

General Risk Assessment:



Classification	Office Warehouse Unit – Technical Training Centre Kings Lynn & Customer Premises
All Areas:	RA Undertaken by: C J Gostling
Including Office, Workshop, Technical Training Centre and On Site Calibration & Servicing	
Revision 3.1	Signed:
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Hazard	Who might be harmed?	Existing Controls	Standards to be reached	Future Actions	Risk Level:
Hazardous Substances: 1. Cleaning Solvents, Grease & Oils.	All Employees, Trainees & Candidates	Kept in small amounts for general use. Gloves and overalls used where appropriate.	Exposure to hazardous substances minimised as required by Control of Substances Hazard (COSHH) Regulations. Firstly, prevent or adequately control exposure. Effectiveness of control measures should be monitored, and equipment maintained. COSHH applies	Manager, Supervisor or Training Assessor to monitor the use of personal protective equipment by all Staff and Candidates.	Low
2. Car engine running inside, toxic exhaust fumes e.g. carbon monoxide.	All Employees, Trainees & Candidates	Use Vehicle exhaust extractor system when engine is running. Extractor system periodically maintained and tested to prevent leaks. Engine running with exhaust facing outdoors in small workshops	Supervisor to periodically monitor ambient carbon monoxide levels in the workshop with Exhaust Analyser in Test Mode when engine running and extractive system is operating.	Use of Vehicles without Catalytic Converters or Diesel Particulate Filters for Training purposes must always be avoided	Medium
3. Petrol and Diesel fuel in Training School	All Employees & Trainees. Particularly those involved in the task.	Use appropriate fuel transportation containers to "top up" Test Vehicle Fuel Tanks when required.	Only purchase sufficient to "top up" vehicles. Do not store fuel on-site. Any spillage must be attended to immediately.	Supervisor to monitor any fuel purchase. No Smoking at any time while handling or transporting fuel.	Low/Medium
4, Brake Cleaner/ Solvent spray	All Employees & Trainees. Particularly those involved in the task.	Use appropriate PPE	Avoid skin contact, inhalation and swallowing.	Use in well ventilated area. Avoid sources of ignition	Low

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5, Use of R134A Refrigerant	All Employees, Trainees & Candidates. Particularly those involved in the task. All Field service Staff	Avoid skin contact and breathing any vapour. At ALL times use appropriate PPE suitable to protect against inadvertent discharge of Refrigerant from vehicle A/C system.	Warehouse Area adequate for quantity of gas & size of storage bottles. Safety Glasses with side protection if only A/C Recycling or; Safety Goggles (Clear) if A/C Servicing or dismantling Glove type: Chemically resistant (Min Std. EN388 & EN420)	In case of frostbite immediately spray with water for at least 15 minutes. Open main door for a few minutes if accidental discharge occurs Immediately flush eyes thoroughly with water for at least 15 minutes. Apply a sterile dressing. Obtain medical assistance.	Low/Medium
6, Use of Nitrogen	All Employees, Trainees & Candidates. Particularly those involved in the task. All Field service Staff	Avoid high pressure skin contact. At ALL times use appropriate PPE suitable to protect against inadvertent discharge of Nitrogen under High Pressure.	Warehouse Area adequate for quantity of gas & size of storage bottles. Safety Glasses with side protection. Glove type: Chemically resistant (Min Std. EN388 & EN420) and short term exposure to Nitrogen Pressurised Gas.	Open main door for a few minutes if a significant accidental discharge of Nitrogen occurs.	Low

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Electrical: 1, Electrical Installations	All Employees, Trainees & Candidates.	All electrical mains distribution blocks are switched and fused switched off when not in use; RCD in use on all supplies	All installations to comply with IET Regulations and certified by a qualified approved electrical contractor.	Periodic testing and certification required of incoming supply & distribution panels.	Low
2, Electricity supplies on Exhibition stands, Mains Extension Leads	All Employees, Trainees & Candidates. Particularly those involved in the task. All Field service Staff	Avoid using high current consumers with extension leads. Take precautions to avoid short circuiting and overloading. Where possible all trailing electrical cables are positioned to avoid trip hazards.	Extension Leads must be tested for correct wiring and earth connection. Do not use any socket which is damaged or shows signs of overheating.	If in doubt, use an alternative supply socket	Low
3, Low level lights	All Employees, Trainees & Candidates. All Field service Staff	If a risk is apparent, i.e. carrying large or long objects around care should be taken to avoid breakage of lighting.	Particular care should be taken in Workshop area where standard fluorescent light fittings are used and classed as "low level"	All lighting installations must conform to IET Regulations	Low

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Materials					
Handling and Machinery:					
1, Access and movement of Equipment and Gas Bottles within Workshop, Training Area and Customers Premises.	All Employees, Trainees & Candidates. All Field service Staff	All gangways to be kept clear. Protective Clothing and appropriate footwear to be worn in Workshop & Training Areas. Protective Gloves and Eyewear to be worn at ALL times when handling R134A and Nitrogen. At all times be aware of “topple hazard” when using gas bottles.	Warehouse Area adequate for amount of gas/ size of storage bottles. Open main door for a few minutes if accidental discharge occurs	Return all Gas Bottles to Storage Areas or vehicles when not in use.	Low
2, Use of fork lift or Hoisting Equipment	All Employees, Trainees & Candidates. All Field service Staff	Forklift not to be used during Training in Training Area. Keep in “parked position” when not in use.	Untrained personnel must not operate forklift. Forklift and hoisting equipment, on Customers premises must not be operated by TEN Staff.	Operator must be aware of hazards using a pedestal fork lifting device.	Low
3, Use of Vehicle Scissor Lifts	All Employees, Trainees & Candidates. All Field service Staff	Do not exceed maximum lifting weight clearly marked on each lift. Do not work under Brake Service Lift. Ensure lift perimeter is clear when lowering to floor position	All ramps must be used in accordance with Manufacturers Operating Instructions.	Vehicle Lifts to be maintained on a regular basis	Low
4, Use of Power Tools	All Employees, Trainees & Candidates. All Field service Staff	Only use power tools for their designated purpose. Report all faulty / broken items.	All Power Tools must be used in accordance with Manufacturers Operating Instructions.	Avoid Extension Leads where possible	Low

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<p>General:</p> <p>Slips, Trips & Falls.</p>	<p>All Employees, Trainees & Candidates. All Field Service Staff</p>	<p>Keep to gangways at all times. Materials must never be stored in gangways or on stairways.</p>	<p>All Personnel to be made aware of wet floors and spillage through signage or word of mouth.</p>	<p>All Staff must comply with TEN Automotive Good Housekeeping Policy, Customer Site Policies and Regulation at all times</p>	<p>Low</p>
<p>Supervision</p>	<p>All Trainees & Candidates.</p>	<p>Adequate training & supervision is given to ALL Trainees & Candidates.</p>	<p>Candidates MUST be supervised at all times.</p>		<p>Low</p>

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Fire:					
Burns	All Employees, Trainees & Candidates. All Field Service Staff	All burns however minor must be reported and treated.	All Accidents and Burns must be reported to appointed / trained First Aid Personnel.	First Aid Personnel to attend regular training assessments	Low
Fire Exit Procedure	All Employees, Trainees & Candidates.	If fire is discovered, Activate Fire Alarm	All Personnel to muster at designated point in Car Park.	Refer to current Fire Risk Assessment.	Low
Customer Fire Precautions & Procedures	All Employees, Trainees & Candidates.	Refer to current Fire Risk Assessment.	Refer to current Fire Risk Assessment.	Refer to current Fire Risk Assessment.	Low