GRAYLINE
Engineering – The smart way to keep on the road

Station Approach
Bicester
Oxon
OX26 6HU

Safe Operating Procedure and Risk Assessment

Operation: Routine On Site Vehicle Repairs and Maintenance

Resource

1					Labour	
	Trained Vehicle Repair Technican					
					First Aider + First Aid Kit	

2			Principal Plant & Tools provided by Technican		
	Van		Trolley Jacks		Temporary Lighting
	Steps		Bottle Jacks		Power Leads (RCD Protected or 110v)
	Ladders		Axle Stands		Battery Drill (RCD Protected or 110v)
	Handtools		Electric Welder (RCD Protected)		Angle Grinder (RCD Protectedor 110v)
	Skip/Rubbish disposal		Waste oil containers		Transformer

3					Materials
	Engine/Gearbox Oils		Hydraulic Oils		Cleaning Materials
	Coolant		Cleaning Fluids		
	Spare parts as required				

4					Personal Protective Equipment
	Safety Helmet		Ear Defenders		Cartridge Masks
	Safety Boots		Dust Masks		Gloves
	Overalls		Goggles		High Visibility Clothing
					Cold/Wet Weather Clothing

5								Hazards	
1	Slipping/Tripping			9	Dust/Insulation fibres			17	Vibration	
2	Heavy/Difficult Lifting			10	Fumes			18	Extreme Temp/Weather	
3	Working at height/falls			11	Fire			19	Leptospirosis	
4	Falling materials			12	Machinery/Work Equipment			20	Pedestrians	
5	Collapse of structure			13	Cuts/blades, glass, sharpe edges			21	Other	
6	Hazardous substances/chemicals			14	Moving Plant/Vehicles					
7	Difficult access			15	Noise					
8	HV/240v Electricity			16	Poor Lighting					

6								COSHH Risk Assessments for Hazardous Materials	
1	Oils			5	Coolant/Antifreeze			9		
2	Petrol			6				10		
3	Diesel			7				11		
4	Cleaning Fluids			8				12		

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Method Statement

Introduction

Grayline carries out mobile vehicle repairs on the roadside and within our own commercial repair workshop on behalf of ourselves and other business customers. The business has been operating safely and successfully since 1981 and is committed to providing a high quality service to all customers. Our vehicle technicians are highly experienced and competent in undertaking all of the services offered by us. All relevant training has been carried out on recognised courses by qualified instructors.

Description of Operation

On allocation of work all vehicle technicians sign on, evaluate the work that is required, checks for potential hazards - where any safety risks are seen to be unacceptable he/they will take steps to reduce the risk where possible by the use of additional plant or specialised equipment. As soon as the scope and safe method of repair work has been determined he/they will carry the work out.
The scope of routine work covered by this Safe Operating Procedure covers:

- Minor repairs to vehicles and trailers including curtain sided vehicles.
- Routine servicing – oil/fluid changes, greasing, filter replacement.
- Brakes – servicing, repair and adjustment.
- Lights – servicing, bulb replacement, repairs and adjustment.
- Air lines – servicing, component replacement, repairs and adjustments.
- Wheels and tyres – wheel nut torque settings, tyre side wall damage, tread depth and general condition.
- Bodywork repairs including minor electrical welding work

This procedure does not cover, work on roadside repair or maintenance nor the recovery of vehicles by towing.

On completion of repair he/they will safely check the work and the vehicle, brake roller test (if brake repairs are undertaken), road test as required and clear away tools and any debris arising from the work which has been undertaken. He/they then sign off on the completion of the work.

Control Measures

This work will be carried out by a fully trained, competent vehicle technician, equipped with the appropriate PPE (appropriate gloves, dust masks, workwear and safety boots) using proper plant, tools and equipment on a safe level surface. Where any vehicle has to be jacked up for working on, this will be undertaken using sufficient bottle/trolley jacks and axle stands or other incompressible supports. Tipping vehicle bodies/trailers will be securely propped in the upper position and no work will be undertaken where hydraulic rams are the only means of support. COSHH Assessments will be available for all hazardous materials and fluids.
This procedure does not cover, work on roadside repair or maintenance nor the recovery of vehicles by towing.

Observations / Special Precautions

- Emergency access/egress to/from the wider working area is not to be blocked – take care with traffic and pedestrians, particularly when reversing. Make sure that vehicles cannot be started from outside when left in gear and with the brakes off.
- Manaul handling of heavy items – access the load and make sure that appropriate gloves are worn and that lifting is carried out safely. Seek assistance if required.
- Take care when working at height & risk of falling – make sure that appropriate edge protection is properly in place.
- Fuel tanks and lines are to be emptied and purged prior to commencement of work on them – Fire Extinguisher to be on hand.
- When grinding/cutting metal with an angle grinder ensure that work is carried out carefully, that PPE is worn and that a water supply is adequate to suppress fire and, if necessary, dissipate heat.
- Use PPE – overalls, boots, gloves and other equipment at all times as required.
- Keep the site area tidy and free of oil/water – this reduces the risk of trips and slips.
- Wash hands and carefully dispose of disposable PPE.
- Re-cycle waste materials where possible.
- Advise client in writing where further safety critical work is required.

