Risk Assessment

Activity	RA-L03 Service, Inspection & Repair
Location	Longstone Lothian Buses
Persons at Risk	Lothian Buses Employees/Visitors/Contractors
Name of Assessors	K. Burt and M. Haldane
Date	22/10/2025

		Risk Ranking (before controls)				Risk Ranking (after controls)		
Ref No.	Description of Hazard	L	S	R	Control Measures	L	S	R
1 Fire	(Street operations) • If trapped driver could suffer fatal injuries from smoke inhalation/burns	4	5	20	• Engineers informed and instructed that the first priority is always to not put themselves at risk. Stop in a safe location to disembark • Ensure that all pedestrians are kept at least 100 metres away • Dial 999 and ask for fire and rescue giving your location and supply any details requested, once you have dealt with the emergency services inform the depot on mobile not radio • All buses are fitted with a small AFFF (foam) fire extinguisher which should be used to assist an escape. ***Not to be used on any electrical fires*** • Do not return to the vehicle unless told it is safe to do so by emergency services	1	5	5
	• Inadequate fire precautions, detection and warning systems may result in excessive exposure to smoke and fire resulting in fatal injury or smoke inhalation	4	5	20	• A No Smoking policy is in place and enforced • A detailed fire risk assessment has been undertaken and documented by a competent person and outcome communicated to employees and contractors as relevant to the activities they undertake • Evacuation procedures are in place and tested at least twice per year. Records of fire drills are retained • Fire Alarms are installed, serviced and maintained. The alarm is tested weekly from alternate call points • Portable fire extinguishers provided, serviced and maintained	1	5	5
		4	5	20	• Portable fire extinguishers provided, serviced and maintained • All staff should receive basic fire awareness training which should be repeated at regular intervals (e-learning) • Fire Wardens are appointed for all areas	1	5	5
	• Use and storage of flammable or oxidising gases e.g. LPG, acetylene and oxygen, faulty electrical equipment	4	5	20	• Flammables kept to minimum working quantities within the workshop and stored in signed flameproof metal cabinet • Flammable and Oxidising Gases segregated from each other and stored outside the workshop areas in caged, signed compound. Minimum working quantities permitted in workshop if tethered and stable	1	5	5

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
1 Fire *(cont'd)*	• Hot Work e.g. welding, cutting, brazing, heating, soldering etc. generates sparks work on or in the vicinity of fuel tanks can caused fatal burns	4	5	20	• Only competent staff who have received training, information and instruction in welding and cutting etc. processes are authorised to use welding equipment • Personnel are aware and adhere to correct start up and shut down procedures and these include purging after use • Equipment inspected annually by trained competent person • A defect reporting and recording process is in place whereby defects are reported immediately to the line manager and records retained • Local Exhaust and PPE is used at all times and protective screens are used to barrier where others may be affected by hot work • Work activity outside the designated area will be controlled and coordinated by hot work permit • Area cleared of all combustibles or flammable materials before work commences and checked one hour after completion • Hot work ceased at least one hour before the end of the working day. A thorough inspection is undertaken when the work is completed and one hour after completion • PPE: Wearing of PPE/RPE is enforced. Minimum PPE/RPE requirement is face shield to EN175, leather welding gauntlets and apron, overalls and safety footwear	1	5	5
2 Slips, Trips & Falls associated with trailing cables and air lines, uneven surfaces, changes of level and poor house-keeping	• Slipping on wet/oily floors, tripping on raised curbs and traffic calming measures can result in fractures or minor injuries	4	4	16	• A good standard of housekeeping is maintained to keep work areas and walkways clear • Wet/oily floors and other spillages are are communicated by use of signage and/or word of mouth • Suitable absorbent materials are provided to enable employees to contain, clear and dispose of spillage immediately • Adequate lighting is provided and maintained throughout the building, the perimeter and car parking areas • Safety footwear which is oil and slip resistant and has protected steel toe cap is provided and wearing is enforced by management • Gritting and snow clearing procedures in place in adverse weather conditions (snow, ice, rain, wet leaves)	2	3	6
3 Manual Handling - associated with repetitive movement or lifting, pushing, pulling and carrying of items by bodily force and twisting and stretching	• Soft tissue injury, back pain, and other MSD's as a result of manual movement of heavy or awkward loads if they try to lift objects that are heavy and/or awkward to carry or are required to work in awkward postures	4	4	16	• A detailed manual handling assessment has been undertaken and documented for hazardous manual handling operations i.e. where there is significant risk of personal injury Manual handling technique training will be given to all Engineering employees • Pre-existing medical conditions are identified by pre-employment medical and health questionnaire • Mechanical aids and assistance are available and used where detailed assessment indicates necessary. Mechanical aids are subject to inspection and maintenance records • Ergoseat provided as Manual Handling aid for use with new wheel guns (Sept 2025) • Employees have received training, information or instruction in relation to the risks and precautions associated with manual handling safe lifting techniques and safe use of any mechanical aids • The removal of large, heavy, or awkward vehicle components may require specific mechanised lifting equipment or specific manual handling assessments to be carried out	2	3	6

