Risk Assessment

Activity	Bus Washing and Refuelling
Location	Central Lothian Buses
Persons at Risk	Shunters, Engineering staff, Contracted staff
Name of Assessors	Craig McCafferty/Martin Haldane
Date	18/12/25

		Risk Ranking (before controls)				Risk Ranking (after controls)		
Ref No.	Description of Hazard	L	S	R	Control Measures	L	S	R
1 Exposure to hazardous substances	• Contact with fuels, oils, fuel additives, AdBlue, detergents etc. used in bus wash may cause skin reaction or burns, inhalation can cause respiratory or breathing problems	4	3	12	• Detailed COSHH Assessments have been carried out, documented and outcome communicated. Where no assessment has been undertaken adhere to Manufacturers Data Handling Sheet • Inventory of hazardous substances used and stored on site retained with Manufacturers Data Handling Sheets • Activity restricted to designated areas only with access to either running water or appropriate eyewash station • Containers clearly labelled, handled carefully and contact with fuels and chemicals kept to a minimum. Contained systems and dilution via pre-mixing unit where possible • Employees receive information, training and instruction in correct work methods and controls, use and maintenance of PPE • Where skin contact likely, blue disposable nitrile gloves are issued and wearing of PPE enforced by local management • A high standard of personal hygiene and cleanliness is maintained • Emergency procedures in place and employees have received relevant instruction and information • Suitable absorbent materials are provided to enable employees to contain, clear and dispose of any spillages immediately	2	3	6
	• Staff may suffer respiratory discomfort and ill-health if exposed to diesel engine exhaust emissions (DEEEs)	4	4	16	• Activities restricted to well ventilated designated area or a suitable LEV system is available • Garage doors opened prior to run in/out and left open for as long as is reasonably practicable • Engines are switched off and idling avoided	2	3	6
	• 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	4	4	16	• A separate assessment of risks arising from legionella has been carried out and documented by a specialist, LCA accredited contractor • The requirements of the assessment i.e. any recommended water treatment, temperature monitoring and testing has been fully addressed/ implemented • Cold water systems are maintained at below 20°C and hot water systems at 50°C or above • Responsibility for temperature monitoring has been allocated to a competent person and a programme of monitoring implemented	1	4	4

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
1 Exposure to hazardous substances (cont'd)	• 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	4	4	16	• 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 systems • Stagnant lines/standing water avoided, water is circulated through systems and pipework and the bus wash reclaim units emptied regularly • Showerheads are flushed at least weekly. Descaled quarterly	1	4	4
2 Moving parts of Machinery	• Brush rollers and other moving parts of the bus wash may cause serious injury if personnel are struck or become trapped • Potential for electrocution or fire if electrical faults develop	4	5	20	• Access to non-authorised personnel is strictly prohibited • Vehicles and pedestrian routes are segregated wherever possible and personnel are not permitted to walk through the bus wash • Bus wash is isolated when not in use • There are arrangements in place to ensure regular inspection and maintenance and records of faults and remedial action is retained on site • Personnel receive adequate training in the correct operation and maintenance of the bus wash • All electrical equipment and installations are tested regularly and a visual inspection is carried put before each use to test safety features and functionality before each use	1	5	5
3 Vehicle Movements associated with vehicles running in/ out, refuelling, entering bus wash and parking up	• Fatality or major injury if struck by vehicles running in/out, refuelling, entering/ exiting bus wash or manoeuvring/reversing to park up	4	5	20	• A detailed assessment of the risk from workplace transport carried out, documented and communicated to employees and contractors • Workplace Transport Risk Assessment identifies traffic routes, risks and controls and these are fully implemented • One way system is in operation through the bus wash and refuelling area and its use is enforced • Only trained, competent and authorised persons allowed to drive PCV's, FLT's etc. • Introduction of a bi-annual certificate of competence programme for non-PCV driving workers. Initial review for new starters conducted as part of probationary report at month 3 and 6 from start date. • Personnel are not permitted to walk between vehicles in a rolling bus wash or refuelling line • Adherence to speed limits and site rules observed and enforced by management. Sanctions are applied to offenders and incidents /actions recorded and retained • Employees instructed/informed on general and specific risks associated with Traffic Movement and control measures for the site e.g. via programme of toolbox talks and records are retained • All persons entering areas where traffic movement is likely are required to wear Hi Vis vest conforming to EN471 Class 2 (intermediate visibility) • 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 banksman must be maintained AT ALL TIMES • Staff operating as a banksman shall wear as a minimum a Hi-Viz vest conforming to EN471 Class 2 (intermediate visibility) • Well-lit crossing points are provided where pedestrians are regularly required to cross busy traffic routes and these are clearly marked • Additional lighting is provided in fuelling and inspection areas and at crossing points	1	5	5