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(see related Method Statement)

Risk Assessment

PROBABILITY - P	
Inevitable	10
Almost certain	9
Very likely	8
Probable	7
More than even chance	6
Even chance	5
Less than even chance	4
Improbable	3
Very improbable	2
Almost impossible	1

SEVERITY - S	
Death	10
Permanent total incapacity	9
Permanent severe incapacity	8
Permanent slight incapacity	7
Absent from work for more than three weeks with subsequent recurring incapacity	6
Absent from work for more than three weeks with subsequent complete recovery	5
Absent from work for more than three days but less than three weeks with subsequent full recovery	4
Absent from work for less than three days with subsequent full recovery	3
Minor injury with no lost time and complete recovery	2
No human injury	1

FREQUENCY - F	
Permanantly present	10
Arises every 30 seconds	9
Arises every minute	8
Arises every 30 minutes	7
Arises every hour	6
Arises every shift	5
Arises once per week	4
Arises once per month	3
Arises once per year	2
Arises once in every 5 years	1

People at Risk: Own Operatives OO Clients C Visitors V Lone Workers LW Public Pu Disabled D Children Ch Others Ot

	Hazards:		People at Risk:						
				Probability	Severity	Frequency	Risk Rating	Class	Comments
1	Slipping/Tripping		OO/C/V/LW/Pu/D/Ch/Ot	4	3	5	60	D	Keep area tidy
2	Heavy/Difficult Lifting		OO/C/V/LW/Pu/D/Ch/Ot	5	4	4	80	D	Assess the load
3	Working at Height/Falls		OO/C/V/LW/Pu/D/Ch/Ot	5	4	3 ~ 5	76	D	Assess the risk
4	Falling Materials		OO/C/V/LW/Pu/D/Ch/Ot	4	4	4	64	D	Keep secure
5	Collapse of Structure		OO/C/V/LW/Pu/D/Ch/Ot	~	~	~	~	~	~
6	Hazardous substances/chemicals		OO/C/V/LW/Pu/D/Ch/Ot	3	5	5	45	E	Use PPE
7	Difficult Access		OO/C/V/LW/Pu/D/Ch/Ot	~	~	~	~	~	~
8	HV/240v Electricity		OO/C/V/LW/Pu/D/Ch/Ot	2	3	3	60	D	Use RCD adaptors
9	Dust/Insulating fibres		OO/C/V/LW/Pu/D/Ch/Ot	~	~	~	~	~	~
10	Fumes		OO/C/V/LW/Pu/D/Ch/Ot	4	5	5	80	D	Keep ventilated
11	Fire		OO/C/V/LW/Pu/D/Ch/Ot	2	3	3	60	D	Assess the risk
12	Machinery/Work Equipment		OO/C/V/LW/Pu/D/Ch/Ot	5	5	5	100	D	Take care
13	Cuts/Blades, glass, sharpe edges		OO/C/V/LW/Pu/D/Ch/Ot	5	5	5	100	D	Wear gloves
14	Moving Plant/Vehicles		OO/C/V/LW/Pu/D/Ch/Ot	5	5	5	125	D	Watch out - Hi Vis vest
15	Noise		OO/C/V/LW/Pu/D/Ch/Ot	4	4	4	64	D	Use PPE
16	Poor Lighting		OO/C/V/LW/Pu/D/Ch/Ot						
17	Vibration		OO/C/V/LW/Pu/D/Ch/Ot						
18	Extreme Temperature/Weather		OO/C/V/LW/Pu/D/Ch/Ot	4	4	4	64	D	Wear proper clothing
19	Leptospirosis		OO/C/V/LW/Pu/D/Ch/Ot						
20	Pedestrians		OO/C/V/LW/Pu/D/Ch/Ot						
21	Other		OO/C/V/LW/Pu/D/Ch/Ot						

Class	Risk Rating	Response required:
A	Over 350	Find alternative method of working to reduce the risk rating. Do not work to this procedure.
B	251 - 350	Find alternative method of working to reduce the risk rating.
C	151 - 250	Consider/implement additional controls to reduce the risk rating.
D	51 - 151	Implement controls. No immediate action necessary, but keep the work process under review.
E	Below 50	No further preventive action necessary, but keep the work process under review.

NB: Options to reduce the Risk Rating

Remove the hazard.
Use a less risky option.
Guard the hazard.
Reduce exposure.
Use Personal Protective Equipment.

Next Assessment due: In 12 months unless methods change significantly before.

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