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 NG2: 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 competed 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) was a good source of information. To identify the hazards and the controls already in place, I walked 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 spoke to the HR personnel and 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. In addition to this, I reviewed the organisation's general sickness absence statistics 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)'. For hand arm vibration, I looked at the Hand Arm Vibration calculator available on the HSE's website.

Part 2: Risk Assessment

Organisation name: National General Garage Ltd (known as NGG Ltd)
Date of assessment: 15 August 2025
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
Hazardous substances Dust - high concentrations from sanding and grinding activities.	Any workers and visitors within the garage and spray booth are at risk of short-term irritation to long-term serious health conditions such as asthma, through inhalation of the dust particles. 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).	Dilution ventilation. Suitable dust masks and overalls are provided to all workers however it is not mandatory that these are worn.	Enclosed area to be set up for sanding/grinding activities that will include a suitable local exhaust ventilation system	6 months	Workshop Manager
			Purchase of 'on tool' dust extraction systems	6 months	Finance Director
			Enforce the use of face masks whilst undertaking sanding and grinding activities.	1 month	Workshop Manager
			Restrict access to the sanding and grinding area. Only authorised workers to be permitted.	1 month	Workshop Manager
			Current dilution ventilation system to be inspected and ongoing maintenance programme to be implemented.	1 month	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 current systems/processes and the new enclosure. Note: the workshop manager must consult with the workforce when producing the safe system of work.	6 months	Workshop Manager
			Training programme to be implemented and delivered to all workers that covers best practices for keeping dust levels to a minimum and the safe system of work. Training programme to be implemented and delivered to those workers undertaking the activities workers on general hygiene eg dust ingestion from hand to mouth contact.	2 months	Finance Director/ Workshop Manager
			Improve welfare arrangements. - Provide separate overalls for those doing sanding / grinding operations and gloves (if appropriate).	1 month	Stores 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
			- 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).	6 months 1 month	Stores Manager Stores Manager
			Set up a health surveillance programme for all affected workers.	6 months	Finance Director
Electricity Overloaded power socket – including use of numerous extension leads.	Any worker and/or visitors within the garage This may result in electric shock such as burns, and fibrillation. Worst case scenario is death (electrocution).	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). The mains switchboard has a built in residual current device. A maintenance programme is in place and annual checks are carried out on all 240V equipment by a certified electrician. All workers have received training to spot defects and are aware of the process should defective equipment by found. Some low voltage tools have been purchased and are used where possible e.g., low voltage hand lamps for inspecting vehicles.	Install additional sockets ensuring there is an adequate number of sockets throughout the garage to eliminate use of extension leads and overloading of sockets. Enhance existing training programme to include the safe use of power sockets and extension leads.	3 months 1 month	Finance Director/ Workshop Manager 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
		Trained first aiders are available who can deal with minor electric shock victims. All workers aware of emergency arrangements for electricity related incidents.			
Hazardous substances Use of motor oil and fuel when maintaining vehicles	Mechanics who are handling these substances on a daily basis. These substances are known to be sensitisers/ carcinogens so, over time, could cause occupational dermatitis and/or skin cancers.	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 Specialist contractor used for disposal of waste oil/fuel and used spill kit.	General hygiene education for the Mechanics	1 month	Finance Director
			Improve washing facilities in the changing area to include shower facilities.	6 months	Finance Director & Workshop Manager
			Set up a health surveillance programme for all mechanics	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
			Check whether the same specialist contractor who removes the waste oil will collect/remove used gloves from site.	3 months	Workshop Manager
Safe movement of people and vehicles. Frequent movement of vehicles from the parking bays to the workshop areas.	All workers and any visitors on site. Injuries from collisions can be severe, such as broken bones, fractures, muscular strains and could result in a fatality.	Separate parking bays are provided for customers. Pedestrian walkways are clearly marked (these include barriers between the walkway and road). Site speed limit set at 5mph. The workshop and parking areas are well lit.	Implement a traffic management system to include a one-way system.	6 months	Workshop Manager
			Train all workers on the safe movement of vehicles throughout the workshop.	6 months	Workshop Manager
			Design the vehicle route so that it avoids sharp or blind bends.	6 months	Workshop Manager
			Mark the vehicle route from the parking bays to the workshop areas.	6 months	Workshop Manager
