

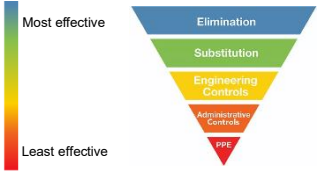
Project:	Depot + Workshop Operations	RA No:	71	Review Date
Operation / Task:	Maintenance Team Activities	Persons at risk:	Lynch Maintenance Team	31/01/2027
Location / Area:	All Depots	Public at risk:	No	
Monitoring Responsibility:	Maintenance Team, Workshop Manager, Workshop Supervisor, Depot Manager, HSQE Team			

KEY

S = Severity Rating

L = Likelihood of Occurrence

RR = Risk Rating



5	5	10	15	20	25	R Unacceptable risk, plan out or add further controls. O Acceptable only if no other method viable & with high level controls in place. Y Acceptable with suitable controls. G Acceptable, no further action required.
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
		1	2	3	4	5

Severity

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Use of ladders, work at height	Falls from height resulting in personal injury, sprains, fractures, death. Falling objects or materials which could result in personal injury to those below.	4	3	12	<ul style="list-style-type: none"> Avoid work at height where possible. Operatives to complete work at height training. 3 points of contact must be maintained at all times. Where towers and podiums are used, the correct category of PASMA must be held. Where MEWPs are used, the correct category of IPAF must be held. Ladders should only be used for short duration activities i.e., maximum 30 minutes in 1 position. No working from the top 3 steps. All ladders must be Class 1 and conform to BS EN131. Pre use checks must be completed and recorded. Ladder locking devices to be engaged at all times. No side on working or loading. No over-reaching in any direction. Ladders must only be used on firm and level ground. DO NOT climb on tables, chairs, cabinets etc. Use ladders and access platforms provided. Ensure tools, materials are tied on where possible. Keep tools in toolbelt/ toolbox when not in use. 	4	2	8	Workshop Manager Workshop Supervisor HSQE Team Depot Manager Maintenance Team

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Most effective
Least effective

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Severity

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Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
General woodworki ng activities	<p>Nips, cuts, personal injuries resulting from tools & equipment.</p> <p>Wood dust exposure.</p> <p>Noise exposure.</p>	4	3	12	<ul style="list-style-type: none"> All machines/ equipment guarded as per the manufacturer's instructions. Guards inspected regularly and maintained as necessary to ensure good condition. Guards must always be used and fitted correctly. Never remove or interfere with guards. Sufficient space around machines/ equipment for staff to operate safely. The use of water suppression and damping down to be used where possible. On-tool LEV extraction systems must be fitted onto tools to remove the dust at source where possible. LEV maintained to keep it in good condition and working effectively. Wood dust cleaned up regularly using a suitable vacuum cleaner (fitted with an appropriate filter). All machines/equipment braked and fitted with necessary safety features i.e., emergency stops Machines/equipment in good order and well maintained. Low-noise tooling used where possible. Hearing protection provided and to be worn where levels exceed 85 dB. Annual health surveillance where required. 	4	2	8	Workshop Manager Workshop Supervisor HSQE Team Depot Manager Maintenance Team

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Severity

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
General painting and decorating activities	Exposure to solvent vapours which could lead to eye, skin irritation. Repetitive tasks leading to sprains, strains. Dust exposure from sanding activities. Use of cutting tools, sharps i.e., cutting wallpaper. Slips, trips and falls due to poor housekeeping. Work at height which could lead to falling persons and/or equipment and materials. Sprains and strains, musculoskeletal disorders resulting from manual handling.	3	3	9	<ul style="list-style-type: none"> Painting and decorating to be carried out in well ventilated areas. Forced ventilation must be used where there is no through draught. Painters should avoid creating paint mist and work upwind of freshly painted surfaces. Ensure adequate breaks are taken, change task where possible. Use extension poles to reduce working at height. Ladders must only be used for short duration activities. Access platforms should be erected when working at height for long periods. See above work at height. RPE to be donned when carrying out sanding activities. Electronic sanders must have LEV fitted. All dust to be dampened down prior to sweeping. Use vacuum suitable for the task where possible. 	3	1	3	Workshop Manager Workshop Supervisor HSQE Team Depot Manager Maintenance Team
General painting and	Exposure to solvent vapours which could lead to eye, skin irritation.	3	3	9	<ul style="list-style-type: none"> Only retractable blade utility knives are permitted. Gloves must be worn at all times when using the utility knife and changing the blade. 	3	1	3	Workshop Manager Workshop Supervisor

