

# Risk Assessment

Activity	Site and other General Activities
Location	Musselburgh East Coast Buses
Persons at Risk	Engineering, Traffic, Admin Personnel, Contractors and other third parties working or visiting on site
Name of Assessors	L Sinclair / L Haydon
Date	03/03/2026

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
1	<p><b>Vehicle Movements</b> associated with workplace transport and reversing operations in and around workshop and on the floor</p> <p>• Personnel may suffer fatal or serious injury as a result of being struck by moving vehicles and plant</p>	4	5	20	<ul style="list-style-type: none"> <li>• A detailed assessment of the risk from workplace transport carried out, documented and communicated to employees and contractors</li> <li>• Workplace Transport Risk Assessment identifies traffic routes, risks and controls and these are fully implemented</li> <li>• All persons entering areas where traffic movement are likely required to wear Hi Vis vest conforming to EN471 Class 2 (intermediate visibility) with the exception of drivers travelling to and from their bus and engineering staff wearing clean, increased visibility overalls</li> <li>• A trained banksman will be used for reversing of all large vehicles. The banksman and driver must have received training or instruction AND an effective means of communication and visibility between driver and banks man can be maintained AT ALL TIMES</li> <li>• Staff operating as a banksman shall wear as a minimum a Hi-Viz vest conforming to EN471, with the exception of engineering staff who must be wearing, as a minimum, increased visibility overalls</li> <li>• Well-lit crossing points are provided where pedestrians are regularly required to cross busy traffic routes and these are clearly marked</li> <li>• Additional lighting is provided in fuelling and inspection areas and at crossing points</li> <li>• At times of increased vehicle movement e.g., during run in and run out there is an adequate level of supervision provided and maintained</li> <li>• Speed limits clearly indicated and do not exceed 5 mph</li> <li>• Deliveries and collections must report to Musselburgh Traffic Office</li> <li>• Injuries, incidents and significant near misses involving plant and vehicles are reported, recorded and investigated and any lessons shared</li> </ul>	1	5	5

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
<b>2</b> <b>Emergency repair of casualty vehicles on floor</b>	<ul style="list-style-type: none"> <li>Fatality, major injury or crushing injuries if struck by moving vehicles whilst working on or under a vehicle</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Any diagnosis or repair requiring body parts to be placed under a vehicle will mean the vehicle is returned to the workshop at Marine. If unable, suitably rated props or stands are positioned without placing any part of body under the vehicle, as secondary support to protect against a failure/rupture of the air suspension system causing the vehicle to drop. No lone working</li> <li>Vehicles are positioned on even, not sloping ground and immobilised using suitable heavy duty, non-slip, rubber wheel chocks placed at either side of at least two wheels on the same axle, which are to remain in contact with the ground</li> <li>Commencement of repair or recovery only when engineer is satisfied adequate protection from site traffic has been provided</li> <li>A Vehicle off Road (VOR) sign is in place to prevent the engine being started or the vehicle being moved</li> <li>All persons entering areas where traffic movement is likely are required to wear Hi Vis clothing conforming to EN471 Class 2 (intermediate visibility) with the exception of engineering staff who must be wearing, as a minimum, increased visibility overalls</li> </ul>	1	5	5
<b>3</b> <b>Contractor Management</b> - associated with access and control on site	<ul style="list-style-type: none"> <li>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</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Competent, resourced and adequately insured contractors and service providers only are appointed via a thorough, documented contractor evaluation process</li> <li>Contractors and other service providers have assessed risks from their activities. A copy of any assessments available on site whilst work activities are being undertaken</li> <li>Contractors/service providers are monitored periodically by local management to ensure agreed methods used and control measures implemented. This is recorded and records retained</li> <li>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</li> <li>Warning signs displayed to prevent unauthorised access to hazardous areas</li> <li>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</li> </ul>	2	3	6
<b>4</b> <b>Work Equipment -</b> associated with the use of machinery and tools for ad hoc floor tasks	<ul style="list-style-type: none"> <li>Employees may suffer serious injury from unguarded machinery or the improper use of tools including cuts, abrasions, nipping or crushing, penetration to eye etc.,</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Personnel undertaking work on the floor have received authorisation to carry out the work activity from a manager or supervisor and they are competent to carry out the task</li> <li>A safe method for the work to be undertaken has been agreed with a manager prior to commencement</li> <li>Machinery with moving or dangerous parts is adequately guarded and employees have received training or instruction on how to use any work equipment safely</li> <li>PPE specific to the task being undertaken is identified by the manager i.e. minimum 'B' rated safety goggles (where material likely to be ejected), gloves (cut or chemical resistant depending on exposure) also overalls and safety footwear which is oil and slip resistant and has protected steel toe cap is provided. The wearing of PPE is enforced by management</li> </ul>	2	4	8