			Train a worker as a signaller (banksman) and use them to supervise vehicle movements if necessary.	6 months	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
		All mechanics and those moving vehicles have a full driving licence. Sufficient salt held in stock to cover all site areas that may become frozen during the winter months.	Ensure that if both pedestrians and vehicles use the traffic routes that they are wide enough to allow vehicles to pass pedestrians safely.	6 months	Workshop Manager
			Mark any pedestrian only or vehicle only areas clearly.	6 months	Workshop Manager
Noise Excessive noise from workshop activities. The workshop is noisy at certain times as you have to raise your voice/shout when holding a conversation whilst car engines and machinery are running.	The mechanics and others who work for long periods in the workshop area. Prolonged uncontrolled exposure to noise at 80+dB The impact of this exposure could result in noise induced hearing loss, tinnitus, temporary threshold shift.	Suitable hearing protection has been issued to all relevant workers. All relevant workers have been trained in the correct use of the PPE. There are regular reviews of the ear defenders in use. Any old/broken ear defenders are replaced. There is a planned/preventative maintenance programme in place for all equipment within the garage to minimise noise. All workers are trained during their induction on the effects that noise can have on individuals. It is also covered as part of the toolbox talks.	Carry out a noise assessment incorporating the use the HSE's noise calculators to identify the noise/exposure levels.	6 months	Finance Director & Workshop Manager
			Install screens/barriers around some of the noisier areas using sound absorbing materials.	9 months	Finance Director & Workshop Manager
			Set up a health surveillance programme for all workers.	6 months	Finance Director
			Purchase a noise meter for monthly monitoring.	1 month	Finance Director
			Arrange noise meter training for the Workshop Manager	2 months	Workshop Manager
Slips and trips. Spillages of oil and motor fuel in the workshop.	All workers and any maintenance professionals Cuts, bruises, muscle strains/sprains, broken bones from slipping over on wet surfaces.	Workshop access restricted to eliminate access to unauthorised personnel. Designated storage areas for oil and motor fuel. Regular housekeeping to ensure the environment is kept clean, tidy and free from liquid spillages.	Arrange for floors to be degreased weekly.	1 month	Workshop Manager
			System for random housekeeping checks to be bought in.	1 month	Workshop Manager
			Implement quarterly check on suitability, availability and stock within the spill kit.	1 month	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
		Spill kit, including sand, in place and all workers have been trained in its use.			
Working at height Working around the unguarded inspection pit.	Anyone around the inspection pit is at risk of falling when not in use Likely injuries resulting from a fall include bruising, sprains/strains, fractures, or more serious injuries e.g., head, internal injuries, worst case death. These types of injuries could potentially be life changing and involve the worker being in constant considerable pain.	When the inspection pit is in use, the area is restricted (by use of barriers) for those working near the area. Fixed stairs are in place to allow safe access and ingress to the inspection pit. 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.	Inspection pit cover is to be purchased to cover the inspection pit when not in use.	2 months	Workshop & Stores Managers
			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 and cover 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 and cover safely.	2 months (following the purchase of the bridge and cover)	Workshop & Stores Managers
Working at height Working on the top of commercial vehicles	Anyone working in the workshop could be harmed, as this could impact the worker on top of the vehicle and	Access equipment for use when working on top of commercial vehicles is available and is regularly maintained. All workers have been trained in the use of access equipment.	Update the safe system of work prior to work commencing to ensure all risks have been assessed.	3 weeks	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
	those below who may get fallen on by a colleague or object. Likely injuries from a fall include bruising, sprains/strains, fractures, or more serious injuries e.g., head, internal injuries (depending on severity of the fall).	The workshop manager regularly monitors the use of access equipment.			
Hazardous substances Inhaling paint mist containing isocyanates	The workers in the spray booth area are at risk of inhalation of paint mist leading to short term issues such as tightening of the chest, or longer term illnesses such as asthma and other respiratory diseases.	All spraying is carried out in the enclosed spray booth. Competent and trained workers used for spraying activities. Workers use air-fed masks and masks are not removed until after the 'clearance time'. Air in-let compressor is located away from possible sources of contaminants. Separate well-ventilated area for cleaning spray guns. All spray booth equipment is regularly checked and maintained by competent workers (Workshop Manager checks and maintains records).	Repaint the clearance time information on the spray booth so that it is legible.	1 week	Workshop Manager
			Procedures for checking the booth automatic over-pressure shut down every three months.	1 month	Workshop Manager
			Set up a surveillance programme for spray booth workers in accordance with legal requirements	3 months	Workshop Manager & Finance Director