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
4 Driving Competence	• Unqualified driver operating vehicle • Disqualified driver operating vehicle • Accidents through inexperience	4	5	20	• Engineers who operate buses on the public highway must hold a current PCV licence valid for the type of vehicle being driven • All new Engineering staff who may be required to operate large vehicles within the depot only will receive driver training from Lothian Buses training school • Engineering driving licences are checked every 6 months	1	5	5
5 Working under vehicles all tasks	• Dislodged dust and debris may result in eye injuries	4	3	12	• Where tasks are likely to dislodge or produce falling or flying debris safety goggles are available and worn	1	2	2
	• Working overhead and falling objects could result in serious head injuries	3	3	9	• Head protection e.g. bump caps, are available to employees where contact with overhead/ falling objects is likely	1	3	3
Working under vehicles whilst at ground level	• Employees can suffer crushing injuries if vehicles move unexpectedly	4	5	20	• A VOR Steering Wheel Cover or Defective Vehicle Notice is displayed to prevent vehicle being moved and indicate the vehicle is being worked on • Vehicles are immobilised using suitable heavy duty, non-slip, rubber wheel chocks placed at least two wheels on the same axle, which are to remain in contact with the ground • Handbrake is properly applied and the engine switched off	1	5	5
Working under vehicles raised on lifting equipment	• Fatal or serious impact or crush injuries from falling vehicles if lifting equipment, jacks, ramps, axle stands misused or operated incorrectly	4	5	20	• Operators instructed in safe use of the equipment, aware of relevant Safe Working Practice and are competent to organise and execute a safe lifting operation • Operators are not permitted to work under vehicles whilst lifting/lowering. Power is isolated prior to commencement of work • At least 6 column lifts are used whenever lifting triaxle vehicles. Staff will have received instruction in configuration of 6 lifts • Use of lifting equipment restricted to trained and competent personnel • Operators carry out a pre-use visual inspection of lifting equipment, accessories and axle stands prior to use, a planned maintenance regime is in place for lifting equipment and accessories • Regular statutory thorough examination of all lifting equipment and accessories every 6 months and axle stands inspected annually by a competent third party and records retained on site • Vehicle park brake released and neutral gear selected. Drive gear never engaged whilst vehicle is raised	1	5	5
	•Fatal or serious impact or crush injuries from falling vehicles if lifting equipment, jacks, ramps, axle stands fails, misused or operated incorrectly	4	5	20	• All lifting equipment and accessories are suitably rated marked with SWL and unique identifying reference. SWL never exceeded • Secondary means of support is used at all times, at least 4 suitably rated axle stands (6 in the case of triaxle vehicles) positioned as close as possible to each column lift or in the case of jacked vehicles as close as possible to the immediate work area to protect from impact or crush injuries • PPE determined by COSHH assessment. Operators issued with close fitting overalls, waterproof slip resistant safety boots and goggles	1	5	5

