

Unit NG2: Risk assessment

Declaration: By submitting this assessment (Parts 1 – 4) for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see the NEBOSH Malpractice Policy for further information).

Important note: You must refer to the document ‘Unit IG2: risk assessment – Guidance and information for learners and Learning Partners’ while completing all parts of this assessment. Your Learning Partner should provide you with a copy, but it can also be downloaded from the relevant resources section for this qualification on the NEBOSH website.

Part 1: Background

You should aim to complete this section in 150 - 200 words.

Topic	Comments
Name of organisation*	National General Garage Ltd (known as NGG Ltd)
Site location*	Leicestershire, UK
Number of workers	24 workers
General description of the organisation	NGG Ltd is a medium sized garage with offices, vehicle repair shop and paint spray booth. The business does a lot of repairs and maintenance on commercial vehicles and body repairs on vehicles (mainly cars and vans) that have been involved in accidents for insurance companies. Servicing and MOTs are also carried out for members of the public. Typical activities undertaken include moving spare parts from the stores to the workshop, engine repairs, activities relating to servicing/MOTs, body repair, draining fuel/oil, spray booth activities (including the use of paints that are solvent based). The garage operates from 8am to 6pm on weekdays and is closed at the weekends. Workers are only required to work 7 hours per day so there are staggered start and finish times in place.
Description of the area to be included in the risk assessment	The risk assessment will cover the garage and spray booth activities; the office area has a separate risk assessment.
Any other relevant information	The Finance Director (who reports directly to the Managing Director) has direct responsibility for health and safety

* If you are worried about confidentiality, you can invent a false name and location for your organisation but, all other information provided must be factual.

You should aim to complete this section in 100 - 200 words.

Note: this section can be completed after you have completed your risk assessment.

Outline how the risk assessment was carried out this should include:

- sources of information consulted;
- who you spoke to; and
- how you identified:
 - the hazards;
 - what is already being done; and
 - any additional controls/actions that may be required.

I started by looking up references to good practice relating to our organisation. The HSE's website had lots of resources, for example, 'Health and safety in motor vehicle repair and associated industries' (HSG261) <http://www.hse.gov.uk/pubns/priced/hsg261.pdf> was a good source of information.

After looking at sources of information, I then went around the workshop and talked to the people who were 'doing the job.' They gave me information that was not obvious from just a visual inspection. For example, a lot of the workers did not know that there were dust masks available or the reasons why these should be worn.

I also checked the accident book to see what types of incidents had occurred over the last 12 months and whether any of these incidents were recurring. I also checked the reasons for sick absence, again, to see if there were any recurring themes for ill-health.

When assessing the control measures, I also referred to some of the HSE's Approved Codes of Practice or Guidance documents. For example, when looking at control measures for dust in the workplace, I referred to 'Dust in the workplace, General principles of protection, Guidance Note EH44 (Fourth edition)' <http://www.hse.gov.uk/pubns/eh44.pdf> .

Part 2: Risk Assessment

Organisation name: National General Garage Ltd (known as NGG Ltd)

Date of assessment: 25 April 2022

Scope of risk assessment: Garage and spray booth activities

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within ...)	Responsible person's job title
<p><u>Hazardous substances</u></p> <p>Dust - high concentrations of process dust.</p>	<p>All workers, customers and others visiting the organisation. High concentrations of process dust are always present from the routine and frequent activities being carried out. Since there is no dust extraction, people breath in hazardous dust which can cause anything from short-term irritation to long-term serious health conditions. People can also get the irritant dust on their skin (which can cause dermatitis), in their eyes (causing eye irritation and damage) or even accidentally</p>	<p>Dilution ventilation.</p> <p>Dust masks available but it is not mandatory that these are worn.</p>	Enclosed area to be set up for sanding/grinding operations including that will include a suitable local exhaust ventilation system	6 months	Workshop Manager
			Purchase of 'on tool' dust extraction systems	1 month	Finance Director
			Use of face masks in conjunction with extraction systems	1 month	Stores Manager to purchase Workshop Manager to enforce use
			Consider RPE if the above do not fully control the hazard	6 months	Workshop Manager
			Current dilution ventilation system to be inspected and repaired if necessary.	1 month	Workshop Manager
			Maintenance programme for all ventilation systems	6 months	Workshop Manager
			Improved housekeeping – purchase at least two suitable vacuum cleaners to keep dust in the general workplace and office areas to a minimum.	1 month	Finance Director
			Safe system of work (SSoW) to be introduced for: <ul style="list-style-type: none"> - Current systems/processes - Updated on completion of enclosure. <p>Note: the workshop manager must</p>	1 month 6 months	Workshop Manager

