**RISK ASSESSMENT**

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| **Company :**  Fast Forward Vocational Training/Teamsport Indoor Karting. | **Date of assessment:**  September 2023 | Final |
| **Site / Department:**  All Tracks | **Area / Location:**  Workshop | |
| **Description of work activity being assessed:**  Workshop for repair / servicing of Go Karts/ Students Attending MVM Course | | |

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| **Who exposed:** | | **Type of assessment:** | |
| **Employees** |  | **Initial** |  |
| **Contractors** |  | **Periodic** |  |
| **Visitors / Members of**  **the public** |  | **Operational review** |  |

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| **A****ssessment of risk with no control measures** | **High** |  |  | **Medium** |  |  | **Low** |  |  |
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| **Associated hazards:** | | | | | **Control measures in place** | | | | | |
| 1. Fire e.g. working on petrol vehicles. 2. Electrocution / burns / fire from faulty electrical equipment. 3. Lone working. 4. Engine vehicle left running resulting in toxic exhaust fumes e.g. carbon dioxide. 5. Slips, trips etc resulting in sprains etc. 6. Members of the public etc wandering into the workshop. 7. Vehicle movements resulting in fractures if vehicle hits worker, member of the public etc. 8. Compressed air e.g. explosion of tyres, injection of air into the body. | | | | | **General control measures in place**   1. Mechanic / fitter is competent. 2. Fixed electrics and portable electrical appliances are inspected / tested at periodic intervals. 3. All power sources are de-energised before work commences. 4. Mechanic / fitters workshop is in the main building. 5. Vehicle engines are not left running inside the workshop, if on the occasion they need to be for fault finding the concertina door is opened for ventilation. 6. Lighting / housekeeping / ventilation are adequate. 7. Absorbent granules provided for spills etc. 8. Trailing cables are kept to a minimum. 9. Eye wash facilities are available. 10. Smoking prohibited inside the workshop 11. Fire risk assessment completed. 12. No work undertaken on LPG. 13. No work undertaken on air conditioning systems. 14. No work undertaken on air bags. 15. Toilets / sinks provided. 16. Portable heaters provided. 17. Drinking water and cups provided. 18. Go karts are put onto a hydraulic lift to be raised to a working height, the lift is inspected and maintained at the prescribed intervals as per LOLER. Staff are trained a competent in operating the lift. 19. Air system inspected by outside company at periodic intervals. 20. Students are always supervised by a competent trained mechanic. 21. Air lines fitted with “deadman’s handles” 22. Tyres changed by competent fitter using a specific air pressure gauge. 23. Signage is in place stating members of public etc not allowed in the workshop. 24. COSHH assessments are in place for the chemicals used in workshop 25. Young people (students) will be under strict supervision when using hand tools and servicing repairing go karts. 26. No young person operates any tools or equipment unless they have been trained and are under supervision by a qualified mechanic. | | | | | |
| **Welders and grinders**   1. Fire / explosion (including explosion of fuel tanks). 2. Eye injuries from foreign bodies, i.e. weld slag or arc eye, bursting of wheels, ejection of material into eye etc. 3. Burns to body, face, hands etc. 4. Loose clothing, long hair or jewellery becoming entangled in moving parts of the machinery. 5. Contact with hot work pieces causing burns / scalds etc. 6. Cutting injuries from revolving grinding disc. 7. Bodily injury from falling bottles. 8. Manual handling. 9. Inhalation of harmful fumes. 10. Tripping over hoses. 11. Electrocution. | | | | | **Grinders**   1. Guarding provided. 2. Safety goggles provided and worn. 3. Equipment not left running unattended. 4. No young person (student) permitted to operate this equipment unless they are trained and competent to do so and are under strict supervision by a qualified mechanic.   **Welding Equipment**   1. PPE is provided and worn. 2. Work piece is earthed. 3. Electrode holders, welding leads and return leads are insulated. 4. Cylinders are kept secure and upright on a mobile stand. Bottles are clearly marked with their contents. 5. Hoses are kept clear of sharp edges and hot items. 6. Cylinders are changed away from sources of ignition / in well ventilated areas. 7. When the work is completed the surrounding area is checked for evidence of fire / smouldering materials. 8. Fire extinguishers are located nearby. 9. Trailing cables are kept to a minimum. 10. No work is undertaken on fuel tanks. Damaged fuel tanks are replaced (not repaired). 11. No young person (student) permitted to operate this equipment unless they are trained and competent to do so and are under strict supervision by a qualified mechanic. | | | | | |
| **Bench grinder**   1. Electrocution. 2. Ejection: as a result of wheel bursting; or particles of material being ejected, or wheel being ejected during normal operation. 3. Contact with the wheel resulting in cuts, burns entanglement etc. 4. Trapping of operator’s fingers or the work piece between the wheel and the work rest. 5. Loose clothing, long hair or jewellery becoming entangled in moving parts of the machinery. 6. Contact with hot work pieces causing burns / scalds. | | | | | 1. Equipment checked before use. 2. Guarding provided. 3. Eye protection is provided and worn. 4. Wheels selected are suitable for the jobs in which they will be used. Spare wheels are stored in a separate area. 5. The appropriate signage is in place to inform of the mandatory ppe to be worn whilst operating the equipment. 6. Only trained competent personnel use the grinder. 7. The grinders are bolted in place. 8. The RPM is noted on the equipment. 9. The space between the wheel and the work rest is kept to an absolute minimum. 10. No young person (student) permitted to operate this equipment unless they are trained and competent to do so and are under strict supervision by a qualified mechanic. | | | | | |
| **Pressure Washer**   1. Electric shock. 2. Pressure injection injuries. 3. Eye injuries from water jet and / or debris etc. 4. Exposure to chemicals. 5. Slips and trips. 6. Environmental pollution | | | | | 1. Rubber suit, waders and eye protection provided. 2. The pressure washer is used in a designated wash area. 3. At night the pressure washer is stored inside the building. 4. Water jets are never directed at personnel, electrical equipment or the pressure washer itself. 5. When operating the pressure washer checks are made there are no other persons in the working area. 6. Chemicals are stored in purpose built containers. 7. Wash away / silt trap located outside the workshop. 8. No young person (student) permitted to operate this equipment unless they are trained and competent to do so and are under strict supervision by a qualified mechanic. | | | | | |
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| **PPE Issued:** See PPE assessment | | | | | | | | | | |
| **Assessment of risk with existing control measures** | **High** |  |  | **Medium** | |  |  | **Low** |  |  |