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
Working under vehicles raised on lifting equipment		4	5	20	• A defect reporting and recording process is in place whereby defects are reported immediately to the line manager, defective equipment taken out of use immediately, and records of fault and remedial action taken retained	1	5	5
6 Unexpected rupture or deflation of air bag (bellows) associated with air suspension	• Unexpected rupture or deflation of air bag (bellows) air suspension may cause vehicle to lower unexpectedly resulting in fatality or serious crush injuries to personnel	5	5	25	• A VOR Steering Wheel Cover or Defective Vehicle Notice is displayed to prevent vehicle being moved and indicate the vehicle is being worked on • Employees working on vehicles fitted with air suspension are competent, have specific knowledge of the vehicle type they are working on, and have received instruction and information in relation to risks and precautions • Vehicle power is isolated using the main switch or battery isolator • The use of systems linked to the air supply which might affect height of the vehicle is strictly prohibited and levelling valves are disconnected prior to commencement of work • Work on triaxle vehicles is carried out on an inspection pit wherever possible or otherwise on a set of at least 6 column lifts with adequate means of secondary support (at least 6 axle stands) • Vehicle raised by suitable jack or lifts and chassis supported by suitably rated steel stands or props (and chocks if the brakes are to be released)	1	5	5
7 Impaired Performance	• Influence of alcohol or drugs	4	5	20	• The Company has implemented policies for the prevention and detection of impaired performance due to the effects of alcohol, and prescribed and illegal drugs which includes regular random testing • Ensure staff understand what their duties and responsibilities are • Ensure dignity at work policy is understood and displayed	1	5	5
	• Stress	4	4	16	• Remind staff that they can speak confidentially to manager or supervisors (on a no-blame basis!) if they are feeling unwell or ill at ease because of work • Remind staff of the availability of counselling	2	4	8
8 Lone Working	• Working unaccompanied can put some workers at increased exposure to risks where tasks are dangerous or difficult to achieve safely by one person. Staff may suffer illness/injury and be unable to summon assistance	4	5	20	• Engineering Managers assess the need for lone working and identify restricted activities e.g. high risk such as working at height, lifting operations; and physical activities requiring more than 1 person • Lone workers are physically and mentally capable of carrying out tasks and there are no existing medical conditions or vulnerabilities that would make the work unsuitable • Public access is restricted, warnings signs are displayed and high-risk areas are cordoned off • Employees are made aware of any restricted activities and are trained and competent to carry out the tasks required of them • Lone workers are appropriately monitored e.g. arrangements are in place to maintain an appropriate level of contact before/during/after the shift	2	2	4

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	Description of Hazard	L	S	R	Control Measures	L	S	R
8 Lone Working *(cont'd)*		4	5	20	• There is a contingency plan in place for dealing with emergencies and accidents and an appropriate means of communication is available to the lone worker. Consideration has been given to any foreign workers • An appropriately stocked and maintained first aid kit and basic instructions are readily available • There is a procedure in place for ensuring injuries, incidents, near misses and other safety concerns are reported to line managers	2	2	4
9 Access to Vehicle Controls	• Risk of tampering and unauthorised use of vehicle	3	5	15	•Vehicles which are to be left unattended in depots must have the engine turned off with neutral selected, the handbrake applied and lights turned off	1	5	5
10 Hand Arm Vibration associated with the use of power and pneumatic tools	• Exposure to excessive vibration when using pneumatic/impact tools can cause hand arm vibrations syndrome, carpal tunnel etc.	4	5	20	• Pre-existing HAVs and associated conditions identified by pre-employment screening • Separate and detailed risk assessments undertaken to identify risks and precautions to those likely to be exposed • Process is in place to ensure replacement of tools with more suitable, fit for purpose low vibration alternatives • A regular programme of health surveillance is provided for employees likely to be exposed to a personal dose of >2.5m/sec2 or have an existing condition which makes them more vulnerable to the risk • Tools and equipment are regularly inspected and are maintained in accordance with manufacturers recommendations • Maximum air pressure for general tool operation is 90psi and this pressure is never exceeded • Employees have received training, information or instruction in relation to the risks and precautions associated with vibration and optimum and safe use of the tools	1	5	5
11 Working at Height General	• Potential for fatality or major injury if persons fall from height	4	5	20	• Suitable access equipment fit for purpose provided for access to side and roof of vehicles • Site Specific Risk Assessment carried out to determine most suitable access equipment and method of work • Ladders used only by trained personnel and only in the case of access and activities of short duration where features of the premises prevent use of other equipment • Access equipment inspected by trained personnel in accordance with manufacturer's instructions and records retained • Access equipment subject to visual inspection before use • Users trained in use of the equipment and pre-use visual inspection • Potential for fatality or major injury if persons fall from height • Personal fall protection where issued is subject to statutory examination undertaken periodically by third party • Contractors Roof work subject to permit to work. Risk assessment and method statement must be supplied to FM • Users trained in the equipment and confident the task can be carried out safely	1	5	5