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
<b>5</b> <b>Work At Height</b> General	<ul style="list-style-type: none"> <li>Major injury incl. fractures whilst accessing and working at height e.g. building repairs and maintenance work</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Site Specific Risk Assessment carried out to determine most suitable access equipment and method of work</li> <li>Suitable access equipment which is maintained in good working order is provided and used</li> <li>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</li> <li>Towers and platforms erected and inspected by trained personnel in accordance with manufacturer's instructions</li> <li>Access equipment inspected by trained personnel in accordance with manufacturer's instructions and records retained</li> <li>Access equipment subject to visual inspection before use. Employees trained in use of the equipment and pre use visual inspection</li> <li>Personal fall protection, where identified by the detailed risk assessment, is subject to statutory examination undertaken 6 monthly by third party</li> <li>Contractors working at height are subject to permit to work and suitable and sufficient risk assessment and method statement</li> </ul>	1	5	5
<b>6</b> <b>Public and Unauthorised Access</b>	<ul style="list-style-type: none"> <li>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, or enter unauthorised hazardous areas</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Security risks have been evaluated by a competent person and fencing, CCTV and intruder alarms are provided as appropriate to the risk</li> <li>Reception area and visitor sign in process in place for contractors, visitors, deliveries</li> <li>Employees challenge visitors entering restricted areas and report suspicious or unsafe acts</li> <li>Vehicle Inspection pits are illuminated at all times</li> <li>All doors and windows are secured when the building is unoccupied</li> </ul>	2	1	2
<b>7</b> <b>Fall from Height - associated with Roof Work</b>	<ul style="list-style-type: none"> <li>Contractors could suffer major injury as a result of a falls from the edge or through fragile surfaces</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Work on the roof or near fragile surfaces is avoided where possible</li> <li>Competent, resourced and adequately insured contractors and service providers only are appointed via a thorough, documented contractor evaluation process</li> <li>Roof work is subject to a suitable and sufficient risk assessment, method statement and the contractor being able to provide suitable access equipment and an adequate level of supervision</li> <li>Contractors are monitored throughout the project to ensure agreed methods are adhered to and control measures implemented</li> </ul>	1	5	5
<b>8</b> <b>Falls from Height - associated with Inspection Pits</b>	<ul style="list-style-type: none"> <li>Fatality or major injury as a result of fall from height i.e. into inspection pit</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Unauthorised persons are prevented from accessing the pit area</li> <li>Warning signage is displayed in advance of reaching a pit from any direction to warn employees of danger area</li> <li>Pit edges are clearly highlighted using yellow and black bands of slip resistant paint</li> <li>Safety footwear which is oil and slip resistant and has protected steel toe caps is provided and wearing is enforced by management for Engineering workforce</li> <li>The pit is illuminated at all times to enable the danger area to be seen. Defective lamps are replaced immediately</li> </ul>	1	5	5

