

Risk Assessment

Activity	Body and Paint Shop activities
Location	Seafield Lothian Buses
Persons at Risk	Body and Paint Shop Personnel
Name of Assessors	Stevie Tait
Date	03/12/25

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
1 <i>Exposure / contact with harmful substances</i>	• ALL activities	4	3	12	<ul style="list-style-type: none"> Detailed COSHH Assessments have been carried out, documented and outcome communicated for all activities involving hazardous substances Activities restricted to trained and authorised employees in designated areas. Adequate instruction and information in the risks, precautions, correct work methods and the use, maintenance and cleaning of PPE/RPE is provided to employees. Records are retained Local Exhaust Ventilation (LEV) systems subject to thorough examination at least every 14 months and records retained Implementation of control measures, adherence to agreed work methods and use/maintenance of PPE/RPE is monitored periodically by management Pre-employment medical undertaken to identify fitness to work i.e. with sensitisers and air fed BA, as applicable to activity). Employees participate in annual health surveillance programme which includes lung function testing and skin check Employees have received instruction to report failures in control measure, defective equipment and the onset of an ill health effect A high standard of personal hygiene and cleanliness is maintained Wearing of PPE is enforced by management. Minimum PPE/RPE requirement: nitrile gloves, goggles, overalls and FFP2 respirator 	2	3	6
	• Skin conditions and dermatitis from exposure to paints adhesives, solvents and degreasers	4	3	12	<ul style="list-style-type: none"> 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
	• Welding fume can cause eye irritation and breathing difficulties	4	4	16	<ul style="list-style-type: none"> Local Exhaust Ventilation installed, maintained and subject to thorough examination at least every 14 months. Records retained Overalls, disposable nitrile gloves replaced regularly 	2	3	6
	• Fine paint spray mists and spraying of isocyanate-based paints (2-pack) and gun cleaning can result in respiratory irritation and occupational asthma (sensitisation)	4	4	16	<ul style="list-style-type: none"> Activities restricted to trained authorised personnel, spraying carried out only in spray booths and gun cleaning in enclosed system Clearance tests are conducted at least every 14 months by a third party as part of the thorough examination of the LEV system 	1	4	4

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
1 Exposure / contact with harmful substances (cont'd)	<ul style="list-style-type: none"> Fine paint spray mists and spraying of isocyanate-based paints (2-pack) and gun cleaning can result in respiratory irritation and occupational asthma (sensitisation) 	4	4	16	<ul style="list-style-type: none"> Vehicle sprayers use visor type air fed breathing apparatus maintained in accordance with manufacturers recommendations and tested every 3 months Vehicle sprayers check the RPE is working properly before each use PPE and RPE are periodically inspected by management to ensure adherence to cleaning and maintenance regime Annual health surveillance programme in place to include regular lung function, skin checks and periodical urine testing Wearing of PPE/RPE is enforced. Minimum PPE/RPE requirement is nitrile gloves, coveralls with a hood and full visor air fed BA for painting and gun cleaning 	1	4	4
	<ul style="list-style-type: none"> Inhalation of dust from sanding and upholstery activities can cause respiratory irritation 	4	4	16	<ul style="list-style-type: none"> Wearing of PPE/RPE is enforced by management. Minimum PPE/RPE requirement is disposable overalls, nitrile gloves, safety goggles and FFP2 RPE as minimum Sanders equipped with on tool dust extraction system or local exhaust ventilation is available 	1	4	4
	<ul style="list-style-type: none"> Welding, flame cutting and other hot work Metal fumes can cause breathing difficulties leading to lung disease and asthma and there is potential for eye injuries with welding arc 	4	3	12	<ul style="list-style-type: none"> Activity restricted to trained and authorised personnel. Unauthorised personnel not permitted in working area Local Exhaust Ventilation installed, maintained and subject to thorough examination at least every 14 months. Records retained Wearing of PPE/RPE is enforced. Minimum PPE/RPE requirement is heavy duty gloves/gauntlets, coverall and face shield and FFP3 disposable respirator (or half mask with P3 filter) 	1	3	3
2 Hand Arm Vibration associated with the use of power and pneumatic tools	<ul style="list-style-type: none"> Exposure to vibration when using pneumatic tools can cause HAVS 	5	4	20	<ul style="list-style-type: none"> Pre-existing HAVs and associated conditions identified by pre-employment medical Separate and detailed risk assessments undertaken to identify risks and precautions to those likely to be exposed A purchasing policy 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 will not be exceeded Employees have received training, information or instruction in relation to the risks and precautions associated with vibration and safe use of the tools Introduction of personal HAVs monitoring wearable devices ensuring points system, devised by the (HSE), makes assessing daily exposure to vibration simpler and accurate 	1	4	4
3 Noise associated with the workshop tools and machinery, compressed air and other background noise	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Employees have received training, information or instruction in relation to the risks and precautions associated with noise 	1	4	4