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	swallow it (hand-to mouth transfer from contaminated hands).		consult with the workforce when producing the safe system of work		
			Training programme to be set up for all workers undertaking these activities: <ul style="list-style-type: none"> - On best practices for keeping dust levels to a minimum - On the safe system of work. 	2 months	Workshop Manager
			General hygiene education for those workers undertaking these activities e.g., dust ingestion or inhaled from hand to mouth contact.	1 month	Finance Director
			Improved welfare arrangements and PPE <ul style="list-style-type: none"> - Provide separate overalls for those doing sanding/grinding operations and gloves (if appropriate). - Construction of segregated enclosed area of the changing room for removal of dust covered overalls. - Improve washing facilities in the changing area (consider installing showers). 	1 month	Stores Manager
				6 months	Stores Manager
				1 month	Stores Manager
		Look into the possibility of setting up a health surveillance programme for all affected workers.	6 months	Finance Director	
Work equipment Falling vehicles and/or components	Mechanics could be injured (or there is a possibility of death) should one of the lifts/jacks fail causing a vehicle or component to fall onto them.	Some sporadic maintenance of lifting equipment.	Implement a planned inspection programme for all lifting equipment.	1 month	Finance Director & Workshop Manager
			Inspection and examination of all current lifting equipment.	1 month	Workshop Manager
			Check that insurance is in place to cover lifting equipment.	1 month	Finance Director
			Checks need to be made that all lifting equipment is marked with safe working load	1 month	Workshop Manager

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	Workers undertaking maintenance of the equipment if the equipment malfunctions during maintenance. This could cause a range of injuries from bruising to fractures or worst-case scenario death		(SWL) information. Where SWL is not marked on the equipment, or has been rubbed off over time, this information must be marked on the equipment.		
<p>Electricity</p> <p>Portable electrical equipment, IT related equipment in the Workshop and Stores Areas and General Electric installation for whole site.</p>	<p>Any worker using faulty equipment or electrical installation on site e.g., plugging in equipment in faulty socket.</p> <p>The harm most likely to be caused are issues resulting from electric shock such as burns, and fibrillation. Worst case scenario is death (electrocution).</p>	<p>The electrical installation for the garage has recently been checked by a competent electrician. A NICEIC certificate is held confirming that the installation is good. Next check has been diarised for three years (unless there are significant changes in the meantime).</p> <p>The mains switchboard has a built in residual current device.</p> <p>A maintenance programme is in place and annual checks are carried out on all 240V equipment by a certified electrician.</p>	Well controlled risk – no further action required at the moment.	N/A	NA

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		<p>All workers have received training to spot defects and are aware of the process should defective equipment be found.</p> <p>Some low voltage tools have been purchased and are used where possible e.g., low voltage hand lamps for inspecting vehicles.</p> <p>Trained first aiders are available who can deal with minor electric shock victims.</p> <p>All workers aware of emergency arrangements for electricity related incidents.</p>			
<p><u>Hazardous substances</u></p> <p>Use of motor oil and fuel.</p>	<p>Mechanics who are handling these substances on a daily basis.</p> <p>These substances are known to be sensitisers/ carcinogens so, over time, could cause occupational</p>	<p>Overalls are supplied to all mechanics. Overalls are cleaned on a regular basis by an outside contractor. Spill kit available and all workers trained in its use</p> <p>Specialist contractor used for disposal of waste oil/fuel and used spill kit.</p>	General hygiene education for those workers undertaking these activities e.g., dust ingestion or inhaled from hand to mouth contact.	1 month	Finance Director
			Improve washing facilities in the changing area (consider installing showers).	1 month	Finance Director & Workshop Manager
			Look into the possibility of setting up a health surveillance programme for all affected workers.	6 months	Finance Director
			Source nitrile or vinyl gloves for mechanics use	1 month	Stores Manager
			Set up monitoring system to ensure gloves are being worn at all relevant times.	2 months	Stores Manager
			Set up system for disposal of used gloves	1 month	Workshop Manager