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
		Entry and exit procedures in place for the spray booth and are followed by all relevant workers.			
Vibration Excessive use of or use of hand-held tools such as disc cutters, sanders and grinders	Workers in the workshop area. Excessive use could lead to hand-arm-vibration (HAV) conditions such as vibration white finger.	Maintenance programme in place for all hand-held equipment. All workers are trained in the use of vibration hand-held tools	Monitoring system to be set up to ensure that vibration tools are not used for an excessive time with adequate breaks included	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.	3 months	Finance Director
			Toolbox talks to be held at twice a year on the effects of vibration from hand-held tools.	1 month 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
			Calculate the level of daily/weekly exposure for each worker, to ensure limits are not exceeded.	1 month	Workshop Manager
Health, welfare, and work environment Working on air conditioning systems in vehicles exposes workers to extremes of temperature	Mechanics working on vehicle air condition systems. Ill-health conditions likely to be suffered are: Frostbite – caused by skin contact with refrigerant liquid or gas. Asphyxiation – if gas escapes in sufficient	Use of trained and experienced workers. Safe system of work in place to ensure the identification of refrigerant before work commences. Suitable PPE purchased and issued to all workers involved Suitable arrangements in place to dispose of waste refrigerant.	Review the HSE's 'Safe working with vehicle air-conditioning systems' guidance leaflet (INDG349) and ensure the training is suitable and complies to the guidance. Deliver refresher training, in line with the guidance (INDG349) to all workers working on air conditioning systems.	3 months 6 months	Workshop Manager 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
	quantities into a confined working space and is inhaled. Exposure to harmful gases – from thermal decomposition of the refrigerant if the gas is exposed to high temperatures.				
Fire Workshop activities such as welding and other 'hot work', introducing sparks and vapours into a potential flammable atmosphere.	All workers and visitors to the site are at risk. In the event of fire workers and visitors are at risk of burns, smoke inhalation and death.	Only trained workers are used to carry out 'hot work' activities in designated area. A fire risk assessment conducted by an external fire risk assessor is in place, shared with the workers and is reviewed on an annual basis. Housekeeping rules established to ensure the area is kept clean, tidy and free from fuel sources and combustibles. Combustible materials are kept away from the welding area. Suitable PPE such as welding visors, gloves and aprons are supplied. Fully maintained fire alarm and sprinkler system in place. Monthly building inspection is undertaken.	Source and install a suitable local exhaust ventilation (LEV) system to extract the fumes and vapours from the workshop. Establish planned preventative maintenance for both the local ventilation system and 'hot work' tools.	6 months 1 month	Workshop Manager & Finance Manager 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
		Emergency procedures including fire drills are tested regularly.			
Manual handling Lifting and moving vehicle components	Workers who lift or move heavy and/or bulky objects and vehicle components are at risk of muscular skeletal disorders, including back injuries.	Manual handling aids are available, eg a sack trolley.	Carry out a detailed assessment of the manual handling risks using the HSE publication Manual handling assessment charts (INDG383). Implement a training programme for workers in safe manual handling techniques. Consider whether the workshop could be better designed/arranged in order to reduce carrying distances or the need to lift objects from floor level or above shoulder height.	1 month 3 months 6 months	Workshop manager Workshop manager Workshop manager
Workplace equipment and machinery Use of hand-held grinding equipment, including angle grinder for workshop tasks.	Workers who use the angle grinder are at risk of cuts, abrasions or more serious injuries if they come in to contact with the rotating abrasive wheel. They may also suffer burn injuries if they come into contact with hot parts. In the event of an abrasive wheel shattering or fragments being ejected during use, all workers in the workshop and visitors could suffer eye injuries or cuts.	Only workers who have been trained how to operate the hand-held grinding equipment are permitted to use it. Workers who use the hand-held grinding equipment are issued with PPE, to include eye protection, gloves, hearing protection and respiratory protection. A maintenance programme is in place for all hand-held tools.	In order to comply with the Provision and Use of Work Equipment Regulations Act 1998 (PUWER), train workers who use the angle grinder on how to select the correct wheel for the task and how to inspect it for damage. Implement a formal inspection and maintenance programme for the angle grinder and its components, including abrasive wheels. Ensure grinding is carried out in a designated area, away from other workers and any visitors.	1 month 1 month 1 month	Workshop manager Workshop manager Workshop manager