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
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3 Vehicle Movements associated with vehicles running in/ out, refuelling, entering bus wash and parking up	• Fatality or major injury if struck by vehicles running in/out, refuelling, entering/ exiting bus wash or manoeuvring/reversing to park up	4	5	20	• At times of increased vehicle movement e.g. during run in and run out there is an adequate level of supervision provided and maintained • Speed limits clearly indicated and do not exceed 10mph • Injuries, incidents and significant near misses involving plant and vehicles are reported, recorded and investigated and any lessons shared • Reference must be made to LB/SRA/EV1 relating to BEV vehicles and SSOW 84 Fueller Cleaner Duties (17/12/2024)	1	5	5
4 Slips, Trips and Falls associated with working in wet environments or where there is oil and fuel spillage	• Slipping on wet/oily floors, tripping on raised curbs and traffic calming measures can result in fractures cuts and abrasion injuries	4	4	16	• A good standard of housekeeping is maintained to keep vehicle routes and walkways clear • Flooring at refuelling bays and bus washes is fit for purpose. Where necessary anti-slip coatings are used in potentially wet/slippery areas • Additional lighting is provided inspection points and refuelling bays • Delivery hoses are stored safely when not in use • Liquids are stored in appropriate sealed containers and containers regularly checked for signs of leakage • Wet/oily floors and other spillages are communicated by use of signage and /or word of mouth • Suitable absorbent materials are provided to enable employees to contain, clear and dispose of spillage immediately • Safety footwear which is oil and slip resistant and has protected steel toe cap is provided and wearing enforced by management. Records of issue are retained • The area around the fuel bay is periodically deep cleaned to remove oily debris and residues and prevent build up • Slipping on wet/oily floors, tripping on raised curbs and traffic calming measures can result in fractures cuts and abrasion injuries • A programme for gritting pedestrian walkways in snowy / icy conditions is in place and details of where and when gritting has taken place is recorded	2	4	8
5 Noise associated with the workshop tools and machinery, compressed air and background noise	• Prolonged exposure to continuous high levels of noise from compressors, radios and over revving of vehicles can cause damage to hearing	3	4	12	• Noisy areas and tasks have been identified and areas where noise exceeds 85dBA demarcated as hearing protection zones • Hearing protection is provided for employees exposed to noise above 80dB(A) Employees are trained in how to use, check and maintain properly • 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 • Hearing protection is selected to ensure noise is attenuated to between 70 and 85dB(A) at the ear to prevent under/over protection • Employees have received training, information or instruction in relation to the risks and precautions associated with noise	1	4	4
6 Fire / explosion	• Inadequate fire precautions, detection and warning systems and inability to control spillage may result in fatal and serious injury/ smoke inhalation from fires	4	5	20	• A No Smoking policy is in place and is enforced by local management • 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 • All control measures identified in the detailed Fire Risk Assessment have fully implemented • Competent persons have been appointed to assist with evacuations	1	5	5

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6 Fire / explosion *(cont'd)*	• Inadequate fire precautions, detection and warning systems and inability to control spillage may result in fatal and serious injury/ smoke inhalation from fires	4	5	20	• A suitable fire alarm is installed and tested weekly from alternate call points. Records are retained on site • Emergency lighting is installed on fire escape routes, exits and area of the building that would be dangerous if the normal lighting failed • Means of escape and routes are kept clear from obstruction. Routes and availability of exits are checked weekly • All fire safety related equipment and appliances are regularly inspected and maintained in working order • Good housekeeping is encouraged, prevention of accumulation of combustion sources. Waste is removed regularly to avoid build-up of combustible materials • Staff have received adequate training or instruction in fire safety awareness and evacuation procedures • Hot work being undertaken outside designated areas is strictly controlled by work authorisation or permit to work as appropriate to the risk • Procedures for dealing with emergencies during fuel delivery, e.g. injuries, catastrophic failure to containers and major spillages, have been developed and communicated to relevant employees	1	5	5
7 Pollution associated with inappropriate discharge of liquid effluent wastes and spillage of fuels	• Potential for environmental damage/pollution to land and watercourses as a result of liquid discharges and spillage	4	1	4	• Site drainage plans are available on-site showing discharge points • Bus washes are installed on designated, hard standing areas with adequate drainage which includes an approved interceptor device • A Consent to Discharge has been obtained and conditions of the Consent are adhered to and this is monitored regularly • Any associated chemicals are stored in closed containers in a secured location with ready access to MSDS and spill kit • Suitable spill kits containing absorbent materials are provided to enable employees to contain, clear and dispose of spillage immediately. Employees have been trained in the use of the spill kit	2	1	2
8 Extremes of temperature associated with exposure to high temperatures/ humidity and increased physical effort	• Staff may suffer heat stress and fatigue as a result of exposure to high temperatures/ humidity and increased physical effort. Similarly, staff could experience discomfort, ill effects and possibly hypothermia due to exposure to cold temperatures or inclement weather	3	4	12	• Exposure to extreme warm temperatures is reduced by controlling work pattern and the work rate • Cold drinks or drinking water is readily available in hot weather and hot drinks can be obtained in cold weather • In extremes of weather the operator is permitted to take short rest breaks • 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 • Warm clothing, waterproof and high visibility outer clothing with full sleeve jackets and trousers is provided and worn in cold or inclement weather	2	3	6
9 Emergencies - Injuries and Incidents	• lack of preparedness or failure to react to emergencies or give first aid quickly could potentially be fatal	4	5	20	• A separate assessment of the requirement for first aiders and first aid facilities has been undertaken • First Aiders have been appointed in the ratio of 1 per 50 employees and have received adequate training • An appropriately stocked and maintained first aid kit and basic instructions are readily available	1	5	5

		Risk Ranking *(before controls)*				Risk Ranking *(after controls)*		
Ref No.	**Description of Hazard**	**L**	**S**	**R**	**Control Measures**	**L**	**S**	**R**
9 Emergencies *(cont'd)* - Injuries and Incidents	• lack of preparedness or failure to react to emergencies or give first aid quickly could potentially be fatal	4	5	20	• 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	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)

Reference must be made to LB/SRA/EV1 relating to BEV vehicles and SSOW 84 Fueller Cleaner Duties (17/12/2024)

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:** 19/12/25

Signature: Stuart Rollo

Review period: 1 year **Next review date:** Dec 2026