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
3 Noise associated with the workshop tools and machinery, compressed air and other background noise	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 A regular programme of health surveillance is provided for anyone exposed to noise above 85dB(A) and other vulnerable employees exposed to level in excess of 80dB(A) 	1	4	4
4 Electrical Equipment - General	<ul style="list-style-type: none"> Fatal or serious injury due to electrocution and burns as a result of faulty equipment 	4	5	20	<ul style="list-style-type: none"> An up-to-date asset register of electrical equipment has been developed and is available on site All fixed electrical equipment and systems are tested on 5-year cycle (20% annually) by a competent NICEIC registered electrician 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 or low (110) voltage equipment is provided and used as suitable to environment. Where 230V supply unavoidable, equipment is protected by a RCD or other earth leakage device 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 Only Lothian supplied power tools may be used 	1	4	4
5 Projectiles/ Sharp Edges associated with cutting and fabrication, handling glass etc.,	<ul style="list-style-type: none"> Cuts, abrasions, and penetration injuries from Panel Work / Metal Cutting/Fabrication Handling Glass/Fibreglass /Grinding/Sanding, 	4	4	16	<ul style="list-style-type: none"> 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 will be made available 	1	4	4
6 Moving parts of machinery associated with operation and maintenance of mechanical equipment	<ul style="list-style-type: none"> Entrapment, nipping and impact injury associated with use of moving or dangerous parts of workshop equipment and machinery 	4	4	16	<ul style="list-style-type: none"> 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 and 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 Operators trained and instructed in correct use of the equipment and guards 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 	1	4	4

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6 Moving parts of machinery associated with operation and maintenance of mechanical equipment (cont'd)	<ul style="list-style-type: none"> • Entrapment, nipping and impact injury associated with use of moving or dangerous parts of workshop equipment and machinery 	4	4	16	<ul style="list-style-type: none"> 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 cap 	1	4	4
7 Work At Height - General	<ul style="list-style-type: none"> • Major injury incl. Fractures whilst accessing and working at height e.g. Windscreen and window replacement/other work on raised or high sided vehicles 	4	4	16	<ul style="list-style-type: none"> • Work at height is avoided wherever possible or alternative methods used • Site Specific Risk Assessment carried out to determine most suitable access equipment and method of work • Suitable access equipment fit for purpose provided for access to side and roof of vehicles • 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 	1	4	4
		4	5	20	<ul style="list-style-type: none"> • Towers and platforms erected and inspected by trained personnel in accordance with manufacturer's instructions • Access equipment inspected by trained personnel in accordance with manufacturer's instructions and records retained • Access equipment subject to visual inspection before use. Employees trained in use of the equipment and pre-use visual inspection • Personal fall protection where issued is subject to statutory examination undertaken 6 monthly by third party • Contractors working at height are subject to: permit to work, risk assessment and method statement • Suitable access ladder or platform used for accessing vehicles raised on vehicle hoists. Users trained in the use of equipment 	1	4	4
8 Slips, Trips and Falls associated with trailing cables and air lines, uneven surfaces, changes of level and poor housekeeping	<ul style="list-style-type: none"> • Minor injuries as a result of slip trips or falls due to trailing air lines pneumatic tools, spillages, uneven surfaces & poor housekeeping 	4	4	16	<ul style="list-style-type: none"> • Retractable air lines or suspended 'susi' air lines should be used where possible, alternatively the number of airlines in use is kept to a minimum • Spillages are communicated by use of signage, contained using absorbent materials and cleared up immediately • A good standard of housekeeping maintained to keep work areas and walkways clear • Where there is no alternative to trailing leads and hoses, safety mats/covers should be used with signage displayed informing of hazard • PPE: Safety footwear which is oil and slip resistant and has protected steel toe cap is provided and wearing enforced by management 	2	3	6
9 Falling objects e.g. tools/other equipment	<ul style="list-style-type: none"> • Injury caused by items falling or being inadvertently knocked from scaffold tower, Access Platform or similar by person working at height 	4	5	20	<ul style="list-style-type: none"> • Toe boards fitted to all sides of working platforms • A minimum number of tools and materials, sufficient to carry out the work only to be stored on the platform during use • Area around the access equipment to be cordoned off from pedestrians 	1	4	4