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

Moral, general legal and financial arguments	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. Financial impacts could be broken down into three categories. Costs associated with: • 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. Enforcement action costs include Fees for Intervention which are charged by the HSE (the current charge is £183 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. 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. If something goes catastrophically wrong, NGG's reputation could take a serious hit which could result in loss of contracts (especially the insurance work).

Justification for action 1

Action – Taken from column 4 of risk assessment	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').
Specific legal arguments	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 *"4(a) properly planned … 4(c) carried out in a manner which in so far as is reasonably practicable safe…"*. 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.
Consideration of likelihood AND severity. This should include: • types of injury or ill health • number of workers at risk • how often the activity is carried out • how widespread the risk is	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. 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. Approx. 6 mechanics regularly work around the inspection pit area. 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.
How effective the action is likely to be in controlling the risk. This should include: • 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.	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. 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. The bridge will definitely reduce the likelihood of falling into the pit and sustaining serious injuries. Risk will be adequately controlled.

Justification for action 2

Action – Taken from column 4 of risk assessment	Enclosed area to be set up for sanding/grinding operations that will include a suitable local exhaust ventilation system (hazard category 'hazardous 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). The Health and Safety at Work etc Act 1974 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 prevent or control exposure to substances hazardous to health.
Consideration of likelihood AND severity. This should include: • types of injury or ill health • number of workers at risk • how often the activity is carried out • how widespread the risk is	The likelihood of ill-health occurring is quite high for dust inhalation. The severity is high because: • 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). • All of the workforce and any visitors are currently exposed to dust as these operations are not carried out in an enclosed area. • High concentrations of process dust are always present from the routine and frequent grinding and sanding activities being carried out, usually several times a day. • The risk is present throughout the garage.
How effective the action is likely to be in controlling the risk. This should include: • 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.	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. 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. This will fully control the risk as the dust will be significantly reduced.

Justification for action 3

Action	Arrange for floors to be degreased weekly. (Slips and Trips)
Specific legal arguments	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. 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. 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.
Consideration of likelihood AND severity • types of injury or ill health • number of workers at risk • how often the activity is carried out • how widespread the risk is	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. 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. Risks could be to any of the six mechanics working in the area only.
How effective the action is likely to be in controlling the risk. This should include: • 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.	This action will ensure that floors are free from any oils/fuel spills and will reduce likelihood of any accidents to a minimum. 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. I believe that this action will reduce the risks of slipping over greasy floors to a minimum.

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 - 15 August 2026.
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.