

CREW DETAILS

IN AN EMERGENCY CALL:

| | | | |
|-------------------|--|---------------------------|--|
| Team Lead: | | Task Phone Number: | |
| Crew: | | | |

TASK OVERVIEW

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|--|--|----------------------|--|
| Purpose of Task: | | Date of Task: | |
| Task Benefit: Extends equipment life and reliability. Improves safety via inspected, well-tuned machines. Optimizes performance and fuel efficiency on site. Protects the environment through spill controls. Reduces breakdowns and costly downtime. | | | |

HAZARDS

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|------------------------------------|-----------------------------|--|--|------------|--|
| Battery maintenance and charging | Acid burns, fire, explosion | Performing battery work in-house ensures reliable starts for saws, mowers and plant, avoiding hire costs and downtime. | Charge in a ventilated area; keep sources of ignition away. Check terminals for corrosion; isolate before work. Use insulated tools, face/eye protection and acid-resistant gloves; neutralise acid with bicarbonate. Secure batteries upright; follow maker guidance on lithium packs. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Engine exhaust and carbon monoxide | Poisoning, asphyxiation | Short, controlled indoor run-ups enable diagnostics regardless of weather, so essential kit returns to service faster. | Avoid indoor testing; if unavoidable, duct exhaust outdoors and monitor CO. Open doors and use fans to create flow-through ventilation. Limit run time; never idle in enclosed vans. Brief on CO symptoms; stop work and evacuate if monitors alarm or symptoms present. (ALL) | Operatives | Before Measure: High After Measure: Med |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|---------------------------------------|---------------------------------------|--|--|-------------------------|--|
| Fuel handling and storage | Fire, explosion, chemical exposure | Accepting controlled fuel storage lets crews operate away from petrol stations, maintain productivity on dispersed sites, and keep time-critical work on schedule. | Store petrol/diesel in approved, labelled containers within a ventilated, bunded cabinet; segregate from oxidisers and ignition. Keep quantities to task need. Inspect cans and hoses for damage. Provide spill kits, extinguishers, no-smoking signage, and update the chemical inventory. (ALL) | Operatives, public | Before Measure: High After Measure: Med |
| Fuel spills and environmental release | Ground contamination, water pollution | Handling fuel onsite enables continuous operations in remote or client gardens without service depots, while controls keep impacts tolerable. | Refuel over drip trays away from drains; deploy drain covers before starting. Carry granules/absorbent pads and double-bag contaminated waste for licensed disposal. Report and record any release. Wash down only after cleanup; prevent run-off to watercourses and reinstate barriers. (ALL) | Operatives, environment | Before Measure: High After Measure: Med |
| Hydraulic pressure release | Injection injury, fluid burns | Maintaining hydraulics on site keeps loaders and attachments available for landscaping sequences that depend on tight timings. | Lower implements to ground, chock and support; apply pressure dump controls. Use rated hose caps and a card-edge test for pinhole leaks—never hands. Replace damaged hoses with like-for-like; torque to spec. Wear face shield and gauntlets when cracking joints; keep a spill tray in place. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Manual handling of heavy parts | Back strain, musculoskeletal injury | Handling components internally avoids waiting for lifting contractors, keeping small repairs economical and swift. | Assess weight, shape and grasp; split assemblies where possible. Use hoists, dollies or two-person lifts; keep loads close, back neutral, and steps clear. Plan the path and set down points; wear cut-resistant gloves. Warm up before repetitive tasks and rotate duties to reduce fatigue. (ALL) | Operatives | Before Measure: High After Measure: Med |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|-------------------------------------|-----------------------------|---|---|------------------------|--|
| Refuelling hot engines | Burns, fire ignition | Managed hot-engine refuelling (after cool-down) keeps critical kit in service the same shift, avoiding tow-offs and lost work windows. | Shut down equipment and allow cool-down; prohibit refuelling on or near hot surfaces. Refuel outdoors on level ground with a funnel or auto-stop nozzle; keep absorbent pads under the point. Cap containers immediately. Reinstate guards before restart and conduct a quick leak and vapour check. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Rotating parts during test runs | Entanglement, impact injury | Running controlled test cycles proves faults are fixed before redeployment, preventing breakdowns mid-job and client disruption. | Agree a test area and set exclusion zones; secure loose clothing and tie hair. Use remote start where available; keep hands and tools outside guards. Stand clear of belts, PTOs and fans; confirm guards refitted before running. Stop and isolate before any adjustments between runs. (ALL) | Operatives, bystanders | Before Measure: High After Measure: Med |
| Static discharge during refuelling | Ignition, fire, burns | Allowing on-site transfers speeds turnarounds between tasks and sites, which is essential for mobile teams with multiple small engines. | Use anti-static cans and bond container to the machine; avoid decanting between plastics in dry, windy conditions. Keep the nozzle in contact with the filler neck. Do not refuel inside vehicles or on trailers. Wear natural-fibre clothing; avoid synthetic layers that build charge. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Stored energy in blades and springs | Cuts, amputation, crush | Servicing blades and mechanisms restores cut quality and efficiency, reducing repeat passes and fuel use across large areas. | Block moving parts; fit guards and chocks before work. Release spring tension with approved tools and follow manufacturer sequences. Rotate flywheels to safe positions; remove spark plugs on small engines. Keep hands clear of cutting edges; use blade clamps and sheaths for handling. (ALL) | Operatives | Before Measure: High After Measure: Med |