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
<b>9</b> <b>Electrical Equipment - General</b>	<ul style="list-style-type: none"> <li>Fatal or serious injury due to electrocution and burns as a result of faulty equipment</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>An up-to-date asset register of electrical equipment has been developed and is available on site</li> <li>All fixed electrical equipment and systems are tested on 5-year cycle (20% annually) by a competent NICEIC registered electrician</li> <li>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</li> <li>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</li> <li>Electrical appliances and tools are maintained in accordance with manufacturers recommendations</li> <li>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</li> <li>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</li> </ul>	1	5	5
<b>10</b> <b>Exposure to biological agents</b> e.g. legionella in water systems	<ul style="list-style-type: none"> <li>legionellosis and fatal/serious illness as a result of exposure to bacteria in water systems e.g. bus wash, pressure cleaners, water storage, pipework and showers</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>A separate assessment of risks arising from legionella has been carried out and documented by a specialist, LCA accredited contractor</li> <li>The requirements of the assessment i.e. any recommended water treatment, temperature monitoring and testing has been fully addressed/implemented</li> <li>Cold water systems are maintained at below 20°C and hot water systems at 50°C or above</li> <li>Responsibility for temperature monitoring has been allocated to an external contractor and a programme of monitoring implemented</li> <li>Temperature is monitored regularly with biological sampling and testing undertaken when temperature rises above 20°C in cold water systems or falls below 50°C in hot water system</li> <li>Stagnant lines/standing water avoided, water is circulated through systems and pipework and the bus wash reclaim units emptied regularly</li> </ul>	1	5	5
<b>11</b> <b>Fire and Explosion</b>	<ul style="list-style-type: none"> <li>Employees could suffer major injury, burns and ill health as a result of direct contact with fire/explosion and smoke inhalation</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>A separate 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</li> <li>All control measures identified in the detailed Fire Risk Assessment have been fully implemented</li> <li>Competent persons have been appointed to assist with evacuations</li> <li>A suitable fire alarm is installed and tested weekly from alternate call points. Records are retained on site</li> <li>Emergency lighting is installed on fire escape routes, exits and area of the building that would be dangerous if the normal lighting failed</li> <li>Means of escape and routes are kept clear from obstruction. Routes and availability of exits are checked weekly</li> <li>All fire safety related equipment and appliances are regularly inspected and maintained in working order</li> </ul>	1	5	5

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
<b>11 Fire and Explosion (cont'd)</b>	<ul style="list-style-type: none"> <li>Employees could suffer major injury, burns and ill health as a result of direct contact with fire/explosion and smoke inhalation</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Good housekeeping is encouraged, prevention of accumulation of combustion sources. Waste is removed regularly to avoid build-up of combustible materials</li> <li>Staff have received adequate training or instruction in fire safety awareness and evacuation procedures</li> <li>Hot work being undertaken outside designated areas is strictly controlled by work authorisation or permit to work as appropriate to the risk</li> </ul>	1	5	5
	<ul style="list-style-type: none"> <li>Storage of compressed gases and flammable liquids</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Cylinders in use in the workshop are securely chained to a trolley and the appropriate Fire Extinguisher is available on the trolley</li> <li>Flammable liquids that are not in use in the workshop are stored in dedicated fire-resistant locked cabinets capable of containing any leaks and signed "Flammable No Smoking No Naked Lights"</li> <li>Procedures are in place for fuel delivery and fuel dispensing operations and action to taken in emergency and personnel have received relevant training and information</li> <li>Drains and interceptors are subject to periodic inspection and deep cleaning to prevent build-up of flammable residues</li> <li>Debris, liquids and combustible materials are prevented from accumulating within the bunds of oil storage tanks, regular inspection and cleaning regime is in place</li> </ul>	1	5	5
	<ul style="list-style-type: none"> <li>Refurbishment and Construction</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>All construction projects are carried out in accordance with the requirements of Lothian Buses H&amp;S Standards, CDM and the Building Regulations</li> <li>Fire safety has been considered in the 'design' (in accordance with CDM requirements) e.g. avoiding creation of rooms within rooms, when dividing rooms ensuring adequate fire stopping in duct/pipe work and cable runs etc.</li> <li>The impact of the building works on general fire precautions is assessed before commencement, monitored throughout and re-evaluated as necessary</li> <li>The activities of contractors are controlled, by permit where necessary, and their performance subject to monitoring by local management</li> </ul>	1	5	5
<b>12 Storage and Racking</b>	<ul style="list-style-type: none"> <li>Unstable racking or overloading of storage areas can cause collapse. Soft Tissue Injury, Back Pain and other MSD's can result from inappropriate or poorly stacked shelving</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Task specific, detailed Manual Handling Assessments have been carried out for activities where there is a significant risk of personal injury</li> <li>Suitable mechanical aids are in use where needs identified in the assessment. Mechanical aids are subject to an inspection and maintenance regime</li> <li>Racking and shelving is fit for purpose and is securely fastened to a floor or wall</li> <li>The safe loading capacity of racking is displayed and never exceeded</li> <li>Items are stored at levels appropriate to their size and weight e.g. high levels for light items only</li> <li>There is a monthly inspection regime in place and a reporting process implemented to ensure damage is reported</li> <li>Adequate protection of upright supports is provided where a they could be struck by Fork Lift Trucks or other vehicles</li> </ul>	1	3	3

