

# Risk Assessment

Activity	Roadside Working & Repair on Garage floor
Location	Central Lothian Buses
Persons at Risk	Engineering, Patrol van staff, Contractors/Passengers and members of the Public
Name of Assessors	Martin Haldane / Craig McCafferty
Date	18/12/25

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
1 <b>Vehicle Movements</b> associated with traffic on the highway and workplace transport while undertaking repairs or recovery operations	<ul style="list-style-type: none"> <li>ATTENDANCE AT ROADSIDE - Passing traffic may collide with the casualty vehicle, engineers working at the roadside and others attending stricken vehicle causing fatal or serious injury</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Engineers working roadside have received in Safe Attendance at Breakdowns and undertaking site specific assessment using the Dynamic Risk Assessment (DRA) aide memoir</li> <li>A site-specific risk assessment (DRA) is undertaken at scene to determine whether quicker to repair or recover, identify optimum vehicle positioning and identify precautions to minimise risks to driver, passengers and recovery technicians</li> <li>Vehicles that cannot be repaired safely and/or quickly are recovered and removed to the depot</li> <li>Breakdown Vehicle/Patrol van positioned to provide optimum protection to those present at the scene</li> <li>Traffic Management signage and cones available and displayed according to Dynamic Risk Assessment and speed of road</li> <li>Police or Highways Agency assistance is requested as required by site specific (DRA)</li> <li>Breakdown Vehicle / Patrol Van liveried to maximise visibility</li> <li>Beacons used during repair operation to warn other road users and additional lighting is used to illuminate working area</li> <li>All personnel attending the scene wear full sleeve yellow Hi Vis Jacket with 2 band &amp; brace reflective strips (conforming to EN 471 Class 2 for maximum visibility)</li> <li>PPE and protective work wear clean, serviceable and maintained in accordance with manufacturer's instructions. Immediate replacement of defective items.</li> </ul>	1	5	5
	<ul style="list-style-type: none"> <li>IN DEPOT - Engineers and others in attendance could suffer fatality or major injury if struck by moving vehicles when attending to casualty vehicles on site</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Separate and detailed Workplace Transport Risk Assessment undertaken to identify risks and precautions</li> <li>Reversing operations minimised as far as possible</li> <li>All engineering employees trained as banksmen</li> <li>Pedestrians segregated from traffic flow on designated and marked walkways</li> <li>Hi Vis vests (conforming to EN471 Class 2 for intermediate visibility) will be worn by personnel working on breakdowns in vicinity of traffic movement areas</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
2 <b>Working under vehicles</b> all tasks	<ul style="list-style-type: none"> <li>Dislodged dust and debris may result in eye injuries</li> <li>Working overhead and falling objects could result in serious head injuries</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Where tasks are likely to dislodge or produce falling or flying debris safety goggles are available and worn</li> <li>Head protection e.g. bump caps, are available to employees where contact with overhead/falling objects is likely</li> </ul>	1	3	3
3 <b>Working under vehicles whilst</b> at ground level	<ul style="list-style-type: none"> <li>Employees can suffer crushing injuries if vehicles move unexpectedly</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>A VOR Steering Wheel Cover or Defective Vehicle Notice is displayed to prevent vehicle being moved and indicate the vehicle is being worked on</li> <li>Vehicles are 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>Handbrake is properly applied and the engine switched off</li> <li><b>Vehicles will not be worked under on the public highway</b></li> <li>Any diagnosis or repair requiring body parts to be placed under a vehicle will mean the vehicle is returned to the workshop. 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</li> </ul>	1	5	5
