

1	Skin contact with oil	Barrier cream available and encouraged to be used. Gloves available (Nitrile and Vinyl) to be worn. Hand cleaning facilities provided with scrub soap. Anyone working on the vehicles is required to wear PPE.	A	2	Low	Risk Assessment 042. All students go through an intensive Health and Safety Induction Programme Prior to working in the workshop.	Centre Co-ordinator						
2	Toxic fumes from car engine running	Cars/vehicles do not need their engines to be running in the workshop. All cars are maneuvered by being pushed. Batteries are disconnected on arrival to the workshop	A	1	Low								
3	Fire	Please see the Fire Risk Assessment	C	1	Low								
4	Battery charging	No students will charge batteries, only staff to do this. Charger is PAT tested and used in accordance with instructions. Gloves and goggles supplied and used.	B	1	Low	Risk Assessment 056							
5	Electrical equipment	All electrical equipment is PAT tested annually. Students use very few electrical pieces of equipment as part of their course. All installed equipment receives regular maintenance.	C	1	Low	Risk Assessment 057 The wheel balancer, tyre changer and compressor are checked weekly and any maintenance carried out. A written log is kept of all checks.							
6	Mechanical equipment	The only mechanical equipment that the students use is the trolley jacks. Proper use of these is addressed in the Induction Programme. All mechanical equipment checked visually before use.	C	1	Low	Risk Assessment 033 The jacks are checked on a daily basis and any maintenance carried out. A written log is kept of all checks.							
7	Falling objects/vehicle lift failure/jack failure	Safe working loads are not exceeded. Axle stands used after lifting vehicle with jacks. All lifting equipment receives regular checks. Students and staff are trained on all lifting equipment during their Induction Programme.	E	0	Low	Risk Assessment 029 Risk Assessment 033 Risk Assessment 034 The jacks and axle stands are checked on a daily basis and any maintenance carried out. The vehicle lifts are checked on a weekly basis and any maintenance carried out. A written log is kept of all checks.							
8	Compressed air	Air lines are fitted with an adjustable pressure regulator. Students are always monitored if they are using the air gun.	D	1	Low	Risk Assessment 037 Risk Assessment 058 The compressor and airtools are checked on a regular basis and any maintenance carried out. A written log is kept of all checks.							
9	Manual handling	There are very few heavy objects that	C	1	Low	Risk Assessment 059							

		require lifting in the Lunar workshop. Staff are aware of the Health and Safety guidance for Lifting and Handling. It is also in their Staff Handbook. Students are never required to lift anything that is heavy.				The engine hoist is used when lifting engines or anything else that is heavy. It is only used by staff.						
10	Operation of Engine hoist	Only staff are allowed to use the engine hoist. All new staff receive training on this during their Induction Programme.	C	1	Low	Risk Assessment 059 PUWER notices clearly displayed.						
11	Vehicle movements	Safe parking is provided for staff and visitors away from the workshop entrances. All cars are maneuvered by being pushed whilst inside, therefore, all vehicles are travelling at a very slow speed while in the workshop near the staff and students. Vehicles moving up and down on the vehicle lifts and jacks are done so slowly and with warning to all people stood near to the vehicles. All vehicles have their batteries disconnected on arrival into the workshop, and their keys are stored in the key cupboard, in line with the Key Policy. Therefore, all vehicles that are moving around within the workshop do so at a very slow pace.	C	1	Low	Risk Assessment 033 Risk Assessment 029						
12	Slips and trips	Good housekeeping standards maintained through training and monitoring. Absorbent granules/sawdust put on spills as soon as possible. Absorbent rugs placed at entrance/exit to stop water coming into the workshop when it is raining.	C	1	Low	Risk Assessment 061						
13	Falls from height	Staff trained to use ladders safely. When using the raised storage area, staff work in pairs to maintain high safety standards. Students are never allowed to be up ladders or at any height. Contractors bring their own ladders when working on site.	D	1	Low	Risk Assessment 062						
14	Hygiene and comfort	Lockable heated office/staffroom and kitchen area provided. Student common room provided. Toilets and sinks available. Hand cleaning facilities provided. Locker area for storage of student clothing and belongings. Heaters used during the winter months in the workshop. Drinking water and cups provided. Vending machine for food and hot and cold drinks provided for the students at a subsidised price. Tea/coffee making facilities provided for the staff.	B	0	Low							

15	Visitors in the workshop	Visitors would never be unaccompanied in the workshop. Safety signs clearly located around the workshop. Fire exits and fire point clearly posted. First Aid point clearly posted.	C	1	Low	Risk Assessment 055						
16	Vehicle air bags	All vehicles have their battery disconnected as they come into the workshop, therefore the air bag cannot be activated, or discharge accidentally.	B	1	Low							
17	Dust	When jobs can become dusty, e.g., brushing off mud from the chassis, cars are moved outside whenever possible. Eye protection and face masks are provided. If the car cannot be moved outside for the job to be conducted, ventilation within the workshop is increased.	C	1	Low							
18	Trailing electrical cables	Use of extension leads is kept to a minimum. Plenty of sockets are provided around the workshop. Use of cable covers when and where cables are a trip hazard. Cables are cable tied up out of the way whenever necessary or appropriate.	C	1	Low	Risk Assessment 063						
19	Hot surfaces	Heaters used in the workshop during the winter months have a built in safety guard to avoid contact with hot surfaces.	D	1	Low	Risk Assessment 064						
20	Hazardous substances	All COSHH substances and chemicals are kept in the COSHH Cabinet which is kept permanently locked. The key for which is kept in the locked key cabinet, in the locked office. Harmful substances are kept to a minimum and are not allowed to be used by the students, only the staff. Eating and drinking is only allowed in COSHH free environments.	D	1	Low	COSHH notices are clearly visible in the workshop. Individual Risk Assessments are completed for each chemical/substance. The HSE guidance is followed at all times. www.coshh-essentials.org.uk is regularly checked for updated guidance.						
21	Flammable substances	All flammable substances and chemicals are kept in the Flammable Cabinet which is kept permanently locked. The key for which is kept in the locked key cabinet, in the locked office. Flammable substances are kept to a minimum and are not allowed to be used by the students, only the staff.	D	1	Low	The Fire Risk Assessment covers this in more detail. Fire Action notices are clearly visible. The Fire Cabinet is located next to the Fire Point. The HSE guidance is followed at all times.						
22	Failure of PPE	Staff and students are required to wear PPE at all times. If PPE is not being worn, access	C	1	Low	The importance of PPE is clearly explained to the students during						

23	Lone/late working	to the workshop is prohibited. All staff and students are responsible for their own PPE. Lone and late working should be kept to a minimum whenever possible. When staff are working late on a task, they are required to be in pairs and the appropriate member of senior staff should be informed that they are doing so. Staff should never put themselves at unnecessary risk and should never be alone with a student under ANY circumstances.	D	1	Low	their Induction Programme. PPE signs are displayed around the workshop. Risk Assessment 065						
Assessed By:	Signature:		Centre Co-ordinator Approval:	Signature:			Review Date:					
	Name/Title:			Name/Title:								
	Date:			Date:								

(1) A **significant hazard** is something which has significant potential to cause harm to someone

(2) Risk needs to be scored, for Impact/Severity and for Likelihood, with higher scores the greater the risk. Refer to the Risk Matrix to find out the level – Remember the risk is only acceptable if low.