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| **Are additional control measures required:** | **YES** |  |  | **NO** |  |  |

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| **Additional control measures identified:** | **Priority** | **Completed** | **Sign** |
| **Welders and grinders**   1. Assess suitability of replacing 240 volt grinder with 110 volt alternative or air-powered tool. | **A / B** |  |  |

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| **Assessment of risk with additional measures in place** | **High** |  |  | **Medium** |  |  | **Low** |  |  |

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| **Print:**  **Signed:** | **Position:** |
| **Date:** | **Review period:** |

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| **Review Record** | | | | | | |
| **Date** | **By (Print)** | **Sign** | **Actions** | **Priority** | **Date** | **Initial** |
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**Recommended priority timescales for implementing control measures:**

**A – For immediate action B – Short term action within three months**

**C – Medium term action within six months D – Long term action within twelve months**

**SAFETY TALKS**

GENERAL WORKSHOP SAFETY

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| **DO** | **DO NOT** |
| 1. Wear the personal protective equipment (PPE) provided. 2. Clear up waste materials as you create them. Place in the correct bins, skips etc. 3. Visually inspect any plant or equipment before you use it. 4. Take damaged tools and equipment out of use. 5. Isolate and turn off all equipment from the power supply before any cleaning, servicing or maintenance work is undertaken 6. Keep floors (and particularly areas around pits and vehicles) clear of portable hand tools, equipment, cables, airlines etc when not in use. 7. Keep the workplace as tidy as possible. 8. Remove the keys from the vehicle ignition and apply the handbrake if you are working on the vehicle. 9. ONLY start the engine by sitting in the driver’s seat, with the handbrake ON and vehicle in neutral gear. 10. Maintain good levels of personnel hygiene e.g. washing facilities should be used regularly. 11. Dilute any chemicals to the correct strength. 12. Report any adverse skin conditions. 13. Report any accidents, incidents etc. | * + 1. Leave tools, equipment, cables etc lying about the floor.     2. Touch moving parts of machinery etc.     3. Trust hydraulic rams to support tipper bodies etc. Use a suitable prop for support.     4. Direct airlines at your clothing or any part of your, or another persons, face or body.     5. Interfere / remove guards or covers from equipment.     6. Use unguarded equipment or equipment with damaged parts, missing guards or damaged cables, plugs etc.     7. Carry oily or solvent containing cloths in your pockets.     8. Allow overalls to become over dirty or wear them when they become saturated with oils etc.     9. Take risks with your own or others safety.     10. Take drugs (other than those prescribed by a doctor) or alcohol while at work.     11. Work under a vehicle only supported by a jack(s).     12. Stand on insecure objects, equipment, cabinets, chairs etc to reach items.     13. Replace tyres or repair / replace fuel tanks (this work is undertaken by outside contractors).     14. Drain fuel from vehicles or work on fuel tanks.     15. Leave the engines of vehicles running.     16. **CLIMB THE RACKING** |