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
Working at Height Associated with work near vehicle inspection pits	• Potential for fatality or major injury if persons falls into a vehicle inspection pit	4	5	20	• Unauthorised persons are prevented from accessing the pit area • Length of time the pit is uncovered is kept to minimum. i.e. covered with vehicle and shorter vehicles are supplemented with pit boards • Warning signage is displayed in advance of reaching a pit from any direction to warn employees of danger area • Dry, clean and well-lit points of access and egress are provided • Walkways in the vicinity of pits are clearly designated and well maintained and kept free from slip and trip hazards. Spillages are contained and cleared immediately and the area is subject to an effective cleaning regime • The pit is illuminated during working hours to enable the danger area to be seen. Defective lamps are replaced as soon as practicable • Pit edges are clearly highlighted using yellow and black bands of slip resistant paint. Walls of the pit are painted white and kept clean • A moveable pit bridge fitted with a handrail is provided as a crossing point and where there is need to work at front or rear of vehicles and a fall is likely. Pit bridges are to an approved specification • Safety footwear provided is oil and slip resistant and has a steel toecap. Wearing of safety footwear is enforced by local management	1	5	5
12 Noise associated with the workshop tools and machinery, compressed air and other background noise	• Impact noise and prolonged exposure to continuous high levels of noise i.e. from pneumatic and metal cutting tools, compressors, loud radios and other noisy equipment can cause damage to hearing	4	4	16	• Noisy areas and tasks have been identified and areas where noise exceeds 85dB(A) demarcated as hearing protection zones • A purchasing policy is in place to ensure replacement of noisy tools and equipment with suitable, low noise alternatives • Hearing protection is provided for employees exposed to noise above 80dB(A). Employees are trained in how to use, check and maintain properly • Wearing of hearing protection is enforced when levels exceed 85dB(A), when using air powered tools or when working adjacent to those operating air powered tools • Hearing protection is selected to ensure noise is attenuated to between 70 and 85dBA at the ear to prevent under/over protection. Issue of ear plugs or defenders is recorded and records retained. • Employees have received training, information or instruction in relation to the risks and precautions associated with noise • A regular programme of health surveillance is provided for those exposed to noise above 85dB(A) and other vulnerable employees exposed to level in excess of 80dB(A) • Review undertaken post OH assessments - Oct 2025	1	4	4
13 Moving parts of machinery associated with operational and maintenance of mechanical equipment	• Entrapment, nipping and impact injury from moving parts of machinery e.g. use of drills, lathe, abrasive wheel, rolling roads/Contact with drive belts	4	4	16	• Use of machinery is restricted to authorised and trained persons only • Guards are fitted and maintained in place on dangerous or rotating parts of machinery and tools • If working on vehicles, VOR Steering wheel covers or notices are used to indicate when vehicles are not be started or moved • Engines/machinery are isolated when working in vicinity of moving parts/drive belts • Pre-use checks carried out which includes functionality of guards and safety devices	2	4	8

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
13 Moving parts of machinery *(cont'd)* associated with operational and maintenance of mechanical equipment	• Entrapment, nipping and impact injury from moving parts of machinery e.g. use of drills, lathe, abrasive wheel, rolling roads/Contact with drive belts	4	4	16	• No one may operate workshop equipment unless they have received a sufficient training and instruction • Emergency stop controls are provided, highlighted, kept free from obstructions and tested periodically for functionality • Defect reporting process in place and "Do Not Use" notices are displayed on damaged/ defective equipment • PPE: 'B' rated safety glasses/goggles are provided at designated eye protection areas or have been issued directly to personnel • PPE: Overalls are provided and worn. Close fitting gloves e.g. disposable blue nitrile (NOT latex) are issued and wearing enforced by managers • PPE: Safety Footwear provided and worn is oil and slip resistant and has protected steel toe cop • All workshop equipment must be regularly maintained and serviced • Long hair must be completely covered and suitable eye protection worn	2	4	8
14 Electrical Equipment -General	• Fatal or serious injury due to electrocution and burns as a result of faulty equipment	4	5	20	• All fixed electrical equipment and systems are tested on 5-year cycle (20% annually) by a competent NICEIC registered electrician • Portable electrical appliances are tested for electrical safety at correct intervals and labelled with the date of the test • Safety critical recommendations from the periodic testing and portable appliance testing have been fully addressed and records of faults and remedial action are retained on site • Cordless, low (110v) voltage equipment is provided and used as suitable to environment. Where 230V supply unavoidable, an earth leakage device such as a residual current device (RCD) is provided and used • Electrical appliances and tools are maintained in accordance with manufacturers recommendations • Defect reporting and recording process is in place, defects reported immediately and defective equipment taken out of use, records of fault and remedial action taken retained • Employees have received training, information or instruction in relation to the risks and precautions associated with electrical equipment and how to carry out pre use visual checks	1	5	5
	• Fatal or serious injury due to electrocution and burns as a result of faulty equipment	4	5	20	• Lothian Buses' supplied power tools must be used (staff may supply own tools on occasion which are tested)	1	5	5
15 Hot Surfaces	• Contact with catalytic converter, exhaust systems and other hot surfaces may cause serious burns	4	3	12	• Adequate time is allowed for hot surfaces to cool prior to commencement of work	2	3	6
16 UV Radiation associated with welding	• Exposure to UV light during arc welding can damage unprotected eyes and skin, cataracts and, long term, skin cancer	4	3	12	• Only trained and competent employees will be permitted to carry out welding and cutting activities	1	4	4