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Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
decorating activities	Repetitive tasks leading to sprains, strains. Dust exposure from sanding activities. Use of cutting tools, sharps i.e., cutting wallpaper. Slips, trips and falls due to poor housekeeping. Work at height which could lead to falling persons and/or equipment and materials. Sprains and strains, musculoskeletal disorders resulting from manual handling.				<ul style="list-style-type: none"> Operator must ensure that the blade is correctly fitted as per the manufacturer's user guides and instructions. Utility knives must only be used for the task they are for; no foul play. This will result in disciplinary procedures. Defects must be reported immediately, and utility knife taken out of use. Works area to be kept clean and tidy to prevent S/T/F. A small spill bin should be kept in close proximity All spills are to be cleaned up immediately. Remove and dispose of waste at the earliest opportunity. Ensure waste containers are disposed of correctly (see MSDS) through the correct waste stream. Waste contractors must be licenced and approved. Disposable coveralls must be worn and disposed of at the end of shift or when the task has been completed. Chemical resistant gloves must be worn. If paint makes contact with skin, eyes, mouth etc. clean the area immediately and follow instructions on MSDS. Water based paints to be used where possible. Face masks to be worn. Annual health surveillance where required. All L Lynch personnel have completed manual handling training. Never lift more than capabilities. Use mechanical lifting aids where possible. 				HSQE Team Depot Manager Maintenance Team

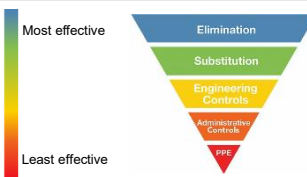
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2. Minor Injury	2. Remote 1 – 10%	4	4	8	12	16	20	
3. Major Injury (RIDDOR)	3. Possible 10 – 50%	3	3	6	9	12	15	
4. Fatality	4. Probable 50 – 90%	2	2	4	6	8	10	
5. Multiple Fatality	5. Almost certain 90%+	1	1	2	3	4	5	
				1	2	3	4	5

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
				12	<ul style="list-style-type: none"> Employ team lifting techniques. COSHH assessments, MSDS briefed and available. Correct storage – COSHH store, locked at all times. Spills cleaned up immediately. Smoking only in designated areas. Refer to COSHH assessment for PPE. 			4	
General building activities	<p>Use of handheld tools and equipment which could lead to hand injuries, nips, cuts etc.</p> <p>Exposure to dust from drilling, cutting, cement mixing etc.</p> <p>Contact with live services when drilling into walls, electric, water.</p> <p>Sprains and strains, musculoskeletal disorders resulting from manual handling.</p>	4	3	12	<ul style="list-style-type: none"> Works area to be segregated at all times. Clear adequate signage in place. Tools and equipment in good condition and used only for its intended purpose. All equipment serviced and maintained in line with manufacturers recommendations. All portable appliances subject to PAT. Transformers are to be used where possible. Any defects found to be reported immediately and tool/equipment quarantined for repair or disposed of and replaced. Pre-use checks to be completed by operative. Guards must always be used and fitted correctly. Never remove or interfere with guards. Sufficient space around machines/ equipment for staff to operate safely. Live wire testing to be completed prior to drilling into walls, floors, ceilings etc. 	4	1	4	Workshop Manager Workshop Supervisor HSQE Team Depot Manager Maintenance Team

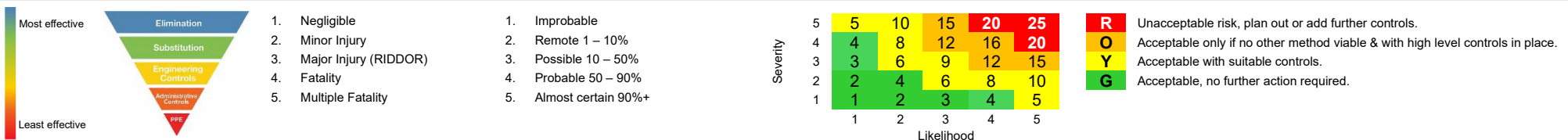
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Most effective