4 <b>Working under vehicles</b> raised on lifting equipment	<ul style="list-style-type: none"> <li>Fatal or serious impact or crush injuries from falling vehicles if lifting equipment, jacks, ramps, axle stands fails, misused or operated incorrectly</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>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</li> <li>Operators are not permitted to work under vehicles whilst lifting/lowering. Power is isolated prior to commencement of work</li> <li>At least 6 column lifts are used whenever lifting triaxle vehicles. Employees will have received instruction in configuration of 6 lifts</li> <li>Use of lifting equipment restricted to trained and competent personnel</li> <li>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</li> <li>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</li> <li>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</li> <li>All lifting equipment and accessories are suitably rated marked with SWL and unique identifying reference. SWL never exceeded</li> <li>Vehicle Park brake released and neutral gear selected. Drive gear never engaged whilst vehicle raised</li> <li>PPE determined by COSHH assessment</li> <li>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</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
5 <b>Unexpected rupture or deflation of air bag (bellows)</b> associated with air suspension	<ul style="list-style-type: none"> <li>Unexpected rupture or deflation of air bag (bellows) air suspension may cause vehicle to lower unexpectedly resulting in fatality or serious crush injuries</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>A VOR Steering Wheel Cover or Defective Vehicle Notice is displayed to prevent vehicle being moved and indicate the vehicle is being worked on</li> <li>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</li> <li>Vehicle power is isolated using the main switch or battery isolator</li> <li>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</li> <li>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 i.e. at least 6 axle stands</li> <li>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)</li> </ul>	1	5	5
6 <b>Moving parts of machinery</b> associated with operations and maintenance of mechanical equipment	<ul style="list-style-type: none"> <li>Entrapment, nipping and impact injury from moving parts of machinery e.g. use of drills, lathe, abrasive wheel, rolling roads/Contact with drive belts</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Use of machinery is restricted to authorised and trained persons only</li> <li>Guards are fitted and maintained in place to protect from dangerous and rotating parts of machinery and tool</li> <li>If working on vehicles, VOR Steering wheel covers or notices are used to indicate when vehicles are not be started or moved</li> <li>Engines/machinery are isolated when working in vicinity of moving parts/drive belts</li> <li>Pre-use checks carried out which includes functionality of guards and safety devices</li> <li>Operators trained and instructed in correct use of the equipment and guard</li> <li>Minimum PPE: Overalls, close fitting disposable blue nitrile gloves, safety goggles, and safety footwear which is oil and slip resistant and has protected steel toe caps are provided and worn</li> </ul>	2	3	6
7 <b>Work at Height</b>	<ul style="list-style-type: none"> <li>Injuries sustained when using access equipment on street operations</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>An appropriate stepladder/stool will be bought and staff shown how to use it safely</li> <li>The step ladder will at all times be secured to the bus stop by means of a strap/tie to prevent the ladder/stepladder from being knocked over etc.</li> <li>All users of access equipment will be trained, competent and authorised before being allowed to undertake any work activity that involves working at height</li> <li>All access equipment will be checked before use and periodically inspected with records maintained</li> </ul>	1	4	4
8 <b>Electrical</b>	<ul style="list-style-type: none"> <li>Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires</li> <li>Shocks when accessing vehicle systems</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Defective equipment taken out of use safely and promptly replaced</li> <li>Only approved power tools may be used</li> <li>Portable appliance testing takes place at regular intervals</li> <li>Electrical equipment must always be operated in accordance with manufacturers' instructions</li> <li>Vehicles must be isolated prior to accessing electrical systems</li> </ul>	1	4	4

