

GUIDANCE ONLY – ENSURE THAT LOCAL AUTHORITY RISK ASSESSMENT REQUIREMENTS ARE MET

RA27 Bike storage and maintenance workshop



Risk assessment and plan

Sustrans has produced generic risk assessments for many of the activities that it carries out frequently. The significant hazards, who they might harm and how, and what you need to do to manage them are contained in this plan. Every time that you undertake this activity, you will need to review the existing hazards and controls and add any specific arrangements to manage the hazard and any additional hazards and controls that you might identify. **Your line manager will be able to assist you should you need help completing this form.**

Refer to the Sustrans Risk Assessment Procedure (H&S/PRO/02) and Risk Assessment Standard (H&S/STD/12) for further information on assessing and managing risks.

Description of activity			
Event location		Event date	
Sustrans H&S references	H&S/STD/01: Management of H&S in offices RA01: Offices H&S/STD/07: Lone worker RA21: Lone worker	Event activity reference	

Description of work activities, processes, etc. covered by the assessment:

- The setting up a bike maintenance workshop
- The maintenance of bikes by staff, volunteers and members of the public (attending bike maintenance skills sessions)
- Accessibility of workshop to the public

This risk assessment considers the activities associated with these checks. It does not duplicate the consideration of generic hazards already addressed for events.

Sustrans out of hours emergency telephone number: 08448 480226

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* Refer to “Risk quantification model” on the last page

What are the hazards? Mark N/A or delete as appropriate	Who might be harmed and how?	What are you already doing to lower the risk?	Risk Rating*	Do you need to do anything else to manage this risk? Include any further controls/specific arrangements to manage the risk	Action by whom and when?	Date Action Complete
Slips and trips at the same level	All staff, volunteers and members of the public At risk of: Minor injuries and sprains (but with a potential for broken limbs and concussion)	<input type="checkbox"/> See “Office” risk assessment (Ref: RA01) <input type="checkbox"/> Appoint Workshop Health & Safety Coordinator to ensure that ‘Good Housekeeping’ requirements are followed (this may or may not be the same person as the Office Health & Safety Coordinator, depending on local circumstances). <input type="checkbox"/> Keep the work area clear and clean <input type="checkbox"/> ‘Good Housekeeping’ requirements included in volunteer briefing/induction <input type="checkbox"/> Proper storage to be implemented for bikes, parts and tools <input type="checkbox"/> Consider non-slip floor matting if workshop floor is likely to get wet in bad weather	Low			
Manual handling	All staff, volunteers and members of the public At risk of: Back injuries, general strains and sprains, cuts (i.e. due to sharp edges, etc) and bruises	<input type="checkbox"/> See “Office” risk assessment (Ref: RA01) <input type="checkbox"/> Organise storage and workspace to avoid unnecessary lifting and carrying of bikes <input type="checkbox"/> Workshop H&S Coordinator to ensure that good manual handling practice is followed <input type="checkbox"/> Manual handling advice and training provided as part of volunteer briefing/induction <input type="checkbox"/> Consider shape/position of awkward loads and bikes before moving <input type="checkbox"/> Consider use of work stands for bike maintenance <input type="checkbox"/> Take particular care when handling bikes to avoid trapped fingers in chain/spokes etc <input type="checkbox"/> Do not lift more than you can safely manage – ask for assistance from colleagues wherever required	Low			
Injury while working on bike	Staff, volunteers and members of the public	<input type="checkbox"/> Competence / supervision of maintainer <input type="checkbox"/> Workshop Health & Safety Coordinator to ensure	Low			

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	<p>At risk of:</p> <p>Minor to medium (grazes, cuts, lacerations, trapped fingers, eye injuries, dermatological problems, musculoskeletal strains)</p>	<p>that tools are kept in good condition</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proper storage to be implemented for tools – during skills training sessions, activity leader to keep and provide as required <input type="checkbox"/> The correct tools should be used for the job in hand – during skills training sessions with young people, avoid tools that could be used as knives/blades. Where no other tool appropriate, keep apart so that there is no possibility of them being lost or stolen <input type="checkbox"/> Basic training in use of tools provided / use of tools supervised <input type="checkbox"/> Consider covering chain ring with a cloth when working close to this mechanism <input type="checkbox"/> Provide and use non-latex gloves <input type="checkbox"/> Power tools only to be used by authorised persons and in accordance with the general requirements of H&S/STD/11 (Managing Safety on Site) re: training & competence, PPE, maintenance, vibration, protection of others (noise, ejected material, fire etc) 				
<p>Use of substances hazardous to health</p>	<p>All staff, volunteers and members of the public</p> <p>At risk of:</p> <p>Skin (dermatitis), respiratory and/or eye irritation and possible burns</p>	<ul style="list-style-type: none"> <input type="checkbox"/> See “Office” risk assessment (Ref: RA01) <input type="checkbox"/> Do not use mentholated spirits, white spirit or other spirit solvents - use environmentally friendly alternatives rather than standard chemicals at all times <input type="checkbox"/> Provide and use non-latex gloves <input type="checkbox"/> Barrier and hand cream to be available <input type="checkbox"/> Water wash for eyes (bottled eyewash to be made available where mains water wash is not available) <input type="checkbox"/> Adopt good personal hygiene (i.e. don't put fingers in mouth or rub eyes) <input type="checkbox"/> Wash hands before eating or smoking <input type="checkbox"/> Ensure all substances stored in labelled container 	Marginal			