Least effective

Elimination

Substitution

Engineering Controls

Administrative Controls

PPE

1. Negligible

2. Minor Injury

3. Major Injury (RIDDOR)

4. Fatality

5. Multiple Fatality

1. Improbable

2. Remote 1 – 10%

3. Possible 10 – 50%

4. Probable 50 – 90%

5. Almost certain 90%+

Severity

5 5 10 15 20 25

4 4 8 12 16 20

3 3 6 9 12 15

2 2 4 6 8 10

1 1 2 3 4 5

Likelihood

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Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
	Slips, trips and falls due to poor housekeeping. Vibration exposure which could lead to hand arm vibration syndrome.				<ul style="list-style-type: none"> Operative to look for indications that services are present, i.e., visible water pipes, plug sockets, scarring in brickwork. On-tool LEV extraction systems must be fitted onto tools to remove the dust at source where possible. LEV maintained to keep it in good condition and working effectively Dust cleaned up regularly using a suitable vacuum cleaner (fitted with an appropriate filter). If broom is used, dampen prior to sweeping. Dust masks to be worn where there is a likelihood of dust exposure Ensure adequate ventilation at all times. Coveralls to be worn where concrete is used. Eye protection to be worn when drilling, cutting. Hand protection must be worn at all times. No prolonged use of handheld vibrating tools/equipment is expected. Regular breaks to be taken. Rotate tasks where possible. DO NOT exceed EAV. Remove and dispose of waste at the earliest opportunity. 				
General plumbing activities	Poorly maintained heating, ventilation and air conditioning systems which could lead to contracting legionnaires disease.	4	3	12	<ul style="list-style-type: none"> Air conditioning systems are serviced on a 6 monthly basis by an approved external contractor. Air conditioning systems are regularly maintained. Showers are cleaned as part of the cleaner's regime. Tools and equipment in good condition and used only for its intended purpose. 	4	1	4	Workshop Manager Workshop Supervisor HSQE Team Depot Manager

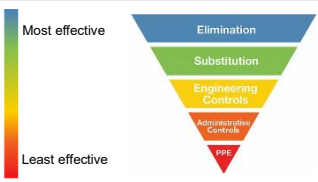
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4. Fatality	4. Probable 50 – 90%	2	2	4	6	8	10	
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Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
	<p>Use of handheld tools and equipment which could lead to hand injuries, nips, cuts etc. Exposure to dust from drilling, cutting, cement mixing etc.</p> <p>Contact with live services when drilling into walls, electric, water.</p> <p>Sprains and strains, musculoskeletal disorders resulting from manual handling.</p> <p>Slips, trips and falls due to poor housekeeping.</p> <p>Working with hazardous substances which could result in fire, burns, ingestion, fumes, chemical splash.</p>				<ul style="list-style-type: none"> All equipment serviced and maintained in line with manufacturers recommendations. All portable appliances subject to PAT. Transformers are to be used where possible. Any defects found to be reported immediately and tool/equipment quarantined for repair or disposed of and replaced. Pre-use checks to be completed by operative. Guards must always be used and fitted correctly. Never remove or interfere with guards. Sufficient space around machines/ equipment for staff to operate safely. Live wire testing to be completed prior to drilling into walls, floors, ceilings etc Operative to look for indications that services are present, i.e., visible water pipes, plug sockets, scarring in brickwork. On-tool LEV extraction systems must be fitted onto tools to remove the dust at source where possible. LEV maintained to keep it in good condition and working effectively Dust cleaned up regularly using a suitable vacuum cleaner (fitted with an appropriate filter). If broom is used, dampen prior to sweeping. Dust masks to be worn where there is a likelihood of dust exposure Ensure adequate ventilation at all times. All L Lynch personnel have completed manual handling training. 				Maintenance Team