Ref No.	Description of Hazard	Risk Ranking (before controls)			Control Measures	Risk Ranking (after controls)		
		L	S	R		L	S	R
9 <b>Hot Surfaces</b>	<ul style="list-style-type: none"> <li>Contact with catalytic converter, exhaust systems and other hot surfaces may cause serious burns</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Adequate time is allowed for hot surfaces to cool prior to commencement of work</li> </ul>	1	3	3
10 <b>Exposure / contact with harmful substances</b>	<ul style="list-style-type: none"> <li>Exposure to engine oils fuels and solvents can result in skin conditions and dermatitis and battery acid can cause serious burns</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Pre-existing medical conditions are identified by pre-employment screening</li> <li>Detailed COSHH Assessments have been undertaken for activities involving hazardous substances and outcome communicated</li> <li>The requirement for health surveillance has been identified</li> <li>A high standard of hand hygiene and cleanliness is maintained</li> <li>Direct contact with the skin is avoided wherever possible</li> <li>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</li> <li>A good standard of general ventilation and hygiene is maintained when using substances</li> <li>Minimum PPE: Overalls, nitrile gloves and safety goggles are worn as a minimum</li> </ul>	2	3	6
11 <b>Broken Windows</b>	<ul style="list-style-type: none"> <li>Injuries from glass splinters and glass particles</li> <li>Falling Glass</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Staff will be trained as per SSOW</li> <li>Correct PPE will be worn</li> <li>Members of the public will be kept away from area</li> </ul>	1	3	3
12 <b>Manual Handling - associated with repetitive movement or lifting, pushing, pulling and carrying of items by bodily force and twisting and stretching</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>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</li> <li>Pre-existing medical conditions are identified by pre-employment medical and health questionnaire</li> <li>Mechanical aids and assistance are available and used where detailed assessment indicates necessary. Mechanical aids are subject to inspection and maintenance records</li> <li>Employees have received training, information and instruction in relation to the risks and precautions associated with manual handling safe lifting techniques and safe use of any mechanical aids</li> <li>The manual pushing of vehicles is only allowable if; <ul style="list-style-type: none"> <li>There is no practical alternative due to the vehicle location</li> <li>A minimum of 4 people (including the person at the controls of the vehicle) must be used to push the vehicle</li> <li>Vehicles are pushed for the minimum distance possible</li> <li>The vehicle has operational steering and brakes and someone remains in the cab at <b>ALL TIMES</b></li> </ul> </li> </ul>	2	3	6
13 <b>Fire or Explosion</b>	<ul style="list-style-type: none"> <li>Inadequate fire precautions, detection and warning systems may result in excessive exposure to smoke and fire resulting in fatal injury or smoke inhalation</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>A No Smoking policy is in place and enforced</li> <li>A detailed Fire Risk Assessment has been undertaken and the outcome communicated to employees and contractors as appropriate</li> <li>Repair/support vehicle equipped with suitable fire extinguisher and drivers trained in its correct use</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>14 Lone Working</b>	<ul style="list-style-type: none"> <li>Working unaccompanied can put some workers at increased exposure to risks where tasks are dangerous or difficult to achieve safely alone. Staff may suffer illness/injury and be unable to summon assistance</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>lone working is prohibited at the scene of accident/breakdown, when not attended by 2 engineers the driver of the casualty vehicle, patrol van operative or other member of staff shall be utilised as a second person and must be present throughout</li> <li>Lone workers are physically and mentally capable of carrying out tasks if there are no existing medical conditions or vulnerabilities that would make the work unsuitable</li> <li>Employees are made aware of any restricted activities and are trained and competent to carry out the tasks required of them</li> <li>Lone workers are appropriately monitored e.g. arrangements are in place to maintain an appropriate level of contact before/during/after the shift</li> <li>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</li> <li>An appropriately stocked and maintained first aid kit and basic instructions are readily available</li> <li>There is a procedure in place for ensuring injuries, incidents, near misses and other safety concerns are reported to line managers</li> </ul>	1	5	5
<b>15 Noise</b> associated with workshop tools and machinery, compressed air and other background noise	<ul style="list-style-type: none"> <li>Impact noise and prolonged exposure to continuous high levels of noise which can cause damage to hearing</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Separate and detailed risk assessment will be undertaken to identify risks and precautions for likely to be exposed</li> <li>Hearing protection is provided for employees exposed to noise above 80dB(A) Employees are trained in how to use, check and maintain properly</li> <li>Employees have received training, information or instruction in relation to the risks and precautions associated with noise</li> <li>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</li> <li>A regular programme of health surveillance is provided for those exposed to noise above 85dB(A) and other vulnerable employees exposed to levels in excess of 80dB(A)</li> </ul>	2	4	8