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10 Compressed Air	<ul style="list-style-type: none"> High pressure air injection e.g. draining air tanks/ coupling and use of pneumatic tools / Compressed air 	5	4	20	<ul style="list-style-type: none"> Operators instructed and trained in correct work methods and use of equipment Tools shall be 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 inflaters is set to 145psi and this pressure is never exceeded 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 	2	3	6
11 Fire and explosion	<ul style="list-style-type: none"> Personnel can suffer burns and smoke inhalation as a result of fire. Etch primers / thinners and paint mists are highly flammable 	4	5	20	<ul style="list-style-type: none"> 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 All control measures identified in the detailed Fire Risk Assessment have been fully implemented Flammable liquids kept to minimum working quantities within the workshop and stored in signed flameproof metal cabinet Flammable and oxidising compressed gases are kept to minimum working quantities within the workshop and stored in secure external areas All electrical tools & equipment used within the spray booth and within 1m of the mixing area are intrinsically safe A means of fire detection and alarm and fighting fire is provided, inspected and maintained at all times and Personnel are instructed and trained in evacuation procedures 	1	4	4
	<ul style="list-style-type: none"> 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	4	16	<ul style="list-style-type: none"> 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 Local Exhaust Ventilation and PPE is used at all times and protective screens/enclosures used to barrier to protect others Local Exhaust Ventilation installed, maintained and subject to thorough examination at least every 14 months. Records retained Work activity outside the designated area is controlled and coordinated by hot work permit Area cleared of all combustibles or flammable materials before work commences and checked one hour after completion PPE: Wearing of PPE/RPE is enforced. Minimum PPE/RPE requirement is face shield to EN175, leather welding gauntlets, flame retardant overalls, apron and safety footwear 	1	4	4

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12 Manual Handling - associated with repetitive movement or lifting, pushing, pulling and carrying of items by bodily force and twisting and stretching	<ul style="list-style-type: none"> Personnel may suffer soft tissue injury, back pain and other MSDs as a result of poor posture while working, over stretching, repetitive movement and carrying items 	4	4	16	<ul style="list-style-type: none"> 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 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 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 	2	3	6
13 Working on vehicles raised on lifting equipment	<ul style="list-style-type: none"> Failure/Misuse of/defective lifting equipment; jacks, ramps, axle stands can cause fatal or serious impact or crushing injuries 	4	5	20	<ul style="list-style-type: none"> 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. Employees 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. 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 All lifting equipment and accessories are suitably rated marked with SWL and unique identifying reference. SWL never exceeded Vehicle Park brake released and neutral gear selected. Drive gear never engaged whilst vehicle raised 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
14 Work At Height associated with working near vehicle inspection pits	<ul style="list-style-type: none"> Potential for fatality or major injury if persons fall into a vehicle inspection pit 	4	5	20	<ul style="list-style-type: none"> 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 supplemented with pit board and rollover doors being kept closed when not in use Warning signage is displayed in advance of reaching a pit from any direction to warn employees of danger area 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 	1	4	4

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14 Work At Height associated with working near vehicle inspection pits	<ul style="list-style-type: none"> Potential for fatality or major injury if persons fall into a vehicle inspection pit 	4	5	20	<ul style="list-style-type: none"> The pit is illuminated at all times 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 Dry, clean and well-lit points of access and egress are provided 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 steel toe cap. Wearing of safety footwear is enforced by local management 	1	4	4
15 Hygiene and comfort associated with poor welfare arrangements and working conditions	<ul style="list-style-type: none"> Inadequate welfare/working arrangements can result in unhygienic conditions and ill health 	4	4	16	<ul style="list-style-type: none"> 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 	2	3	6
16 Vehicle Movements associated with workplace transport and reversing operations in and around workshops and the yard	<ul style="list-style-type: none"> Site traffic & vehicle movement including reversing vehicles e.g. bus, car, fork lift 	4	5	20	<ul style="list-style-type: none"> 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 clothing conforming to EN471 Site speed limits are set not to exceed 10mph and parking rules are observed 	1	4	4
17 Public and Unauthorised Access	<ul style="list-style-type: none"> Access to hazardous or unauthorised areas e.g. deliveries, parts collection, stores etc. 	5	4	20	<ul style="list-style-type: none"> Reception area and visitor sign in process in place for contractors, visitors, deliveries Warning signs displayed to prevent unauthorised access to hazardous areas Pedestrians segregated from traffic flow on designated walkways Employees challenge visitors entering restricted areas and report suspicious or unsafe acts 	1	4	4

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18 Lone Working	<ul style="list-style-type: none"> Working unaccompanied can put some workers at increased exposure to risks from dangerous or difficult tasks 	5	4	20	<ul style="list-style-type: none"> 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 Lone workers are appropriately monitored e.g., arrangements are in place to maintain an appropriate level of contact before/during/after the shift 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 			
19 Emergencies - Injuries, incidents near misses	<ul style="list-style-type: none"> Lack of preparedness or failure to react to emergencies or give first aid quickly could potentially be fatal 				<ul style="list-style-type: none"> A separate assessment of the requirement for first aiders and first aid facilities for this location has been made 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 1 litre of eyewash in 2 separate 500ml containers is 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 			

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: Steven Tait **Positions:** Bodyshop Manager

Date: 03/12/25

Signatures: Steven Tait

Approved by:

Name: Stuart Rollo **Position:** Health, Safety and Procurement Manager

Date: 04/12/25

Signature: Stuart Rollo

Review period: 1 year

Next review date: Dec 2026