WELDERS

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| **DO** | **DO NOT** |
| 1. Carry out a visual inspection before use e.g. power supply leads, plugs, all electrical connections for wear / tear, damage etc. Report any defects to your supervisor. 2. Wear the correct personal protective equipment e.g. overalls, welding head shield, gauntlets and safety footwear. 3. Ensure the work piece is earthed and correctly secured before welding. 4. Handle the equipment with care. 5. Unplug and switch of the equipment when it is not in use. 6. Avoid unintentional contact with the work piece. 7. Check the working area is clear of unnecessary combustible items. 8. Check the working area is clear of unnecessary personnel. 9. Remove tyres when working on wheels to avoid explosive vapours. 10. Keep trailing cables to a minimum. 11. Be aware of where the nearest fire extinguisher is located, while using the equipment. 12. When finished, check the surrounding area for evidence of fire e.g. smouldering parts etc. 13. Place any parts in a safe place where there is no danger of any other person touching them. 14. Store gas cylinders in a vertical position and ensure they are correctly secured. 15. Store cylinders away from direct heat. 16. Keep the number of gas cylinders stored to a minimum. 17. Secure unused cylinders to a wall or other substantial structure. 18. Transport cylinders on suitable trolleys to avoid unnecessary manual handling. 19. Change cylinders in well ventilated areas away from sources of ignition. 20. Unplug the welder from the mains power supply before performing maintenance or service. 21. Keep work area clean and tidy. | 1. Operate the equipment unless you are competent to do so. 2. Allow any person, who is inexperienced in the use of this equipment, to use the equipment unless they are under direct supervision. 3. Operate the equipment unless you are wearing the correct PPE. 4. Use cracked or defective helmets or shields. 5. Operate any defective equipment. 6. Attempt repairs. 7. Misuse the equipment. 8. Operate the equipment just wearing cotton shirt or jumper (overalls must be worn etc). 9. Use old oil or solvent drums etc to support any item being welded. 10. Weld or cut containers which have held combustible or flammable materials. 11. Pull or carry the equipment by its power supply lead. 12. Pull power plugs from sockets by the power cable. 13. Touch the plug with wet hands. 14. Use damaged or worn cables, plugs or connections. 15. Use the welder in wet or damp conditions. 16. Use any unapproved torches, other components etc with the welder. 17. Touch any live metal parts of the torch or electrode while the equipment is switched on. 18. Touch the torch or work piece immediately after welding as they will be very hot. 19. Store or leave gas cylinders in a horizontal position. 20. Remove labels from a cylinder or lift a cylinder by the cap guard or valve. 21. Keep your head out of the fumes. 22. Weld containers etc that have held flammable materials. 23. Avoid welding near solvents etc. 24. Avoid unintentional contact with the workpiece. 25. Bend, strain or stand on cables or leads. 26. Use the equipment to repair a petrol or diesel tank. Ashfield Effluent Services Ltd do not repair petrol or diesel tanks. 27. Use the equipment near fuel lines or fuel tanks unless adequate precautions are taken e.g. heat resistant shield. 28. Use the equipment on a wheel while the tyre is still fitted to the wheel. |