		Risk Ranking (before controls)				Risk Ranking (after controls)		
Ref No.	Description of Hazard	L	S	R	Control Measures	L	S	R
16 UV Radiation *(cont'd)* associated with welding	• Exposure to UV light during arc welding can damage unprotected eyes and skin, cataracts and, long term, skin cancer	4	3	12	• Welding is undertaken in designated areas wherever possible or shielded from other workers using welding screens to enclose the activity • Operators are issued with face shield/goggles and safety footwear and will use welding jacket/ apron, use is enforced by management. Records of issue of PPE are retained	1	4	4
17 Projectiles/ Sharp Edges associated with cutting and fabrication, handling glass etc.	• Cuts, abrasions, and penetration injuries from Panel Work/Metal Cutting/ Fabrication/Handling Glass/ Fibreglass /Grinding/Sanding	4	4	16	• Abrasive wheels and associated equipment used by competent authorised persons only, regularly inspected and maintained and records retained • PPE: 'B' rated safety goggles are provided at designated eye protection areas or have been issued directly to personnel • PPE: Cut resistant PU coated gloves to cut resistance between 3 and 5 are available from	1	4	4
18 Exposure / contact with harmful substances	• All exposure to hazardous substances	4	3	12	• Detailed COSHH Assessments have been carried out, documented and outcome communicated for all activities involving substances • Inventory of hazardous substances used and stored on site retained with COSHH folders • Pre-existing medical conditions identified by pre-employment screening • The requirement for PPE is identified in detailed COSHH Assessment • A good standard of general ventilation and hygiene is maintained when using substances • Staff requiring health surveillance are identified	1	3	3
	• Skin conditions and dermatitis from exposure to used engine oils	4	3	12	• Overalls and disposable blue nitrile gloves issued and wearing enforced by management • Direct contact with the skin is avoided wherever possible • Employees are encouraged to wash hands regularly and dry thoroughly after washing and to protect hands with gloves appropriate to the task and after creams and moisturisers	1	3	3
	• Staff may suffer respiratory discomfort and ill-health due to prolonged exposed to diesel engine exhaust emissions (DEEEs)	4	4	16	• Activities restricted to well ventilated designated area or a suitable LEV system is available • Engines are switched off and idling avoided wherever possible • Vehicles not to be left unattended in workshop with engine running connected to LEV beyond idle cut-off period *(reviewed 28/06/2021)*	2	4	8
	• Dermatitis and narcotic effects from solvents and degreasers	4	3	12	• Wherever possible solvent cleaners replaced with less harmful substances or water-based cleaners • Where solvents still need to be used for cleaning/degreasing components only sealed equipment is used • A good standard of general ventilation and hygiene is maintained when using substances • Direct contact with the skin is avoided wherever possible. Risks from dermatitis explained to staff and staff trained to recognise symptoms such as dry, itchy, red skin • Good hygiene practices, employees encouraged to wash hands regularly and dry thoroughly access to barrier/pre-creams and moisturisers	2	3	6