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	dermatitis and/or skin cancers.		Check whether the same specialist contractor who removes the waste oil will collect/remove used gloves from site.	3 months	Workshop Manager
			Training for mechanics on good hygiene practices when handling these substances.	2 months	Finance Director
<p><u>Safe movement of people and vehicles.</u></p> <p>Moving vehicles from the parking bays to the workshop areas (includes losing control of vehicles).</p>	<p>All workers on site (especially mechanics) and customers.</p> <p>Injuries from collisions can be severe and could include fatalities.</p>	<p>Separate parking bays are provided for customers.</p> <p>Pedestrian walkways are clearly marked (these included barriers between the walkway and road).</p> <p>Site speed limit set at 5mph.</p> <p>The workshop and parking areas are well lit.</p> <p>All mechanics and those moving vehicles have a full driving licence.</p> <p>Sufficient salt held in stock to cover all site areas that may become frozen during the winter months.</p>	<p>Revise system for moving vehicles around the workshop and between the workshop and spray booth e.g., one person pushes, and another is seated at the steering wheel to ensure that vehicle control is not lost.</p>	1 month	Workshop Manager
<u>Noise</u>	Mainly the mechanics and	A noise assessment was last carried out	Install screens/barriers around some of the noisier areas using sound absorbing materials	6 months	Finance Director &

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Excessive noise from workshop activities	<p>others who work for long periods in the workshop area. Prolonged uncontrolled exposure to noise at 80+dB will, over time, cause NIHL.</p> <p>The workshop is noisy at certain times as you have to raise your voice/shout when holding a conversation e.g., car engines and machinery running at the same time</p>	<p>when the workshop was first set up (eight plus years ago).</p> <p>A recent review (May 19) of the personal protection equipment (PPE) in use has been carried out. As part of this old/broken PPE (especially hearing protectors) was replaced. Suitable hearing protection has been issued to all relevant workers. All relevant workers have been trained in the correct use of the PPE.</p> <p>There is a planned/preventative maintenance programme in place for all equipment.</p> <p>All workers are trained on induction on the effects that noise can have on individuals. The effect of noise is also covered in toolbox talks at least annually.</p>			Workshop Manager
			Look into the possibility of setting up a health surveillance programme for relevant workers	6 months	Finance Director
			Purchase a simple noise meter	1 month	Finance Director
			Arrange noise meter training for the Workshop Manager	2 months	Workshop Manager
			Carry out a simple noise survey	3 months	Workshop Manager
			Use the HSE's noise calculators to find out exposure levels http://www.hse.gov.uk/noise/calculator.htm	3 months	Workshop Manager
			Implement additional control measures (if required) following noise survey.	6 months (to be confirmed following noise survey)	Finance Director & Workshop Manager
Slips and trips. Spillages of oil and motor fuel, obstructed walkways, trailing cables etc.	<p>All workers, customers, and other visitors to site.</p> <p>Cuts, bruises, muscle</p>	<p>Designated walkways (indicated by yellow paint lines)</p> <p>Designated storage areas: yellow chevrons are used to indicate</p>	Arrange for floors to be degreased at least weekly.	1 month	Workshop Manager
			System for random housekeeping checks to be bought in.	1 month	Workshop Manager
			Check whether additional electrical sockets could be installed to prevent as many trailing cables as possible.	1 month	Workshop Manager