ANGLE GRINDERS

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| **DO** | **DO NOT** |
| 1. Carry out visual safety checks at the start of each working day. For example check:    * The grinder safety guard is in place;    * Bare wires are not visible;    * The cable covering is not damaged;    * The plug is in good condition;    * The casing is not damaged;    * There are no taped or other non-standard joints in the cables. 2. Report / repair any defects. 3. Wear eye protection and hearing protection when operating angle grinders. 4. Check the area is clear of flammable materials, substances etc. 5. Direct the cable to the rear away from the grinder. 6. Securely grip the grinder with both hands. 7. Allow the grinder to reach full speed before starting to grind. 8. Ensure the grinder safety guard is in place. 9. Take precautions against of entanglement with moving parts by tying back long hair, removing loose jewellery, etc. 10. Keep hands away from rotating grinding tools. 11. CHECK that all persons are clear of the work area. 12. CHECK that the cable has not been pulled out of the cable grip in plugs. 13. CHECK that equipment is switched off before connecting it to the power supply. 14. Keep the work area clear of trailing electrical cables, tidy and ensure adequate lighting. 15. Maintain the grinder and discs in good condition. 16. Unplug the grinder from the power supply before making any adjustments. 17. When changing the disc;     * Switch of and unplug the grinder before changing the disc;     * Use the correct tools to remove the disc:     * Check the new disc for damage;     * Use the correct disc;     * Use the correct tools to secure the disc. Grinding wheels must be securely attached before use;     * Give the disc a test run before beginning grinding; | 1. Operate the equipment unless you are competent to do so. 2. Allow any person, who is inexperienced in the use of this equipment, to use the equipment unless they are under direct supervision. 3. Operate any defective equipment. 4. Use damaged discs or discs suspected of being damaged. 5. Use a grinder with a damaged cable. 6. Misuse the equipment. 7. Interfere with any safety device. 8. Replace a blown fuse with anything other than a fuse of the correct rating. NEVER bypass a fuse or replace it with a length of wire or any other object. 9. Leave an extension cable fully wound in its drum or on a roll while in use as this may cause overheating. 10. Use excessive lengths of extension cable. 11. Allow cable to lie where it is wet or where it could be damaged e.g. by crushing. 12. Leave grinders, cables etc in walkways. 13. Leave unattended grinders running or connected to the power supply. 14. Use an electrical grinder in a damp or flammable atmosphere unless it has been specifically designed for use in those conditions. 15. Carry a grinder with your finger on the operating trigger, button or control. 16. Carry a grinder by its cable. 17. Tug on a cable to remove a plug from a socket. 18. Touch a revolving grinding disc 19. Use the side or upper surface of disc for cutting. 20. Over tighten any grinding discs. 21. Grind materials obtaining asbestos. 22. Switch the grinder on whilst the disc is in contact with the workpiece. 23. Touch the workpiece immediately after grinding as it will be very hot. 24. Try to cool the grinding disc with water or other lubricants. 25. Lay the grinder down whilst it is running. 26. Cut into blind areas where electricity, gas or water lines may exist. 27. Clamp the grinder in a vice. |

PILLAR DRILL

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| **DO** | **DO NOT** |
| 1. Wear eye protection when operating the drill. 2. Only wear gloves when handling the work-piece. 3. Take precautions against of entanglement with moving parts by wearing tight fitting clothing, tying back long hair, removing loose jewellery, etc. 4. Carry out visual safety checks at the start of each working day and report any damage or defective parts. 5. Keep all guards and holding screws in place, tight and in good working order. 6. CHECK that all persons are clear of the work area. 7. CHECK that equipment is switched off before connecting it to the power supply. 8. Allow fixed speed drills to reach full operating speed before applying them to a surface. 9. Isolate the drill from the power supply before changing accessories, servicing or maintenance. 10. Maintain the drill in good condition. 11. Ensure the drill has been secured to a supporting structure e.g. work bench. 12. Ensure the chuck is securely fastened to the spindle. 13. Remove chuck keys and wrenches from the machine and working area before switching on. 14. Use clamps or a vice to secure the work-piece. 15. Keep drill bits clean and sharp for the best and safest performance. 16. Keep the working area clear of obstructions. 17. Maintain correct balance and footing. | 1. Operate a pillar drill unless you are properly trained and authorised. 2. Attempt repairs unless authorised to do so. 3. Drill materials containing asbestos. 4. Operate the drill if it is damaged, guards are missing / damaged etc. 5. Cover air vents. 6. Secure / hold the work-piece by hand. 7. Wear gloves when drilling. 8. Leave the drill operating while unattended. 9. Reach under or over the machine when it is operating. 10. Wear loose fitting cuffs; loose fitting clothing; jewellery that could become entangled with the machine. 11. Overreach. 12. Touch or attempt to touch a revolving drill bit. 13. Pull power plugs from sockets by the power cable. 14. Exceed the rated capacity of the drill. 15. Use the equipment in wet or damp conditions. 16. Force the drill (it will do the job better and safer at the rate for which it is intended). 17. Drill pieces of material that are too small to be securely held. 18. Drill too fast to overload the drill. |