		Risk Ranking (before controls)				Risk Ranking (after controls)		
Ref No.	Description of Hazard	L	S	R	Control Measures	L	S	R
18 Exposure / contact with harmful substances *(cont'd)*	• Dermatitis and narcotic effects from solvents and degreasers	4	3	12	• Wearing of PPE is enforced by management. Minimum PPE/ RPE requirement: nitrile gloves, goggles, overalls and FFP2 respirator	2	3	6
19 Vehicle Movements associated with workplace transport and reversing operations in and around workshops and car parks	• Site traffic & vehicle movement including reversing vehicles e.g. bus, car, fork lift	4	5	20	•Separate and detailed Workplace Transport Risk Assessment undertaken to identify risks and precautions • Reversing operations minimised as far as possible. All engineering employees trained as banksmen • Pedestrians segregated from traffic flow on designated and marked walkways • All persons entering areas where traffic movement is likely are required to wear Hi Vis vest conforming to EN471 • Site speed limits are set not to exceed 10mph and parking rules are observed	1	5	5
20 Charging and Storage of Batteries	• Employees may suffer chemical burns from and injury from flying fragments if hydrogen/air mixture ignited	4	4	16	•Battery charging, boosting and testing carried out in accordance with manufacturers recommendations • Charging and testing is undertaken in designated area, well ventilated and free from sources of ignition • Overcharging of batteries is avoided, an automated charger is used wherever possible, to reduce generation of flammable gases • To prevent sparking metal jewellery is not permitted to be worn and metal objects are prevented from falling across terminals whilst working with batteries • Care is taken when connecting and disconnecting to prevent sparking i.e. switches and ignition turned off and earth disconnected first • Modifications to charging units and battery packs is strictly prohibited • Chemical resistant nitrile gloves and 'B' rated safety goggles (or full-face shield) are provided and wearing enforced by managers	2	3	6
21 Public and Unauthorised Access	• Buildings could be subject to vandalism and damage and personnel at risk from arson, violence /aggression. Members of the public could suffer fatality or major injury if struck by moving vehicles, enter unauthorised hazardous areas	4	1	4	•Security risks have been evaluated by a competent person and wall/fencing, CCTV, intruder alarms are provided as appropriate to the risk • Reception area and visitor sign in process in place for contractors, visitors, deliveries • Employees challenge visitors entering restricted areas and report suspicious or unsafe acts • Vehicle Inspection pits are illuminated at all times • All doors and windows are secured when the building is unoccupied	3	1	3
22 Compressed Air	• Blast injuries and injection of high-pressure air into the body can cause fatal and serious injury	5	4	20	• Operators instructed and trained in correct work methods and use of equipment • Tools are coupled using quick acting self-sealing or venting connections • Maximum safe working pressures have been identified and are NEVER exceeded and this is enforced by managers • Maximum air pressure for tyre inflators is set to 140psi and this pressure is never exceeded	1	4	4

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
22 Compressed Air *(cont'd)*	• Blast injuries and injection of high-pressure air into the body can cause fatal and serious injury	5	4	20	• Maximum air pressure for general tool operation is 90psi and this pressure is never exceeded • All tools subject to pre-use inspection and an appropriate maintenance regime • Written Scheme of Examination prepared for air receivers and regular thorough examination carried out by a competent third party • A defect reporting and recording process is in place whereby defects are reported immediately to the line manager, defective equipment taken out of use immediately, and records of fault and remedial action taken retained	1	4	4
23 Hygiene and comfort associated with poor welfare arrangements and working conditions	• Inadequate welfare/working arrangements can result in unhygienic conditions and ill health	4	3	12	• Induction includes familiarisation with location of toilets, showers, lockers, drinking water, mess room/canteen • Employees required to wear blue nitrile gloves when working in engineering environment where risks associated with oil/skin contact. Managers/supervisors ensure compliance • Employees are required to maintain hand hygiene standards. Recommended gloves are used, hands washed and dried thoroughly and moisturising after creams used. Managers/ supervisors ensure compliance • Workplaces are inspected on a regular basis and the actions from the inspections addressed. Inspections are documented • Mess room and kitchen provided where hot drinks can be made and food can be heated and eaten • Toilets and washing facilities are readily accessible • Mess and kitchen facilities are cleaned daily and there is a good standard of housekeeping maintained in mess areas • Locker room available for drying and storage of clothing and PPE provided • A suitable supply of drinking water and cups provided	1	3	3
24 Contractor Management associated with access and control on site	• Unfamiliarity with site or poor coordination of construction and other work activities and failure to implement risk control measures could cause damage to assets and injury to employees and visitors	4	4	16	Competent, resourced and adequately insured contractors and service providers only are appointed via a thorough, documented contractor evaluation process • Contractors and other service providers have assessed risks from their activities. Copies of any assessments are available on site whilst work activities are being undertaken Contractors/service providers are monitored periodically by local management to ensure agreed methods used and control measures implemented. This is recorded and records are retained • Arrangements are in place to ensure contractors sign in and report to a site contact prior to starting work on site and sign off site when work completed • Warning signs displayed to prevent unauthorised access to hazardous areas • High risk work e.g. hot work, roof work, electrical work is coordinated by use of permit or authorisation to work systems, as appropriate to the risk	2	4	8