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Severity

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
					<ul style="list-style-type: none"> Never lift more than capabilities. Use mechanical lifting aids where possible. Employ team lifting techniques. Ensure good housekeeping practices are maintained at all times. Keep work tools/equipment within works area. Remove and dispose of waste at the earliest opportunity. COSHH assessments, MSDS briefed and available. Correct storage – COSHH store, locked at all times. Spills cleaned up immediately. Smoking only in designated areas. Refer to COSHH assessment for PPE. 				
Working in yard and workshop areas	Moving plant which could result in a collision, personal injury or property damage. Moving vehicles including HGVs which could result in a collision, personal injury or property damage.	4	3	12	<ul style="list-style-type: none"> Access is prohibited to authorised personnel only. Works area must be segregated with physical barriers and adequate signage displayed. Be aware of surrounding plant movements and routes. Ensure personnel in the department & Depot Manager are aware of your works location in the yard/workshop. Hi visibility top and safety boots worn at all times. No works permitted in close proximity to the pit. If this is required report to the Depot Manager for a task specific SSoW to be produced. No works permitted in close proximity to the welding activities. 	4	1	4	Workshop Manager Workshop Supervisor HSQE Team Depot Manager Maintenance Team

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Most effective
Least effective

L = Likelihood of Occurrence

- Negligible
- Minor Injury
- Major Injury (RIDDOR)
- Fatality
- Multiple Fatality

Likelihood

- Improbable
- Remote 1 – 10%
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Severity	5	4	3	2	1
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		S	L	RR		S	L	RR	
	<p>Working in close proximity to the workshop, fitters, mechanics, welders</p> <p>Working in close proximity to the washdown area – spray pressure & mists could lead to eye injuries, cuts, burns.</p> <p>Mechanical equipment – contact injuries resulting in entanglement, drawing-in, abrasions, burns etc.</p>				<ul style="list-style-type: none"> No works permitted in close proximity to the washdown area when it is operational. See RA15 Use of Washdown. No one is permitted to operate workshop equipment unless they have received sufficient training and permissions. Tools and equipment in good condition and used only for its intended purpose. All equipment serviced and maintained in line with manufacturers recommendations. All portable appliances subject to PAT. Transformers are to be used where possible Any defects found to be reported immediately and tool/equipment quarantined for repair or disposed of and replaced. Pre-use checks to be completed by operative. Guards must always be used and fitted correctly. Never remove or interfere with guards. Transformers are to be used where possible. Any defects found to be reported immediately and tool/equipment quarantined for repair or disposed of and replaced. Pre-use checks to be completed by operative. Guards must always be used and fitted correctly. Never remove or interfere with guards. 				

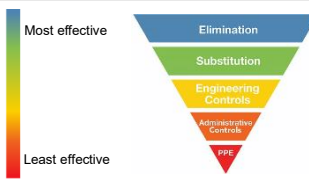
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Likelihood

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		S	L	RR		S	L	RR	
Working in office areas		3	3	9	<ul style="list-style-type: none"> Ensure working area is segregated at all times with physical barriers where possible. Adequate signage to be displayed. All tools and equipment to be kept within works area at all times. Maintain good levels of housekeeping. Ensure area is left clean and tidy. Office staff to be made aware of works being carried out and the location within the office. Never work on live electrical systems. Power must be isolated for example when changing a bulb. Only authorised competent electricians may work on electrical systems. L Lynch will appoint an external contractor for this work. No trailing leads across the office where possible. Keep cables short. Use cable warning covers where possible. Live wire testing to be completed prior to drilling into walls, floors, ceilings etc. Operative to look for indications that services are present, i.e., visible water pipes, plug sockets, scarring in brickwork. See activity above regarding work at height and RA20 Working at height. 	3	1	3	HSQE Team Depot Manager Maintenance Team
Use of tools and equipment		4	3	12	<ul style="list-style-type: none"> Tools and equipment in good condition and used only for its intended purpose. All equipment serviced and maintained in line with manufacturers recommendations. 	4	1	4	Workshop Manager Workshop Supervisor HSQE Team

