>Catastrophic</b>	<b>A</b>	<b>A</b>	<b>B</b>	<b>E</b>
<b>Major</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>E</b>
<b>Significant</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Minor</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>E</b>
<b>Negligible</b>	<b>E</b>	<b>E</b>	<b>E</b>	<b>E</b>

RISK CLASSIFICATIONS	
<b>A</b>	<b>Unacceptable risk</b> , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
<b>B</b>	<b>High risk</b> , requires immediate attention. Control measures must be identified and put into place as soon as possible.
<b>C</b>	<b>Medium risk</b> , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
<b>D</b>	<b>Low risks</b> , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
<b>E</b>	<b>Trivial risk</b> , no further action required but review at regular intervals to ensure controls remain effective.