OXY-ACETYLENE EQUIPMENT

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| **DO** | **DO NOT** |
| 1. Carry out a visual inspection before use e.g. check cylinders / fittings are not contaminated by oil, grease, hoses are free from cuts / burns, flash back arrestors are fitted etc. Report any defects. 2. Wear the correct personal protective equipment e.g. overalls, shaded / tinted eye protection, gauntlets and safety footwear. 3. Handle the equipment with care, regulators can be easily damaged. 4. Transport cylinders on suitable trolleys to avoid unnecessary manual handling. 5. Remove tyres when working on wheels to avoid explosive vapours. 6. Store and use cylinders in the upright position. 7. Store cylinders away from direct heat. 8. Keep the number of gas cylinders stored to a minimum. 9. Secure unused cylinders to a wall or other substantial structure. 10. Check the working area is clear of unnecessary combustible items. 11. Change cylinders in well ventilated areas away from sources of ignition. 12. Keep trailing hoses to a minimum and away from sharp edges. 13. Be aware of where the nearest fire extinguisher is located, while using the equipment. 14. When finished, check the surrounding area for evidence of fire e.g. smouldering parts etc. 15. Place any hot cut parts in a safe place where there is no danger of any other person touching them. 16. Keep all threads and unions clean and free from oil, dirt or grease. 17. Keep hoses away from flames at all times. 18. Turn off the gas supply at the cylinder when the job is finished. Also, hoses should be purged. 19. Take the following precautions when closing equipment and leaving safe:     * turn off the oxygen valve on the torch, then turn off the acetylene valve on the torch;     * close both cylinder valves;     * drain gas from oxygen regulator by opening the oxygen valve on the torch handle. Repeat the step on the acetylene side;     * Release adjusting screws on the regulators. | 1. Operate the equipment unless you are competent to do so. 2. Allow any person, who is inexperienced in the use of oxy-acetyelene equipment, to use the equipment unless they are under direct supervision. 3. Operate any defective equipment. 4. Operate oxy-acetylene equipment unless flash back arrestors are fitted. 5. Misuse the equipment. 6. Operate the equipment just wearing cotton shirt or jumper (overalls must be worn etc must be worn). 7. Store or leave gas cylinders in a horizontal position. 8. Use old oil or solvent drums to support any item being cut or burnt. 9. Leave the equipment on “trickle flame”. 10. Leave the gun alight and unattended. 11. Use the equipment near flammable substances / combustible materials etc. 12. Leave the gas cylinders switched on when not in use. 13. Tamper with factory settings or regulators. 14. Use a gas cylinder that does not have the correct identification label on. 15. Leave the regulators and hoses with gas pressure in. 16. Use oxygen or fuel gas to blow soot or dirt from your clothes. 17. Drop or strike a cylinder. 18. Use cylinders that have been dented. 19. Repair hoses with tape. 20. Apply any oil or grease to any threads. 21. Smoke while changing cylinders. 22. Use the equipment on a wheel while the tyre is still fitted to the wheel. 23. Use the equipment to repair a petrol or diesel tank. Ashfield Effluent Supplies Ltd do not repair petrol or diesel tanks. 24. Use the equipment near fuel lines or fuel tanks unless adequate precautions are taken e.g. heat resistant shield. |

BENCH GRINDER

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| **DO** | **DO NOT** |
| 1. Carry out visual safety checks before use to e.g. check the fixed guards at the side of the wheel and the adjustable front guards are in place. 2. Wear eye protection when using the bench grinders. 3. Take precautions against entanglement with moving parts by wearing tight fitting clothing, tying back long hair, removing loose jewellery, etc. 4. Report any defects. 5. Check that all persons are clear of the work area. 6. Check all work benches and the area around the equipment is free of any obstructions. 7. Ensure the tool rest is properly secured and adjusted. 8. Check the space between the wheel face and the tool rest is kept to a minimum. 9. Check the face of the wheel is evenly dressed. 10. Keep the area clear of trailing electrical cables. 11. Unplug the tool from the power supply before making any adjustments. 12. Keep hands away from revolving wheels while working. 13. When changing the wheel;     * Isolate / switch off the machine when changing the wheel;     * Use the correct tools to remove the old wheel;     * Check the new wheel for damage;     * Use the correct wheel. Check the spindle speed of the machine and the wheel are compatible;     * Use the correct tools to secure the wheel;     * Give the wheel a test run before beginning grinding etc | 1. Operate the equipment unless you are competent to do so. 2. Allow any person, who is inexperienced in the use of this equipment, to use the equipment unless they are under direct supervision. 3. Operate any defective equipment. 4. Attempt repairs unless trained to do so. 5. Operate the bench grinder unless the guards are in place. 6. Exceed the maximum operating speed which is displayed on the equipment. 7. Misuse the equipment. 8. Interfere with any safety device or guards fitted. 9. Touch or attempt to touch a revolving wheel. 10. Leave the equipment running if unattended. 11. Use the side of the wheel for grinding. 12. Use worn or damaged wheels. 13. Grind materials containing asbestos. 14. Use wheels that are not designed for the machine you are using. 15. Touch the work piece after grinding until it has had time to cool. 16. Over tighten wheels |