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
<b>13</b> <b>Asbestos Containing Materials</b>	<ul style="list-style-type: none"> <li>Employees may suffer ill health effects as a result of exposure to damaged or deteriorating ACM's which are not managed properly</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>A survey has been undertaken to identify type, extent and location of any asbestos containing materials (ACM's) and evaluate risk</li> <li>A plan has been developed and implemented to manage repair or remove ACM's as appropriate to condition and risk</li> <li>An asbestos register indicating the type, extent and location of ACM's is retained on site</li> <li>Contractors and maintenance workers sign in on arrival and the asbestos register is made available prior to work commencing if in the vicinity of any ACM's</li> <li>Contractor and maintenance activities are controlled via signing in process and work authorisation/permit system to ensure adequate information received and precautions taken</li> </ul>	1	5	5
<b>14</b> <b>Third Party Activities on site</b> associated with MOT provision, special and promotional events, shared premises etc.,	<ul style="list-style-type: none"> <li>Potential for fatal or serious injury to visitors, contractors and employees, and property damage as a result of increase in vehicle movements on site</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Competent, resourced and adequately insured contractors and service providers only are appointed via a thorough, documented contractor evaluation process</li> <li>Contractors, service providers and those subject to tenancy agreements have assessed risks from their activities. A copy of the documented risk assessment is available on the site</li> <li>Contractors, service providers and those subject to tenancy agreements are monitored periodically by Lothian Buses local management to ensure agreed methods are used and control measures implemented</li> <li>Arrangements are in place to ensure cooperation with other businesses on H&amp;S matters and joint risk assessment is undertaken for shared/common areas of the site</li> <li>Site traffic rules and traffic movements are communicated to visitors, contractors and other businesses. Records are retained</li> <li>Signage clearly indicates unauthorised/authorised areas, direction of traffic/traffic routes and designated walkways</li> </ul>	1	4	4
<b>15</b> <b>Catering and Food Preparation</b>	<ul style="list-style-type: none"> <li>Food Poisoning/Salmonella due to poor food hygiene and management systems</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>High Levels of personal hygiene are maintained and cleanliness and maintenance of premises is monitored by Lothian Buses</li> <li>Arrangements are in place to ensure that sickness absence and return to work is monitored</li> <li>Adequate welfare facilities are provided and maintained</li> <li>A food safety management system has been implemented and adherence to this monitored periodically by local authority</li> </ul>	1	3	3
<b>16</b> <b>Display Screen Equipment</b>	<ul style="list-style-type: none"> <li>DSE users may suffer musculoskeletal and soft tissue injuries, stress and fatigue and temporary eyesight effects if workstations not correctly adjusted</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>A separate assessment of the risks from DSE for each workstation has been carried out and documented</li> <li>Recommendations from the assessment have been fully addressed</li> <li>Users are provided with compliant equipment, have received training in how to adjust the workstation and have received adequate information on the risks and precautions</li> <li>Arrangements are in place to ensure users receive a free eye test where they request one and basic spectacles are provided where necessary for DSE use</li> <li>Laptop users are provided with a docking station, separate keyboard and monitor to maintain adjustability</li> <li>Arrangements are in place to refer users to an occupational health adviser where necessary</li> </ul>	2	3	6

