

# Mechanical Workshop Risk Assessment

An assessment of the potential health and safety hazards in a mechanical workshop.

**Title of activity:** Working in the mechanical workshop

**Location(s) of work:** Mechanical Workshop, 227 Elliott Road, Banyo

**Brief description of work:** Carrying out tasks within the Mechanical Workshop

**Personal Protective Equipment (PPE):** Identify all necessary PPE.

- Overalls, safety glasses/goggles, safety shoes, gloves, barrier creams, hearing protection, dust masks and respirators are to be used as the work dictates.
- Non-disposable items of PPE must be inspected regularly and records retained for inspection

## Additional Information:

- Identify any additional relevant information to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance, etc.
- Workshop staff must familiarise themselves with the Hawgood Haulage Safety Management System
- Workshop users must read and understand the Workshop Safety Rules which are displayed on the H&S notice board within the Driver Training Area.

## HAZARD IDENTIFICATION:

POTENTIAL HAZARDS	LEVEL OF RISK L / M / H	CONTROL MEASURES (i.e. alternative work methods/mechanical aids/engineering controls, etc.)
Mechanical equipment  (contact injuries e.g. entanglement, drawing-in, abrasions, cuts, burns)	M	<ol style="list-style-type: none"><li>1. Access to the workshops is strictly restricted to authorised personnel only.</li><li>2. No one may operate workshop equipment unless they have received a sufficient training and permission from the technician-in-charge.</li><li>3. Specific risk assessments for machinery and the generic risk assessment for power hand tools have been completed and safe systems of work issued to operatives.</li><li>4. Guards on the machines must be used.</li><li>5. All workshop equipment must be regularly maintained and serviced.</li><li>6. Long hair must be completely covered and suitable eye protection worn.</li></ol>
Electrical equipment  (electric shocks or burns from using faulty electrical equipment)	M	<ol style="list-style-type: none"><li>1. All portable electrical equipment must be tested at for electrical safety at correct intervals and labelled with the date of the test.</li><li>2. Electrical cables and plugs should be regularly visually inspected by the user for damage.</li><li>3. Any defective equipment should be reported to the technician-in-charge and taken out of use until the repair has been effected.</li></ol>

POTENTIAL HAZARDS	LEVEL OF RISK L / M / H	CONTROL MEASURES (i.e. alternative work methods/mechanical aids/engineering controls, etc.)
		4. Electrical equipment must always be operated in accordance with manufacturers' instructions.
Manual handling of heavy/bulky objects (back injuries)	L	<ol style="list-style-type: none"> <li>1. A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury.</li> <li>2. Training in lifting techniques must be provided for workshop staff who undertake the lifting of heavy loads.</li> <li>3. Appropriate PPE for lifting operations must be worn.</li> </ol>
Hazardous Substances (e.g. irritating vapors, skin sensitisation, dermatitis)	L	<ol style="list-style-type: none"> <li>1. A risk assessment must be completed for using substances that may present a hazard to health.</li> <li>2. A Material Safety Data Sheet (MSDS) must be kept together with a risk assessment in the Workshop Safety File for future reference.</li> <li>3. All containers used for storage of hazardous and non-hazardous substances must be suitably labelled indicating their contents.</li> </ol>

POTENTIAL HAZARDS	LEVEL OF RISK L / M / H	CONTROL MEASURES (i.e. alternative work methods/mechanical aids/engineering controls, etc.)
Slips and trips	L	<ol style="list-style-type: none"> <li>1. Workshop working areas must be kept clear of obstructions and the floor must be kept free from oil and spillages.</li> <li>2. Any spillages should be cleaned up immediately.</li> <li>3. Any hazards such as trailing cables, defects to floor coverings and faulty lighting etc. should be reported immediately to the technician-in-charge.</li> <li>4. All areas well lit.</li> </ol>
Fire	L	<ol style="list-style-type: none"> <li>1. Equipment should be switched off when not in use for long periods.</li> <li>2. All portable electrical equipment must be tested for electrical safety at correct intervals and labelled with the date of the test.</li> <li>3. Flammable substances must be kept away from naked flames and ignition sources.</li> <li>4. Flammable substances must be kept in an appropriate fire resistant metal cabinet.</li> <li>5. The fire alarm system is installed, maintained and tested.</li> <li>6. Workshop users must be acquainted with the Fire Routine Procedure for the building.</li> <li>7. Fire Officer must be appointed to cover the workshop area.</li> </ol>

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Working at height  
(fall from a stepladder)

**M**

1. Users must be familiar with the risk assessment and safe system of work for using stepladders.
2. A stepladder should have a visual inspection by the user prior to use for damage.
3. Stepladders must be individually identified and formal inspections must be carried out and records of inspection kept.
4. Any defective stepladder should be clearly labelled and taken out of use until the repair has been effected.

POTENTIAL HAZARDS	LEVEL OF RISK L / M / H	CONTROL MEASURES (i.e. alternative work methods/mechanical aids/engineering controls, etc.)
Excessive Noise	L	<ol style="list-style-type: none"> <li>1. The level of noise should be measured.</li> <li>2. If necessary the noise risk assessment should be carried out and suitable hearing protection supplied.</li> </ol>
Lone / Out of Hours (LOOH) Working	L	<ol style="list-style-type: none"> <li>1. LOOH working in the Workshops is strictly prohibited unless permission from the Health and Safety Manager is given and a specific lone working risk assessment is carried out.</li> </ol>