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		<input type="checkbox"/> Ensure adequate ventilation in workshop if using substances such as spray oils <input type="checkbox"/> Ensure that all substances are used stored and disposed of in accordance with the manufacturer's instructions provided. Flammable / explosive materials to be stored in suitable metal containers				
Personal security due to theft / assault	All staff, volunteers and members of the public At risk of: Minor to medium injuries from general minor assault	<input type="checkbox"/> Local Manager to determine whether volunteers may work without supervision <input type="checkbox"/> Calm down potential aggressors and take all steps to avoid escalating confrontational situations <input type="checkbox"/> Establish lone working arrangements <input type="checkbox"/> Store bikes, tools and equipment in difficult to access locations within the container / building <input type="checkbox"/> Don't leave bikes unguarded / lying around	Low			
Fire safety	All staff, volunteers and members of the public At risk of: Burns and smoke inhalation, possible risk of death	<input type="checkbox"/> See "Office" risk assessment (Ref: RA01) <input type="checkbox"/> No naked flames <input type="checkbox"/> Do not store piles of oil / solvent soiled rags <input type="checkbox"/> Do not use / store flammable solvents close to sources of heat	Marginal			

(Optional) List any supporting documents, photographs, plans etc. attached to this report:

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Plan completed by			
Name		Date	

Plan reviewed by (manager/staff supervisor)			
By implementing this plan, I am satisfied that the Health and Safety risks associated with the event will be reduced to an acceptable level.			
Name		Date	

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Risk quantification model:

Probability (Pr) rating	Severity (Se) rating		
	Minor (1)	Serious (2)	Major (3)
Low, may happen (1)	1	2	3
Medium, could happen (2)	2	4	6
High, will happen (3)	3	6	9

Risk categories:

Acceptable	Marginal	Moderate	Unacceptable
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A. Risk quantification model:

A.1 The 'risk quantification model' provides an estimator that can be used to ensure a consistent approach is used for quantifying risks based on a simple matrix of 'probability of occurrence' and 'severity of outcome'. In effect, risk equals probability multiplied by severity, $Ri = Pr \times Se$.

Probability (Pr) that an event will occur.

Probability (Pr)	Rating	Criteria to consider in relation to the hazard being assessed
Low, may happen	1	Where harm will seldom occur. A hazard is rarely approached and/or is infrequently present in the workplace, e.g. a less than 25% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.
Medium, could happen	2	Where harm will often occur. A hazard is sometimes approached and/or is frequently present in the workplace, e.g. between a 25% and 75% chance that the hazard will be experienced if, for example, the work was being undertaken on for an 8-hour average working day.
High, will happen	3	Where it is certain that harm will occur. A hazard is always approached and/or is permanently present in the workplace, e.g. a greater than 75% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.

Severity (Se) of the outcome if the event is realised.

Severity (Se)	Rating	Criteria to consider in relation to the hazard being assessed
Minor	1	Injuries that are unlikely to be reportable under RIDDOR, e.g. superficial or minor first-aid injuries such as minor cuts, bruises, eye irritation, nuisance skin irritation, transient or non-persistent coughing etc; and small fires with little or no disruption.
Serious	2	Injuries that are likely to be reportable as a >3-day injury under RIDDOR, such as lacerations, burns, strains and sprains, minor fractures to the fingers or toes, non-permanent work-related upper limb disorders, eye irritation, persistent coughing, nausea, breathing distress, dermatitis, chrome and other ulcerations; and minor fires causing transient disruption.
Major	3	Injuries that are likely to be reportable as major injuries under RIDDOR, such as fatalities, amputations, major fractures, multiple injuries, permanent work-related upper limb disorders, poisonings, permanent or semi-permanent blindness, occupational cancers, acute or severely life-shortening diseases, occupational asthma, etc; and fires causing significant disruption and/or major loss to or destruction of property or premises.

A.2 The following explains the typical actions required to manage different risks categories. In simple terms, the higher the risk category, the greater the potential for a serious incident, injury or fire and, consequently, greater controls are required.

(i) An unacceptable (or high) risk, a risk rating of 9.

Such risks in the workplace are unacceptable and work should not commence. If work is in progress, it must be stopped immediately until such actions are taken as to reduce or control the risk to an acceptable level. Temporary controls, except in an emergency situation would not be sufficient to justify work commencing or continuing. Risk reduction plans should be documented and fully implemented before recommencing work.

(ii) A moderate risk, a risk rating of 6.

Such risks are unacceptable and work should not commence. If work is already in progress, it should be suspended until such actions are taken as to reduce or control the risks. This could include the use of temporary control measures until a permanent solution is implemented. Existing controls require careful management and supervision to ensure their effective implementation. A written action plan should be developed to further reduce or control the risks.

(iii) A marginal risk, a risk rating of 3 or 4.

Such workplace risks are tolerable and, generally, work can commence or continue. However, if appropriate, a written action plan should be developed to further reduce or control the risks to a more acceptable level. The existing control measures are generally appropriate to control or manage the risks, but require on-going management supervision, such as by an audit, to ensure their continuous implementation.

(iv) An acceptable (or low) risk, a risk rating of 1 or 2.

Such risks are, generally, seen as being acceptable without any specific workplace controls being required. Any existing controls are appropriate to manage the risks. Management supervision and employee training are required to ensure the existing controls, including the use of personal protective equipment (PPE), are implemented.

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