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		L	S	R		L	S	R
<b>17</b> <b>Violence and Aggression</b> associated with aggravated burglary during cash counting and collection	<ul style="list-style-type: none"> <li>There is potential for aggravated burglary which could result in major injury to employees involved in counting and movement of cash</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Competent and resourced 3rd party employed to remove monies and written procedures in place</li> <li>CCTV installed and visible as deterrent and any reconciliation done in a secure area out of employee's sight</li> <li>Monies are not accessible i.e. secured in sealed containers and wheeled to 3rd party vehicle by security staff</li> <li>Lothian personnel have received instruction not to resist robbery</li> </ul>	2	4	8
<b>18</b> <b>Slips, Trips and Falls</b> associated with working in wet /oily environment or where there is a change in level or surface quality	<ul style="list-style-type: none"> <li>Injuries such as abrasion, bruising and potentially fractures if trip on uneven surfaces, changes of level or slip on spillages or wet floors and fall</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Pedestrian and traffic routes are inspected regularly and maintained in good condition</li> <li>Potholes and uneven surfaces shall be conspicuously marked until repairs can be undertaken</li> <li>Arrangements are in place to ensure oil/fuel/other spillages contained or cleaned up e.g. spill kits available, and waste is disposed of appropriately</li> <li>Floors and traffic routes are strong enough for the loads placed on them and the traffic expected to use them. There are no holes, uneven or slippery surfaces and they are free of obstructions</li> <li>Criteria is set for cracks and ruts, subsidence, unevenness, pot holes, collection of surface water and when exceeded there are maintenance systems to enable repairs to be undertaken</li> <li>Anti-slip coatings are used in potentially wet/slippery areas and at changes of level</li> <li>Wet/oily floors and other spillages are communicated by use of signage and /or word of mouth</li> <li>Suitable footwear is provided to drivers</li> <li>Suitable absorbent materials are provided to enable employees to contain, clear and dispose of spillage immediately</li> <li>Employees have received adequate instruction in containing and clearing spillages and management monitor adherence</li> <li>The area around the fuel bay is periodically deep cleaned to remove oily debris and residues and prevent build up</li> </ul>	2	3	6
<b>19</b> <b>Waste Management</b> associated with inappropriate disposal	<ul style="list-style-type: none"> <li>Potential for damage to land and water courses as a result of incorrect disposal</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Waste is segregated and disposed of in appropriately marked bins. A waste consignment note is obtained for each transfer</li> <li>Wherever possible waste is recycled, arrangements are in place to recycle paper products, batteries, fluorescent lamps, filters etc.,</li> </ul>	2	1	2