JACKS AND WOODEN BLOCKS & KART TROLLEY

**WARNING – IT IS VERY DANGEROUS TO WORK UNDER A VEHICLE WHICH IS ONLY SUPPORTED BY A JACK. ENSURE THE VEHICLE IS SUPPORTED BY A WOODEN BLOCK**

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| **DO** | **DO NOT** |
| 1. Carry out a visual inspection on ALL equipment before use. 2. Store the jacks and wooden blocks in a suitable, well lit area. 3. Use the jacks and wooden blocks on level / solid ground. 4. Keep the jacks and wooden blocks clean. 5. Only place the jack under those lifting points that are solid (chassis). 6. Check the lifting point is stable and centred on the jack saddle. 7. Use wooden blocks to support a raised vehicle. 8. Use the jack for lifting only. 9. Lower the jack in a slow and controlled manner and ensure there are no persons etc under the vehicle or in the path of its descent. 10. When using the kart trolley ensure the brakes are on and it is on a solid level plane. 11. When placing a kart onto the trolley ensure that the locating pins are through the correct holes on the chassis. 12. Use a minimum of 3 members of staff to lift a kart onto the kart trolley. | 1. Operate the equipment unless you are competent to do so. 2. Allow any person, who is inexperienced in the use of this equipment, to use the equipment unless they are under direct supervision. 3. Operate any defective equipment. 4. Misuse the equipment. 5. Use a jack to support a load (always use axle stands). 6. Exceed the safe working load marked on the jack.. 7. Work under a vehicle or place your feet / legs / head under the vehicle until wooden blocks have been correctly positioned. 8. Top up the hydraulic system of the jack with brake fluid. 9. Adjust the safety overload valve on the jack. 10. Jack a vehicle if there is a risk of spillage of fuel, battery acid or other dangerous substance or there are unstable loads. 11. Allow the vehicle to move while supported by the jack. 12. Use a jack to move a vehicle. 13. Move the kart whilst it is on the kart trolley. 14. Attempt to lift the kart onto the kart trolley with less than 3 members of staff. |

VEHICLE INSPECTIONS PITS

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| **DO** | **DO NOT** |
| 1. Enter / exit the pit by the steps provided. 2. Wear eye protection to stop mud, rust etc getting into your eyes. 3. Ensure good ventilation by keeping workshop doors open. 4. Limit the use of inspection pits to a shorter time as possible. 5. Wherever possible, avoid using electrical tools in the inspection pit. 6. Check the area around the pit and in the pit is free of any obstructions / tripping hazards. 7. Remove the keys from any vehicle over the inspection pit and ensure the handbrake is applied. 8. Ensure when the inspection pit is not in use appropriate guards, barriers, chains, pit boards or a vehicle etc are in place. 9. Ensure the vehicle pit is kept clean. 10. Take care not to strike your head when working on the underside of a vehicle. Wear the bump cap provided. | 1. Jump or climb into or out of the inspection pit. 2. Place oxy-acetylene bottles, LPG gas heaters in the inspection pit. 3. Enter / stand or allow other people to enter / stand in the inspection pit while a vehicle is being driven / reversed over it. 4. Allow members of the public to enter the inspection pit. |