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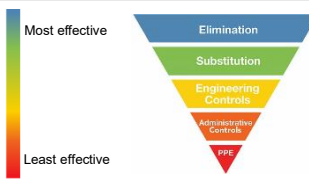
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				20	<ul style="list-style-type: none"> All portable appliances subject to PAT every 3 months and deemed fit for purpose. Transformers are to be used where possible. Any defects found to be reported immediately and tool/equipment quarantined for repair or disposed of and replaced. Pre-use checks to be completed by operative. Guards must always be used and fitted correctly. Never remove or interfere with guards. Cables must be in good condition Batteries must be in good condition. Tools suitable maintained and stored. Maintenance of electrical equipment will only be carried out by trained competent personnel. L Lynch will appoint an external electrician where required. Machines/equipment will be isolated prior to maintenance on them. Sufficient space around machines/ equipment for staff to operate safely. Appropriate PPE donned, hi visibility top, steel toecap laced boots, gloves, glasses. Dust masks worn for activities creating high levels of dust. Only trained and competent personnel are to use tools and equipment. 			10	Depot Manager Maintenance Team

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- Major Injury (RIDDOR)
- Fatality
- Multiple Fatality

L = Likelihood of Occurrence

- Improbable
- Remote 1 – 10%
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Likelihood

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Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
				8	<ul style="list-style-type: none"> The use of vibrating tools will be eliminated where possible. Where this is not possible, exposure will be reduced. Rotation of activities, monitoring and surveillance. The use of handheld vibrating tools will be minimal in this role, and it has been assessed that action values will not be breached. Where exposure of vibration levels may be higher and/or reach action values a task specific risk assessment and SSoW will be produced and briefed. Hearing protection must be worn. 80 db(A) hearing protection is recommended. 85 db(A) hearing protection is mandatory. Hearing protection zones will be demarcated with physical barriers and signage. Where noise levels will affect works in the area, these must be arranged at a later date. i.e., use of power tools in the office carried out when the office is closed. Hot works permit in place where required. 			4	
Loading / unloading pallets & stillages		4	2	8	<ul style="list-style-type: none"> Loading/unloading of pallets and stillages to be carried out by mechanical means. Loading/ offloading must only be carried out by persons holding the correct plant competency i.e., forklift, excavator with forks. Where possible, pallet trucks may be used to manoeuvre pallets inside by the Maintenance Team. Never attempt to move a pallet or stillage by hand. 	4	1	4	HSQE Team Depot Manager Maintenance Team

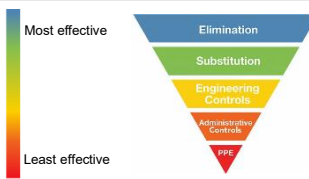
Project:	Depot + Workshop Operations	RA No:	71	Review Date
Operation / Task:	Maintenance Team Activities	Persons at risk:	Lynch Maintenance Team	31/01/2027
Location / Area:	All Depots	Public at risk:	No	
Monitoring Responsibility:	Maintenance Team, Workshop Manager, Workshop Supervisor, Depot Manager, HSQE Team			

KEY

S = Severity Rating

L = Likelihood of Occurrence

RR = Risk Rating



1. Negligible	1. Improbable	5	5	10	15	20	25	R Unacceptable risk, plan out or add further controls. O Acceptable only if no other method viable & with high level controls in place. Y Acceptable with suitable controls. G Acceptable, no further action required.
2. Minor Injury	2. Remote 1 – 10%	4	4	8	12	16	20	
3. Major Injury (RIDDOR)	3. Possible 10 – 50%	3	3	6	9	12	15	
4. Fatality	4. Probable 50 – 90%	2	2	4	6	8	10	
5. Multiple Fatality	5. Almost certain 90%+	1	1	2	3	4	5	

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
				9	<ul style="list-style-type: none"> Ensure pallets/stillages are secured including their load prior to lifting. i.e., use shrink wrap, ties, level loads. Do not exceed SWL of pallets and stillages. See separate risk assessment for lifting operations via mechanical means. RA09 Lifting Operations.			3	
Use of hazardous substances		3	3	9	<ul style="list-style-type: none"> All hazardous substances to be stored in line with manufacturers guidelines. COSHH store available, must be locked at all times. Oil is to be stored in line with Control of Pollution (Oil Storage) Regulations. Drip trays are to be used for refuelling activities. Drums to be stored on bunds provided. Drums to be stored on bunds provided. Re-fuelling must not take place near drains or watercourses. Any spills are to be cleaned up with a spill kit immediately. Spill kits must be suitably located and fully stocked. Smoking is only permitted in designated areas which are located away from the site hazardous substance store. COSHH assessments, MSDS briefed and available. Smoking only in designated areas. Refer to COSHH assessment for PPE. Personnel are not permitted to bring in hazardous substance from home for use at work. 	3	1	3	HSQE Team Depot Manager Maintenance Team