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	strains/sprains, broken bones from tripping over cables or tools/equipment left in walkways, or on wet surfaces (including oil/fuel spills) etc.	areas that must be kept clear at all times. Good housekeeping (mechanics know to store unused equipment etc in the designated areas). Spill kit in place and all workers have been trained in its use.			
Working at height Working in and around the inspection pit	Anyone working in or around the inspection pit. Likely injuries include bruising, sprains/strains, fractures, or more serious injuries e.g., head, internal injuries, worst case death. These types of injuries are likely to be life changing and involve the worker being in constant considerable pain (e.g., the worker may no longer be able to work after such a fall/need to rely on family/friends for constant care).	When the inspection pit is in use, the area is restricted (by use of barriers) for those working near the area. Fixed stairs to allow safe access and ingress to the inspection pit. Inspection pit is covered when not in use. Lone working is not allowed in the inspection pits (there are always at least two people working in the area). The workshop manager regularly monitors the use of access equipment and work in the inspection pit.	Purchase a mobile 'bridge' to allow mechanics to be able to safely access both sides of the inspection pit when working at ground level.	2 months	Workshop & Stores Managers
			Add the bridge into the maintenance schedule – needs to be inspected at least every six months.	2 months	Workshop & Stores Managers
			Arrange for all workers to be trained in how to use the bridge safely.	2 months (following the purchase of the bridge)	Workshop & Stores Managers

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within ...)	Responsible person's job title
<u>Working at height</u> Working on the top of commercial vehicles	Anyone working in the workshop. Likely injuries include bruising, sprains/strains, fractures, or more serious injuries e.g., head, internal injuries, depending on severity of the fall (the height fell from).	Access equipment for use when working on top of commercial vehicles is available, is regularly maintained and all necessary workers have been trained in its use. The workshop manager regularly monitors the use of access equipment.	Change to safe system of work to include an assessment of risk to take place before work begins.	1 week	Workshop & Stores Managers
			Assessment of risk to be added to the worksheet tick list.	1 week	Workshop & Stores Managers
<u>Hazardous substances</u> Inhaling paint mist containing isocyanates	Mainly the workers in the spray booth area but other workers could also be affected if they enter the booth when spraying operations are taking place. Workers exposed to this type of paint mist could develop occupational asthma.	All spraying is carried out in the enclosed spray booth. Competent workers used for spraying activities. Workers in the air use air-fed masks (masks are not removed until after the 'clearance time'). Air in-let compressor located away from possible sources of contaminants. Separate well-ventilated area for cleaning spray guns. Insurance company inspections for:	The clearance time from the spray booth is not readable on the main entrance/exit so needs to be repainted.	1 week	Workshop Manager
			Procedures for checking the booth automatic over-pressure shut down every three months.	1 month	Workshop Manager
			Consider setting up a surveillance programme for relevant workers (check the legal requirements)	1 month	Finance Director

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		<ul style="list-style-type: none"> The spray booth (every 14 months); and Compressor - breathing air quality (every 3 months) <p>All spray booth equipment is regularly checked and maintained by competent workers (Workshop Manager checks and maintains records).</p> <p>Entry and exit procedures in place for the spray booth and are followed by all relevant workers.</p>			
<u>Vibration</u> Sanding and grinding activities	Workers in the workshop area. Excessive use of or use of faulty hand-held tools such as disc cutters, sanders and grinders could lead to hand-arm-vibration (HAV) conditions such as vibration white finger.	Maintenance programme in place for all hand-held equipment, including vibrating equipment. All workers are trained in the use of vibration hand-held tools. There is an 'unwritten rule' that only tools that have been designed to reduce the risk of HAVs should be purchased.	Monitoring system to be set up to ensure that vibration tools are not used for an excessive time.	1 month	Workshop Manager
			Look at rotas to ensure workers are moved between activities.	1 week	Workshop Manager
			Look into setting up a health surveillance programme for all affected workers.	6 months	Finance Director
			Toolbox talks to be held at twice a year on the effects of vibration from hand-held tools.	6 months and 6 monthly thereafter	Workshop Manager
			Formalise the purchase policy to ensure that only suitable equipment is purchased to reduce the risk of HAVs.	6 months	Finance Director
			Evaluation of the level of our workers' exposure to vibration should be carried out to ensure that the daily exposure and action values are not being exceeded.	1 month	Finance Director & Workshop Manager