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
25 Third Party Activities on site associated with MOT provision, special and promotional events, shared premises etc.	• Potential for fatal or serious injury to visitors, contractors and employees, and property damage as a result of increase in vehicle movements on site	4	4	16	• Only competent, resourced and insured contractors and service providers are appointed via thorough contractor evaluation process • Contractors, other service providers and those subject to tenancy agreements have assessed risks from their activities. A copy of the documented risk assessment has been provided • Contractors, other service providers and those subject to tenancy agreements are monitored periodically by Lothian Buses local management to ensure agreed methods used and control measures implemented • Arrangements are in place to ensure cooperation with other businesses on H&S matters and joint risk assessment undertaken for shared/common areas of the site • Site traffic rules and traffic movements are communicated to visitors, contractors and other businesses. Records are retained • Signage clearly indicates unauthorised/ authorised areas, direction of traffic/ traffic routes and designated walkways	2	4	8
26 Battery Charging Booster and Testing	• Excessive build-up of flammable gas/explosive mixtures. Metal finger and wrist jewellery in contact with battery terminals causes burns and flash injuries	4	5	20	• Battery Charging/Boosting and testing carried out in accordance with manufacturers recommendations • Charging and testing is undertaken in well ventilated areas free from sources of ignition • Metal finger and wrist jewellery is not permitted to be worn when working with batteries. Metallic objects are prevented from falling across terminals wherever batteries are handled, charged or stored • Suitable safety goggles/face shields are provided and worn	1	5	5
27 Emergencies Injuries, incidents near misses	• Lack of preparedness or failure to react to emergencies or give first aid quickly could potentially be fatal	4	5	20	• A separate assessment of the requirement for first aiders and first aid facilities for this location has been made and documented • Nominated first aider(s) have been appointed in the ratio of 1 per 50 employees and they have received adequate training • An appropriately stocked and maintained first aid kit and basic instructions are readily available • Where there is no access to running water eyewash stations are provided • The contact details of first aiders and location of first aid facilities have been communicated or displayed on the notice board • All injuries are recorded in the accident book retained on site and internal/external reporting, recording and investigation processes are adhered to • PREVENT anyone (or anyone else) from being injured by making the area safe/isolated – this may require cordoning off an area to prevent access or locking down the equipment to prevent others from using it • NEVER attempt or allow makeshift repairs to take place on any area or equipment that workers haven't been trained on	1	5	5

Key: Risk Ranking = Likelihood x Severity

Likelihood:
1 = Very unlikely
2 = Unlikely
3 = Fairly unlikely
4 = Likely
5 = Certain

Severity:
1 = No injury or illness
2 = Minor injury or illness
3 = Up to 7 days absence
4 = Over 7 day absence
5 = Fatality

Residual Risk (after controls):
17-25 = Unacceptable Risk
10-16 = High Risk
5-9 = Medium Risk
1-4 = Low Risk

Score 17-25 Unacceptable Risk
Stop activity immediately and review controls

Score 10-16 High Risk
Implement existing controls and look to improve on them within specified timescale

Score 5-9 Medium Risk
Implement existing controls and look to improve

Score 1-4 Low Risk
No further action required ensure controls maintained

Are Any Additional Precautions Required?
Managers of the location should add any additional precautions required at their location/garage to reflect any specific hazards not covered within this generic document (If Any)

Sign off and Approval

Conducted by:
Names: Kenny Burt / Martin Haldane **Positions:** General Manager/Depot Engineer **Date:** 22/10/25

Signatures: Kenny Burt / Martin Haldane

Approved by:
Name: Stuart Rollo **Position:** Health, Safety and Procurement Manager **Date:** 22/10/25

Signature: Stuart Rollo

Review period: 1 year **Next review date:** Oct 2026