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Severity

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Manual Handling	Musculoskeletal injuries caused by crushing, cuts, over exertion, insufficient strength capability, poor environmental conditions, or poor organisational factors.	3	3	9	<ul style="list-style-type: none"> Avoid manual handling operations so far as is reasonably practicable by designing the task to avoid manually moving the load. Use mechanical aids wherever possible. Adopt 2 man lifting techniques where possible Good housekeeping maintained and a clear route of travel. Ensure that the correct lifting technique is adopted. As a guide, do not lift more than 25kg. All employees are trained in manual handling techniques. Workbenches and machine tables set at a comfortable height. 	3	1	3	HSQE Team Depot Manager Maintenance Team
Lone working	Medical fitness. Existing medical condition may place worker at increased risk when lone working. Lack of Supervision. Training and competency. Has necessary information instruction and training been given to the Lone Worker and is the Lone Worker competent to carry out the work alone. Emergency arrangements. Slips/trips/falls	4	2	8	<ul style="list-style-type: none"> Medical declarations for all L Lynch personnel are completed during the onboarding process. Where a medical condition exists which puts the operative at increased risk lone working, then lone working will not be permitted. A separate risk assessment will be carried out where required. Lone workers must comply with the out of hours log in/out arrangements. Contact must be made hourly with a regular contact i.e., line manager. No high-risk work activities are permitted when lone working. Lone worker to have fully operational mobile phone available at all times. Ensure good housekeeping practices are maintained at all times. First aiders may not be present when lone working. First aid boxes are available at first aid points around the depot. In the event a lone worker feels 	4	1	4	HSQE Team Depot Manager Maintenance Team

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					unwell, they should seek first aid if available, if not contact the emergency services. <ul style="list-style-type: none"> In the event of a fire, raise the alarm and assemble at the must point following the company evacuation procedures. If out of hours, DO NOT re-enter the building, contact the emergency services. 				
Use of pressure washer	Slips, trips and falls due to wet or oily surfaces. Injection injuries to hands and eyes from high pressure jetting equipment Eye/hand injuries from flying debris during high pressure washing Falls from height from vehicles during washing down operations. Electrocution Pollution/contamination of local water courses and/or drains from oils, fuels, lubricants leaking from wash down facility.	3	3	9	<ul style="list-style-type: none"> All operatives using high pressure washing equipment are to receive familiarisation training using the manufacturer's literature and be practically assessed to ensure they are competent. All surfaces to be regularly cleaned and kept free of oils and debris. Wash down area to be cleared of debris and contaminants after wash. down operations are complete. Safety boots to be worn at all times. Protective gloves/ gauntlets/ overalls/ goggles to be worn at all times when using high pressure washing equipment. All high-level washing to be carried out from mobile steps fitted with guard rails. Steps to be moved around as necessary and wheels locked at all times when in use. No over- reaching from steps. Platform of steps to be kept clean and free from oils, fuels, lubricants or debris which could cause slips, trips or falls. All equipment to be PAT tested at 3 monthly intervals. Pre-use inspection to be carried out by operatives every time equipment is used. If any defects are found do not use and report to supervisor. When washing down keep all 	3	1	3	HSQE Team Depot Manager Maintenance Team

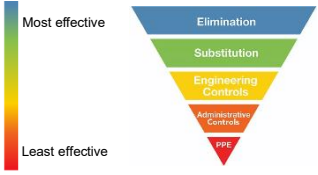
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Severity

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Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
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	Failure of separator/interceptor installation due to blockages/overflow				electrical cables away from water and areas where they could be run over by other vehicles.				

Risk Assessment Prepared By:

Paul Lynch

Signature:



Date:

31/01/2026

Risk Assessment Reviewed By:

Daniela Rizvan

Signature:



Date:

31/01/2026