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within ...)	Responsible person's job title
<p><u>Health, welfare, and work environment</u></p> <p>Working on air conditioning systems in vehicles (extremes of temperature)</p>	<p>Mechanics working on vehicle air condition systems.</p> <p>Ill-health conditions likely to be suffered are:</p> <p>Frostbite – caused by skin or eye contact with refrigerant liquid or gas</p> <p>Asphyxiation – if gas escapes in sufficient quantities into a confined working space</p> <p>Exposure to harmful gases – from thermal decomposition of the refrigerant if the gas is exposed to high temperatures.</p>	<p>Use of competent workers.</p> <p>Safe system of work in operation that all workers are trained in and work to; this includes identification of refrigerant before work commences.</p> <p>Suitable PPE issued to all workers involved.</p> <p>Suitable arrangements in place to dispose of waste refrigerant.</p>	<p>Issue each worker with the HSE's 'Safe working with vehicle air-conditioning systems' guidance leaflet (INDG349) http://www.hse.gov.uk/pubns/indg349.pdf so that they are aware of what could go wrong and how to stop if from going wrong.</p>	1 week	Workshop Manager
<p><u>Fire</u></p> <p>Workshop activities such as welding and other 'hot work,' smoking, arson, faulty electrical equipment,</p>	<p>All workers and other visitors to the site could either suffer burns and/or smoke inhalation injuries. The worst-case scenario is death should anyone be</p>	<p>There is a detailed fire risk assessment in place that covers all of these issues.</p> <p>Preventative control measures are in place along with control measures to mitigate</p>	No further action required.	N/A	N/A

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within ...)	Responsible person's job title
handling fuels and other flammable substances etc.	trapped in the building and cannot be rescued.	<p>fire damage should a fire break out. These are regularly tested and maintained.</p> <p>Emergency procedures are tested regularly (last fire drill carried out two weeks ago).</p>			

Part 3: Prioritise 3 actions with justification for the selection

Suggested word counts

Moral, general legal and financial arguments for all actions: 300 to 350 words

For EACH action:

Specific legal arguments: 100 to 150 words

Likelihood AND severity: 75 to 150 words

How effective the action is likely to be in controlling the risk: 100 to 150 words

Moral, general legal and financial arguments for ALL actions

<p>Moral, general legal and financial arguments</p>	<p>NGG Ltd has a moral duty to protect all workers. Our workers come to work to earn a wage, not to be put at risk of falling ill, now or in the future, because of the work activities that they carry out now. Some of the ill-health conditions that could be contracted or injuries that could occur, will have a major impact on the lives of the workers and their family/friends. Long term injuries/ill-health and also likely to have a major impact on our workers' mental health. The mental health of other workers could also be affected if they are witness to any serious injuries to other workers.</p> <p>Financial impacts could be broken down into three categories. Costs associated with:</p> <ul style="list-style-type: none">• injured workers (sick pay, replacement worker wages, medical costs, lost working time etc);• replacement equipment and/or infrastructure costs for example if control is lost over a vehicle being moved around the workshop and this subsequently crashes through one of the garage walls; and• costs associated with enforcement actions. <p>Enforcement action costs include Fees for Intervention which are charged by the HSE (the current charge is £163 per hour) where a material breach of legislation is identified. Should the incident be serious enough, the HSE may also decide to prosecute the business. If the business is found guilty of an offence, the health and safety offences sentencing guidelines will be applied. The garage's turnover is just over £10m per year which puts the business in the 'medium organisation' size. Any fines would be in the category range of £1m – 4m with a starting point for the fine at £1.6m (the starting point can either be increased or decreased depending on any mitigating factors). Any fine in this region would have a significant impact on the business.</p> <p>The organisation could also find that civil claims from workers made ill by these work activities could be made. Some of these claims may be made some years after the worker has left NGG Ltd.'s employment. The likely amount of compensation payable for civil claims can be substantial; in addition to this legal fee (solicitors, barristers, courts etc) would also be likely to be very high. I would also point out that many of these costs would not be recoverable from the insurance company.</p> <p>If something goes catastrophically wrong, NGG's reputation could take a serious hit which could result in loss of contracts (especially the insurance work).</p>
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Justification for action 1