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		L	S	R		L	S	R
<b>20</b> <b>Pollution</b> associated with inappropriate discharge of liquid wastes and effluents due to poor management of spillages	<ul style="list-style-type: none"> <li>• Pollution to land and water courses from oil/chemical spillage, liquid discharges and spillages</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>• Oil storage tanks sited or protected by barriers to prevent being struck by moving vehicle</li> <li>• Visual inspections of tank integrity are carried out on regular basis and recorded</li> <li>• Oil/Chemical containers (Tanks, IBC, Drums etc.) have a means of secondary containment designed to contain any spillage</li> <li>• Bus washes and pressure washers are installed on designated, hard standing areas with adequate drainage which includes an approved interceptor device</li> <li>• A Consent to Discharge has been obtained and conditions of the Consent are adhered to and this is monitored regularly</li> <li>• Any associated chemicals are stored in closed containers in a secured location with ready access to MSDS</li> <li>• Suitable spill kits containing absorbent materials are provided to enable employees to contain, clear and dispose of spillage immediately. Employees have received training/instruction in the use of the spill kit</li> </ul>	2	1	2
<b>21</b> <b>Hygiene and comfort</b> associated with poor welfare arrangements and working conditions	<ul style="list-style-type: none"> <li>• Inadequate welfare/working arrangements can result in unhygienic conditions and ill health</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Induction includes familiarisation with location of toilets, showers, lockers, drinking water, mess room/canteen</li> <li>• Employees required to wear blue nitrile gloves when working in engineering environment where risks associated with oil/skin contact. Managers/Supervisors ensure compliance</li> <li>• 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 thoroughly and moisturising after creams used. Managers/Supervisors ensure compliance</li> <li>• Workplaces are inspected on a regular basis and the actions from the inspections addressed. Inspections are documented</li> <li>• Mess room and kitchen provided where hot drinks can be made and food can be heated and eaten</li> <li>• Toilets and washing facilities are readily accessible</li> <li>• Mess and kitchen facilities are cleaned daily and there is a good standard of housekeeping maintained in mess areas</li> <li>• Locker room available for drying and storage of clothing and PPE provided</li> <li>• A suitable supply of drinking water and cups provided</li> </ul>	1	4	4

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		L	S	R		L	S	R
22 <b>Emergencies - Injuries, incidents near misses</b>	<ul style="list-style-type: none"> <li>lack of preparedness or failure to react to emergencies or give first aid quickly could potentially be fatal</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>A separate assessment of the requirement for first aiders and first aid facilities for this location has been made</li> <li>Nominated first aider(s) have been appointed in the ratio of 1 per 50 employees and they have received adequate training</li> <li>An appropriately stocked and maintained first aid kit and basic instructions are readily available</li> <li>Where there is no access to running water, 1 litre of eyewash in 2 separate 500ml containers is provided</li> <li>The contact details of first aiders and location of first aid facilities have been communicated or displayed on the notice board</li> <li>All injuries are recorded in the accident book retained on site and internal/external reporting, recording and investigation processes are adhered to</li> <li><b>PREVENT</b> 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</li> <li><b>NEVER</b> attempt or allow makeshift repairs to take place on any area or equipment that workers haven't been trained on</li> </ul>	1	5	5
23 <b>Terrorism</b>	<ul style="list-style-type: none"> <li>Terrorists with firearms &amp; weapons</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Employees advised to adhere to the RUN – HIDE – TELL procedure <ul style="list-style-type: none"> <li>RUN – if it is safe this is the best option</li> <li>HIDE – if you can't run, hide</li> <li>TELL – the police, when it is safe to do so by calling 999</li> </ul> </li> </ul>	1	5	5
	<ul style="list-style-type: none"> <li>Dealing with suspicious packages</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Employees advised to adhere to the <b>HOT</b> procedure: <ul style="list-style-type: none"> <li>Is the item <b>H</b>idden – i.e., placed where it will not be seen or noticed as unusual</li> <li>Is the item <b>O</b>bviously suspicious – e.g., by physical appearance or by placement</li> <li>Is the item <b>T</b>ypical – i.e., is the item something you would expect to see in that place at that time of day?</li> </ul> </li> <li>If it is perceived that the item poses a threat: <ul style="list-style-type: none"> <li>Do not touch the item and prevent others from touching it</li> <li>Activate the nearest fire call point and evacuate the building in a safe and controlled manner</li> <li>It may be necessary to move away from the fire evacuation point depending on the location of the item (Preferably 100m out of line of sight)</li> </ul> </li> <li>Make a call to the emergency services on 999 or the Anti-Terrorist hotline on 0800 789 321</li> </ul>	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:** L Sinclair/L Haydon

**Positions:** Traffic Manager/Depot Engineer

**Date:** 03/03/26

**Signatures:** *L Sinclair/L Haydon*

**Approved by:**

**Name:** Stuart Rollo

**Position:** Health, Safety and Procurement Manager

**Date:** 03/03/26

**Signature:** *Stuart Rollo*

**Review period:** 1 year

**Next review date:** March 2027