

Risk Assessments
(Updated & revised JAN 2009)



HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
7 Maintenance		
7.1 Manual Handling	Back injury	Safety Talk. Correct use of equipment provided. Correct lifting and handling techniques. Staff training. Organised assistance for heavy equipment.
7.2 Tools Power tools, Hand tools	Injury	Staff training before use. Correct use of equipment & safety equipment provided. Rockley Operating Procedures. Aware of dangers if misused. Using tool for correct purpose. Using necessary protective clothing.
7.3 Grinding	Injury	Wear protective goggles & clothing, use of guards. Check no obstacles. Check leads, sockets & connections regularly.
7.4 Electrical Equipment	Electric shock	Check leads, sockets & all connections regularly. Careful operation, especially if working outdoors. Power tools only to be used by competent, trained staff. Visual Inspection periodically inventory of all electrical appliances.
7.5 Laminating	Injury	Wear protective gloves & use warning "Keep Clear" signs. Work in open (well-ventilated) area.
7.6 Painting	Injury	Wearing face mask & use warning "Keep Clear" signs. Work in open (well-ventilated) area.
7.7 General Repair of Activity Equipment	Injury	Work in designated area. Care when using repair tools, especially electrical tools. Power tools only to be used by competent, trained staff.
7.8 Exposure to Engine Noise	Hearing impairment	Engine turned off when not being tested. Use of correct protective clothing.

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7.9 Handling Hazardous Substances COSHH	Injury	Training given to anyone who will be in contact with substances with warning labels. Substances to be stored in separate well ventilated storage area. Only staff who have received COSHH training allowed to use them. Suitable protective clothing to be worn, correct procedures to be used. Read guidance notes attached to all COSHH substances before use. Used in well-ventilated areas.
7.10 Controlling Spills	Injury	See above. Correct methods of disposal set out by manufacturer. Use of warning signs if required.
7.11 Workshop Fire	Injury	Fire procedures notice located in workshop. Fire procedures briefing for staff during training. Fire drill. Smoke detector checked regularly.
7.12 Vehicles on Jacks	Crush Injury	Careful operation & precautionary use of axle stands. Only to be used by competent, trained staff.
7.13 Greases & Oils	Allergic skin reactions	Careful use. Use gloves and barrier cream.
7.14 Work Area Floor	Tripping	Work areas kept clean & tidy operate a clean as go policy.
7.15 Overloaded Shelving Units	Falling objects	Use step ladders provided when handling goods above head height.
7.16 Operating Double Garage Door At Workshop Gastes France	Crushing	Training for staff before use.
7.17 Engine Testing out of Water	Cuts & Burns	Supervision & work to be carried out by engineer.
7.18 Lifting & Carrying Engines	Back injury	Use correct lifting techniques & engine trolley. Mind your back. Safety talk. Supervision.
7.19 Testing Engines in Tank – Fumes	Smoke inhalation	Test tank only to be used by engineer. Open area.
7.20 Engines Starting in Gear	Injury	Engineer to regularly check all engines. Kill cords to be worn before starting engine. Staff training. Records kept.

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7.21 Fuel	Fire	Fuel to be put away as soon as arrives & before students arrive for the day. Observe "No Smoking" signs in area.
7.22 Fuel Store	Injury & Manual Handling	Attention to be taken when entering and leaving store area. Staff trained in correct handling techniques and made aware of any potential hazards. Store to be locked at all times once loading unloading has finished.
7.23 Fuel Spillage	Contact with eyes or skin	Only decant in gravelled area. Care when decanting into fuel cans. Use funnel. Training to prevent contact with skin. Eyes wash station and rubber gloves are provided at each fuel store.
7.24 Boats & Trailers as Obstacles (tripping over/walking into)	Injury	Leave stored equipment in correct place, ensure no protruding parts into walk ways.
7.25 Moving Boats & Trailers	Injury	Briefing of Clients. Vigilance when moving equipment. Care when lifting & handling. Mind your back. Ensure enough persons to lift boat safely. Safety talk.
7.26 Sharp Objects on Ground	Injury	Welcome talk. Suitable footwear should be worn at all times. Regular cleaning of centres.