<p>Action – Taken from column 4 of risk assessment</p>	<p>Purchase a mobile 'bridge' to allow mechanics to be able to safely access both sides of the inspection pit when working at ground level (hazard category 'work at height').</p>
<p>Specific legal arguments</p>	<p>There are also specific legal duties that NGG need to meet. Under the Work at Height Regulations 2005 there is a duty to ensure that work at height is <i>"4(a) properly planned ... 4(c) carried out in a manner which in so far as is reasonably practicable safe..."</i>. Instructions are given to the workforce to walk around the inspection pit if they are working in the area, but these instructions are usually ignored; workers will jump across the pit rather than work around it. NGG Ltd are, therefore, failing in this duty.</p>
<p>Consideration of likelihood AND severity. This should include:</p> <ul style="list-style-type: none"> • types of injury or ill health • number of workers at risk • how often the activity is carried out • how widespread the risk is 	<p>Likelihood of injuries occurring from working in and around the inspection pit is quite high. The severity will depend on what height the worker falls from e.g., from the top of the pit (over an eight-foot drop) or fall from the access steps.</p> <p>The severity of the risk occurring could be serious. Injuries are likely to range from minor injuries such as bruising, sprains/strains, slightly more serious injuries such as fractures, or very serious injuries such as head or internal injuries.</p> <p>Approx. 6 mechanics regularly work around the inspection pit area.</p> <p>The inspection pit is in regular daily use and most mechanics carry out work in this area. The risk is confined to the inspection pit area only and affects workers only in this area</p>
<p>How effective the action is likely to be in controlling the risk. This should include:</p> <ul style="list-style-type: none"> • the intended impact of the action; • justification for the timescale that you indicated in your risk assessment; and • whether you think the action will fully control the risk. 	<p>The bridge will improve working practices in the area of the inspection pit. At the moment, workers tend to jump from one side of the pit to the other which has obvious risks associated with it.</p> <p>I have given a timescale of two months as this is a specialised piece of equipment that nobody in the business has used before. The business will need to source a supplier and then arrange a delivery date. It is hoped that this project will be completed well within the two-month timeline.</p> <p>The bridge will definitely reduce the likelihood of falling into the pit and getting serious injuries. Risk will be adequately controlled.</p>

Justification for action 2

Action – Taken from column 4 of risk assessment	Enclosed area to be set up for sanding/grinding operations including that will include a suitable local exhaust ventilation system (hazard category 'hazards substances').
Specific legal arguments	Under the Control of Substances Hazardous to Health Regulations 2002 the employer must “ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled” (Regulation 7). This duty is not, therefore, not being met due to excessive amount of dust currently present on site. The organisation would also need to report any cases of occupational asthma or cancer to the Health and Safety Executive (HSE) (Reporting on Injuries, Diseases and Dangerous Occurrences Regulations 2013, Regulation 8).
<p>Consideration of likelihood AND severity. This should include:</p> <ul style="list-style-type: none"> • types of injury or ill health • number of workers at risk • how often the activity is carried out • how widespread the risk is 	<p>The likelihood of ill-health occurring is quite high for dust inhalation.</p> <p>The severity is high because:</p> <p>With hazardous substances it is more likely that workers will become ill through inhaling the hazardous substance. Inhalation of dust could cause occupational asthma; breathing in dust over a prolonged period could also cause occupational cancers i.e. anything from short-term irritation to long-term serious health conditions. People can also get the irritant dust on their skin (which can cause dermatitis), in their eyes (causing eye irritation and damage) or even accidentally swallow it (hand-to mouth transfer from contaminated hands).</p> <p>Most of the workforce and the general public are currently exposed to dust as these operations are not carried out in an enclosed area.</p> <p>High concentrations of process dust are always present from the routine and frequent grinding and sanding activities being carried out.</p> <p>The risk is present throughout the garage</p>
<p>How effective the action is likely to be in controlling the risk. This should include:</p> <ul style="list-style-type: none"> • the intended impact of the action; • justification for the timescale that you indicated in your risk assessment; and • whether you think the action will fully control the risk. 	<p>The dust enclosure will have a major impact on the amount of dust in the work area. It will stop the dust from spreading across all work areas.</p> <p>I have given a timescale of six months for this to be completed as plans will need to be drawn up and the budget for the project will also need to be agreed with the Managing Director. I would hope that this will be the maximum amount of time that this project will need to be completed.</p> <p>This will fully control the risk as the dust will be significantly reduced</p>