<b>16 Hand Arm Vibration</b> associated with the use of power and pneumatic tools	<ul style="list-style-type: none"> <li>Exposure to excessive vibration when using pneumatic/impact tools can cause hand arm vibrations syndrome, carpal tunnel etc.</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>Pre-existing HAVs and other associated conditions identified by pre-employment screening</li> <li>A separate and detailed risk assessment has been undertaken to identify risks and precautions to those likely to be exposed</li> <li>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</li> </ul>	1	4	4
<b>17 Slips, Trips and Falls</b> associated with trailing cables and air lines, uneven surfaces, changes of level and poor housekeeping	<ul style="list-style-type: none"> <li>Slipping on wet/oily floors, tripping on raised curbs and traffic calming measures can result in fractures or minor injuries</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>A good standard of housekeeping is maintained to keep work areas and walkways clear</li> <li>Suitable absorbent materials are provided to enable employees to contain, clear and dispose of spillage immediately</li> <li>Safety footwear which is oil and slip resistant and has protected steel toe caps is provided and wearing enforced by management</li> <li>Employees are given instruction on how to maintain anti slip properties of safety footwear, i.e. keeping sole of boot/shoe clean of debris. Records of issue are retained</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>17</b> <b>Slips, Trips and Falls (cont'd)</b> associated with trailing cables and air lines, uneven surfaces, changes of level and poor housekeeping	<ul style="list-style-type: none"> <li>Slipping on wet/oily floors, tripping on raised curbs and traffic calming measures can result in fractures or minor injuries</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Gritting and snow clearing procedures in place in adverse weather conditions (snow, ice, rain, wet leaves)</li> </ul>	2	4	8
<b>18</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>Potential for damage to environment from spillage of diesel fuel and oils</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Assessment of potential for environmental damage is carried out as part of site-specific risk assessment (SRA). Engineers aware of emergency procedures for dealing with and reporting of spillage of fuels. Oil absorbent materials, booms or other materials to contain spills is available</li> <li>Waste oils/fuel and hazardous materials are bagged/contained and disposed of at the depot in accordance with local procedures</li> </ul>	2	1	2
<b>19</b> <b>Support vehicles</b>	<ul style="list-style-type: none"> <li>Drivers of support vehicles (and in-house recovery vehicles where applicable) could be put at risk of RTC or other major injury if vehicles unmaintained, defective or ill equipped</li> <li>Drivers of support vehicles (and in-house recovery vehicles where applicable) could be put at risk of RTC or other major injury if vehicles unmaintained, defective or ill equipped</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Support vehicles suitable, fit for intended use and maintained roadworthy</li> <li>ALL vehicles and equipment being carried regularly inspected and maintained by competent personnel and records retained</li> <li>Arrangements have been established for timely reporting and addressing defects</li> <li>Vehicles are clean, tidy and free from unsecured tools and equipment in the cab and rear storage areas</li> <li>Vehicles are equipped with fire extinguisher, first aid kit, torch, tool kit as a minimum</li> <li>Engineers and support vehicle drivers wear seat belts wherever fitted</li> <li>An adequate means of communication has been established and can be maintained between the site, the engineers/support vehicle driver, the driver and passengers as applicable during repair/recovery</li> </ul>	1	4	4
<b>20</b> <b>Extremes of temperature</b> associated with exposure to high temperatures/humidity and increased physical effort	<ul style="list-style-type: none"> <li>Staff may suffer heat stress and fatigue. Similarly, staff could experience discomfort, ill effects and possibly hypothermia due to exposure to cold temperatures or inclement weather</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Exposure to extreme warm temperatures is reduced by controlling work pattern and the work rate</li> <li>Cold drinks or drinking water is readily available in hot weather and hot drinks can be obtained in cold weather</li> <li>In extremes of weather the operator is permitted to take short rest breaks</li> <li>Employees have received training, information or instruction in relation to the risks and precautions associated with thermal stress and dehydration and the need to take regular fluids</li> <li>Warm clothing, waterproof and high visibility outer clothing with full sleeve jackets and trousers is provided and worn in cold or inclement weather</li> </ul>	1	4	4
<b>21</b> <b>Contractor Management</b> associated with 3rd Party Recovery	<ul style="list-style-type: none"> <li>Engineers and others attending breakdowns could suffer injury as a result of 3rd party activity of contractors if not competent or managed properly</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> </ul>	2	4	8

Ref No.	Description of Hazard	Risk Ranking <i>(before controls)</i>			Control Measures	Risk Ranking <i>(after controls)</i>		
		L	S	R		L	S	R
21 <b>Contractor Management (cont'd)</b> associated with 3rd Party Recovery	<ul style="list-style-type: none"> <li>Engineers and others attending breakdowns could suffer injury as a result of 3rd party activity of contractors if not competent or managed properly</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Contractors and other service providers have assessed risks from their activities. A copy of any assessments is 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> </ul>	2	4	8

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:** Martin Haldane/Craig McCafferty **Positions:** Depot Engineer/General Manager **Date:** 18/12/25

**Signatures:** \_\_\_\_\_

**Approved by:**

**Name:** Stuart Rollo **Position:** Health, Safety and Procurement Manager **Date:** 18/12/25

**Signature:** Stuart Rollo

**Review period:** 1 year

**Next review date:** Dec 2026