PRESSURE WASHER

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| **DO** | **DO NOT** |
| 1. Carry out a visual inspection before use. Do check for:    * Signs of damage to the plug;    * Splits or cuts in the cable sheaf, or any slippage of the cable in the cable grip;    * Loose or broken covers over electrical parts;    * Leaks or failures.   Report any defects to the office.   1. Wear the rubber suit, waders and eye protection. 2. Stay alert and watch what you are doing. 3. Know how to stop the pressure washer and bleed pressures quickly. 4. Keep all connections dry and off the ground. 5. Use a clean water source to prevent debris etc being drawn into the machine. 6. Check other persons are away from the working area. 7. Keep good footing and balance at all times. 8. Check the trailing cable / hose is kept to a minimum. 9. Check you have a clear field of vision when operating the pressure washer. 10. Turn the pressure to the “off” position when taking a break. 11. Check all safety devices e.g. circuit breakers, fuses etc are working correctly. 12. Squeeze the trigger to release residual pressure after switching off the machine. 13. Ensure when mixing chemicals you:     * Add the cleaning chemical to the water gradually;     * Prevent contact with the skin and avoid breathing mists / vapours;     * Wear the PPE indicated on the chemical container, this could be gloves and eye protection. 14. Run fresh water through the machine after using any chemicals. | 1. Operate the equipment unless you are competent to do so. 2. Allow any person, who is inexperienced in the use of this equipment, to use the equipment unless they are under direct supervision. 3. Operate any defective equipment. 4. Misuse the equipment. 5. Direct water jets at the machine itself, other electrical equipment, yourself or other people. 6. Lock the trigger in the “on” position. 7. Leave the pressure washer outside the building overnight. 8. Allow visitors to operate the equipment. 9. Leave cables / hoses where they can be run over by vehicles or tripped over by pedestrians etc. 10. Operate the equipment while standing in water. 11. Touch the plug with wet hands. 12. Let electrical connections rest in water. 13. Operate the pressure washer without the water turned on. 14. Use acids or any other flammable materials with the pressure washer. |

HYDRAULIC PRESS

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| **DO** | **DO NOT** |
| 1. Carry out a visual inspection before use e.g. check for cracked welds, bent bed pins, loose or missing bolts, leaking hydraulic fluid, the regulators and gauges are working etc. Report any defects to your Supervisor. 2. Wear eye protection when operating the press. 3. Check that all press bed support pins are fully engaged and the hydraulic ram is fully located into the ram mount before applying a load. 4. Check the work piece is firmly secure and stable before using the press. 5. Take care not to trap hands / fingers / feet by the press or tool, or from falling items. 6. Clean any spills immediately. 7. Use the recommended hydraulic oil. 8. Apply the load to the centre of the ram plunger (offset loads can damage the ram or ram mount and may cause the work piece to eject). 9. Remove all loads from press bed before attempting to adjust support table. 10. Keep fingers and hands out of the press and away from parts that may pinch and shift. 11. Check the work piece for sharp edges. 12. Use good handling techniques when “handling” the work piece. 13. Instruct other employees to keep away from the press when it is in operation. 14. Check the press is clear of debris etc before use. 15. Follow these procedures when operating the press:     * Ensure the workpiece and press tools are secured on the table;     * Position the working table at the required height by inserting the support pins in the holes in the main frame;     * Position the press tools to be used onto the work table and align beneath the ram;     * Operate the pump slowly until the ram is close to or just touching the workpiece. Recheck the alignment;     * When the work is complete release the pressure and the ram head will retract automatically. | 1. Operate the equipment unless you are competent to do so. 2. Allow any person, who is inexperienced in the use of hydraulic presses, to use the machine unless they are under direct supervision. 3. Operate any defective equipment. 4. Attempt repairs. 5. Interfere or remove any guards. 6. Attempt to manually lift the press. 7. Exceed the rated capacity of the press. 8. Allow pressure gauge needle to enter the Red Danger Section marked on the Pressure Gauge. 9. Allow the ram to reach full stroke, this could damage the seal or ram housing. 10. Allow anyone to work directly in front of the machine when it is in use. 11. Tamper with the machine. 12. Attempt to change the safety valve settings. 13. Substitute bolts, pins or any other components (components of the press are specifically designed to withstand the rated capacity). 14. Press a work piece unless supported by the support table 15. Operate the ram without the support table locating pins being fully in place. 16. Use extension tubes on the pump handle. Excessive effort can cause severe damage. 17. Use the electric hydraulic press unless it has been bolted to the floor. 18. Climb onto or stand on the press. 19. Lean against the press while it is in operation. 20. Reach under the ram while the press is in operation. 21. Clean the press with compressed air. |

BATTERY CHARGING

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| **DO** | **DO NOT** |
| 1. Carry out a visual inspection of the battery charger before use. Report any defects to the office. 2. Wear eye protection / acid resistant gloves when working on batteries / checking battery levels. 3. Be careful that any metallic jewellery does not come into contact with battery charger, terminals etc. 4. Charge the battery in well ventilated areas. Smoking / naked flames should be prohibited from the area. 5. Turn off the ignition switch and all other switches, or otherwise isolate the battery from the circuit. 6. Disconnect earth terminal first and reconnect last. 7. Top up the battery to the correct level using distilled or de-mineralised water. 8. Ensure that the charger is switched off or disconnected from its power supply before connecting the charging leads. 9. Connect lead positive to positive and negative to negative. 10. Check the terminals are coated with petroleum jelly and re-coat if necessary. 11. Ensure the charging leads are securely clamped in place to the correct terminals before turning on the charger and the clips and battery are free from grease / dirt. 12. Switch off the charger before disconnecting the charging leads once charging is complete. 13. Flush acid burns immediately with clear water. 14. Charge at the correct rate. | 1. Carry or store batteries above head height. 2. Rest tools or metallic objects on the top of a battery. 3. Remove the clamps while the charger is switched on. 4. Use in wet or damp conditions. 5. Smoke or use naked flames etc near the equipment / charging area. 6. Exceed the recommended rate of charging. 7. Pull or carry the equipment by its power supply lead. 8. Pull power plugs from sockets by the power cable. 9. Recharge non-rechargeable batteries. 10. Charge batteries overnight. 11. Carry more than one battery at a time. |