Machinery Maintenance & Refuelling

Risk Assessment

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|---------------------------------------|-------------------------------|---|--|-----------------------------|--|
| Welding or hot work near fuel | Fire, explosion, burns | Doing limited hot work onsite avoids machine transport and third-party delays, keeping programmes and budgets on track. | Issue a hot-work permit; move fuel and combustibles 10 m or shield with FR covers. Test atmosphere; provide a fire watch with suitable extinguishers. Ventilate; control sparks and slag. Earth clamps close to the work; check for hidden tanks or residues that could off-gas. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Working at height on machinery | Falls, fractures | Accessing high points enables full inspections and accurate adjustments that improve performance and reduce later call-backs. | Use a podium step or mobile platform; avoid standing on tyres or buckets. Maintain three points of contact; fit guardrails on platforms. Keep surfaces dry; use tool lanyards. Exclude people below; never overreach. Descend to reposition rather than stretching; inspect access gear before use. (ALL) | Operatives | Before Measure: High After Measure: Med |
| Yard traffic and plant interface | Collision, struck-by injuries | Keeping maintenance within the yard minimises transport time and enables rapid redeployments as job priorities change. | Set a separated maintenance bay with barriers; use hi-vis and site speed limits. Appoint a banksman for movements; extinguish engines before approaching. Mark pedestrian routes; apply reversing alarms and beacons. Schedule fuelling away from peak movements; communicate on radios. (ALL) | Operatives, drivers, public | Before Measure: High After Measure: Med |
| Competence, supervision and briefings | Errors, unsafe practices | Concentrating skilled maintenance in the team raises repair quality and fleet uptime, supporting dependable service delivery. | Authorise maintainers/refuelers by role; verify competence on the specific model. Deliver a pre-task brief covering hazards, isolation points, torque specs and test procedures. Supervise new staff; use checklists, sign-off sheets and stop-work authority to catch errors before release. (ALL) | Operatives | Before Measure: High After Measure: Low |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|-------------------------------------|-----------------------------|--|---|--------------------------|--|
| Compressed air misuse | Eye injury, lacerations | Using compressed air speeds cleaning and tool operation, turning round machines quickly between tasks. | Limit pressure at the gun; never use for cleaning skin or clothing. Wear eye protection and guard against flying debris. Use safety nozzles with relief ports; check hoses for damage and whip-checks at couplings. Depressurise before disconnecting; secure cylinders upright and cap when stored. (ALL) | Operatives | Before Measure: Med After Measure: Low |
| Electrical isolation and lockout | Electric shock, arc flash | Accepting the brief disruption of LOTO enables deeper, higher-quality maintenance that extends machine life and reduces future failures. | Apply lockout/tagout to battery, spark, mains, and auxiliary feeds; verify zero energy by test-for-dead. Bleed capacitors and isolate chargers. Keep keys in a lockbox; attach personal locks and tags. Record isolation points on a permit and perform a controlled re-energisation check. (ALL) | Operatives | Before Measure: High After Measure: Low |
| Security and unauthorised access | Theft, vandalism, fuel loss | Protecting fuel, keys and machines preserves operational continuity and avoids sudden capacity gaps that jeopardise contracts. | Control keys and fuel cards; lock stores and isolators. Park machines disabled (e.g., battery disconnected) when unattended. Supervise visitors and contractors; sign in and brief. Remove fuel cans from vehicles overnight; CCTV or lighting where risk warrants; report losses promptly. (ALL) | Operatives, organisation | Before Measure: Med After Measure: Low |
| Slips and trips from oils and tools | Sprains, fractures | Accepting workshop activity in live yards speeds repairs close to the job, cutting haul times and idle labour. | Keep a clean floor policy: lay absorbent mats under work, wipe spills immediately, and bin oily rags. Route leads and hoses overhead or with covers; maintain clear walkways. Use anti-slip footwear and good lighting. Store tools in trays, not on the floor; mark wet areas. (ALL) | Operatives, visitors | Before Measure: Med After Measure: Low |

| HAZARD | RISK | RISK BENEFIT | MEASURE | RISK TO | RISK LEVEL |
|-------------------------------------|--------------------------------------|---|---|------------|--|
| Solvent and degreaser exposure | Skin irritation, respiratory effects | Using cleaning agents in maintenance returns parts to spec, enabling accurate inspections and longer service intervals. | Choose aqueous or low-VOC products where possible; decant small quantities into labelled bottles. Wear nitrile gloves and eye protection; ensure cross-ventilation or LEV. Keep away from pilots and heaters; store rags in a lidded fire-safe bin. Wash hands before breaks; apply barrier cream. (ALL) | Operatives | Before Measure: Med After Measure: Low |
| Support failure of jacks and stands | Crush injury, fatality | Lifting equipment allows underside repairs without sending machines offsite, preserving availability for scheduled works. | Raise on level, firm ground; chock wheels and isolate drives. Use rated stands at manufacturer lift points; never rely on a jack alone. Place spreader pads on soft ground. Shake-test stability before crawling under; keep body clear of pinch points and use mechanical locks where fitted. (ALL) | Operatives | Before Measure: High After Measure: Low |
| Unpredicted risks | Illness, injury, death | | Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL) | All | N/A |

NOTES

Extra Notes & Activity Evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date