Justification for action 3

Action	Arrange for floors to be degreased at least weekly. (Slips and Trips)
Specific legal arguments	<p>The Health and Safety at Work etc Act 1974 (HSW Act) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work, as far as is reasonably practicable. This includes taking steps to control slip and trip risks.</p> <p>The Management of Health and Safety at Work Regulations 1999 require employers to assess risks (including slip and trip risks) and, where necessary, take action to address them.</p> <p>The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.</p>
<p>Consideration of likelihood AND severity</p> <ul style="list-style-type: none"> • types of injury or ill health • number of workers at risk • how often the activity is carried out • how widespread the risk is 	<p>Slips and trips are one of the most common causes of accidents in a garage. Severity of injuries can range from minor injuries such as cuts, bruises, muscle strains/sprains to major injuries such as broken bones.</p> <p>The likelihood of injuries from slips and trips on any oily spillages is quite high due to high frequency/nature of work carried out in the garage.</p> <p>Risks could be to any of the six mechanics working in the area only.</p>
<p>How effective the action is likely to be in controlling the risk. This should include:</p> <ul style="list-style-type: none"> • the intended impact of the action; • justification for the timescale that you indicated in your risk assessment; and • whether you think the action will fully control the risk. 	<p>This action will ensure that floors are free from any oils/fuel spills and will reduce likelihood of any accidents to a minimum.</p> <p>I have given a timescale of 1 month for the manager to make necessary arrangements for a cleaning contractor to come in to do this job.</p> <p>I believe that this action will reduce the risks of slipping over greasy floors to a minimum.</p>

Part 4: Review, communicate and check

Suggested word counts for each section:

- Planned review date or period and reasoning for this: **50 - 100 words**
- How the risk assessment findings will be communicated and who needs to know the information: **100 - 150 words**
- Follow up on the risk assessment: **100 - 150 words.**

Planned review date/period with reasoning	Company policy is to review risk assessments at least every 12 months. I therefore set the review date for 12 months' time - 25 April 2023.
How the risk assessment findings will be communicated AND who you need to tell	I will arrange a meeting with the Finance Director to go through and agree the actions in the risk assessment. I will then provide a summary of the findings and actions for the Workshop and Stores Manager (these will be emailed initially with follow-up meetings if required). The findings of the risk assessment will be included in the next available toolbox talk where I will also advise the workers on the actions that are to be taken. A summary of the risk assessment and actions to be taken will also be posted on the company intranet that all workers have access to.
How you will follow up on the risk assessment to check that the actions have been carried out	I will set diary reminders for roughly 10 days before the action is due to be completed. I will speak to the responsible person for each of the actions to find out the progress against each action. Should the action not be on target for completion, I will find out the reasons why, e.g., is it down to finance or other resource issues such as worker time to complete actions. If any actions look like they are not going to be completed on time I will speak to the Finance Director to see if additional resource is available for the action. Actions that are very overdue (i.e. completion is more than six months late) will be referred to the Managing Director via the Finance Director.