PORTABLE HAND TOOLS

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| **DO** | **DO NOT** |
| 1. Carry out visual safety checks at the start of each working day. For example when checking electrical equipment, check:    * Bare wires are not visible;    * The cable covering is not damaged;    * The plug is in good condition;    * The casing is not damaged;    * There are no taped or other non-standard joints in the cables. 2. Report any defects. 3. Take precautions against of entanglement with moving parts by tying back long hair, removing loose jewellery, etc. 4. Use the right tool for the job e.g. do not use a wrench as a hammer etc. 5. CHECK that all persons are clear of the work area. 6. CHECK the voltage of any electrical equipment matches the power supply. Where possible only use 110volt, cordless or air tools. 7. CHECK that the cable has not been pulled out of the cable grip in plugs. 8. CHECK that equipment is switched off before connecting it to the power supply. 9. CHECK the equipment is switched off and unplugged from the power supply before carrying out any maintenance, repairs, adjustments etc etc. 10. CHECK that safety guards and covers on the equipment are in place and secure. 11. Keep the area clear of trailing electrical cables. 12. Allow fixed speed tools to reach full operating speed before applying them to a surface. 13. When an automatic cut out operates allow the tools engine to cool before re-starting. 14. CHECK that ventilation ducts, grills or holes on the engine casing are not blocked. 15. Keep hands away from cutting edges while working. 16. Protect the sharp edges of tools. 17. CHECK the heads of hammers etc for security of fixings. 18. When hammering always hammer away from your body never towards it. | 1. Operate the equipment unless you are competent to do so. 2. Allow any person, who is inexperienced in the use of this equipment, to use the equipment unless they are under direct supervision. 3. Operate any defective equipment. 4. Misuse the equipment. 5. Interfere with any safety device. 6. Replace a blown fuse with anything other than a fuse of the correct rating. NEVER bypass a fuse or replace it with a length of wire or any other object. 7. Leave an extension cable fully wound in its drum or on a roll while in use as this may cause overheating. 8. Use excessive lengths of extension cable. 9. Allow cable to lie where it is wet or where it could be damaged e.g. by crushing. 10. Leave tools, cables etc in walkways. 11. Leave unattended tools connected to the power supply. 12. Use an electrical tool in a damp or flammable atmosphere unless it has been specifically designed for use in those conditions. 13. Carry a tool with your finger on the operating trigger, button or control. 14. Carry a tool by its cable. 15. Tug on a cable to remove a plug from a socket. 16. Use a tool for an operation it is not designed for e.g. use screwdrivers as chisels or levers. 17. Tape or wire up split or damaged wooden tool handles, REPLACE the tool or it’s handle. 18. Use blunt, worn or damaged bits / accessories. 19. Change bulbs in inspection lamps unless the lamp |

COMPRESSED AIR

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| **DO** | **DO NOT** |
| 1. Carry out a visual inspection before use e.g. examine all connections to make sure that they are tight and will not come loose under pressure. Report any defects. 2. Turn the air off at the control valve. 3. Turn off the valves on both the tool and the air line when finished. 4. Keep air hoses out of walkways etc where they can be damaged by traffic or be a tripping hazard. 5. Keep trailing cables to a minimum and when finished put the air hose away. 6. Check the compressor oil regularly. 7. Drain the compressor. 8. Use correct air couplings. 9. Secure couplings with suitable fixings / clips. | 1. Use compressed air for cleaning clothing or skin, cleaning up dust or general debris. 2. Kink the hose to stop the air flow. 3. Use damaged equipment. 4. Jam open the tyre inflator pressure gauge. 5. Point compressed air lines at anyone. 6. Dust yourself down anybody else or any equipment, floors etc with compressed air. 7. Repair air lines that are under pressure. 8. Trail air lines along traffic routes. |