Example risk assessment for maintenance work in a factory

This engineering company manufacture parts for the motor industry – they employ 40 people on a site built in the 1970s.The managing director told the maintenance manager (the fitter) to do a risk assessment for maintenance work.

The fitter works in a small workshop but also visits all parts of the factory. Their job includes selecting contractors and overseeing their work.

How was the risk assessment done?

The fitter followed the advice at www.hse.gov.uk/simple-health-safety/risk/. To identify the hazards and risks, they:

- looked at HSE's web pages for the engineering industry and the publication Using contractors: A brief guide;
- walked around all the areas where they and contractors may go, noting things that might pose a risk;
- talked to the safety representative, supervisors and workers to learn from their detailed knowledge;
- looked at the accident book to get information on past problems.

The fitter noted what was already being done to control the risks and recorded any further actions required. They discussed the findings with the safety representative, supervisors and the managing director, pinned a copy of the findings on a noticeboard and put them into practice.

The fitter will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

Do not just copy this example and put your company name to it as that would not satisfy the law and would not protect your employees. You must think about the specific hazards and controls your business needs.

The HSE site has a template and other examples to help you produce your own assessment.

Risk assessment

Company name: ABC Engineering Ltd

Assessment carried out by: JB Singh (Maintenance manager)

Date assessment carried out: 1 September 2019

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

Unfamiliarity with the site and/or uncertainty about the job	Contractors may suffer injuries or ill health if not familiar with hazards such as asbestos or machinery, or if unsure of best way to do a job.	• Most of the contractors have been to the site before (mostly on 'repeat jobs' such as machinery maintenance, window cleaning etc) and are familiar with the layout, the significant risks, and how to control those risks.
		• Fitter always works with company secretary and supervisor to:
		  ○ decide the best time for contractors to be on site;
		  ○ allow time for staff to know contractors will be on site/ what job they'll be doing.
		• One-off jobs discussed with fitter and supervisor of area affected, and key issues agreed before work starts, such as safe systems of work (control of flammables etc), who will supply necessary kit (eg access equipment), and any necessary personal protective equipment.
			Share this assessment with regular contractors. Check their awareness of health and safety and make sure they provide staff new to the site with health and safety information.	Fitter	30/9/19	30/9/19

			Use contractor's awareness of health and safety as key factor when selecting them.	Fitter (in discussion with managing director)	9/10/19	8/10/19
			Brief new contractors on health and safety arrangements.	Fitter	9/10/19	8/10/19

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		• Contractors comply with company sign-in and sign-out procedures, so staff know who is on site and where they are. • Works manager does random checks on contractors on site to ensure they are working safely.	Instruct supervisors to challenge contractors and inform fitter and senior managers if they are working in an unsafe way.	Managing director	9/10/19	8/10/19
Slips and trips	Fitter and contractors may suffer injuries if they slip on spillages, or trip over objects, and fall.	• Generally good housekeeping (eg procedures for oil spillages in place and adhered to). • Floors generally in good condition. • Good lighting throughout. • Pallets etc stored in designated area. • Staff wear safety shoes with a good grip.	No further action required for now.			

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Workplace transport	Fitter and contractors may suffer very serious injuries, such as fractures and internal damage, if they are struck by a vehicle such as a lorry or a lift truck.	• Good pedestrian/vehicle segregation measures on site, eg separate door for pedestrians to factory, marked walkways, railings were considered necessary, reversing policy for deliveries etc. • All staff working outside, including contractors, wear hi-viz tabard. • Contractors know that they must not drive any company vehicles, including lift trucks. • Annual lift truck safety inspections.	Make sure contractor has a copy of company transport safety rules before job begins.	Fitter	6/10/19	510/19
			Reception staff to remind contractors of rules when they sign in.	Reception staff	From now on	
Moving heavy objects	Fitter/contractors may be seriously injured if struck by falling heavy objects during, for example, the movement of heavy plant or machinery.	• All staff involved in moving heavy plant or machinery to get together beforehand to agree how the job is to be done safely, and the fitter (or supervisor, if the fitter is absent) makes sure that everyone understands what they should and should not do. • Fitter trained to drive a lift truck. • Fitter, and three other staff members, trained in safe slinging. • Trained person always in charge of any lifting operation.	One-day lifting and slinging course to be arranged to get others trained.	Fitter	9/10/19	9/10/19

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Sharpening tools	Fitter and others nearby may suffer serious impact injuries if abrasive wheel fractures during use.	• Fitter trained to mount and use abrasive wheels safely, and has many years' experience sharpening tools. • Only trained staff allowed to change or use abrasive wheels.	No further action at this stage.			
Working at height	Fitter and contractors may suffer severe, possibly fatal, injuries if they fall from any height, eg during machinery or LEV repair.	• All contractor jobs involving work at height discussed by fitter, contractor and other relevant staff and a safe system of work agreed before job begins. • Access equipment (eg ladders, tower scaffold) kept in fitter's workshop and inspected before use and stored safely after use. • Fitter trained to use ladders and tower scaffold safely.	Read free HSE guidance on work at height to check that all necessary measures are being taken.	Fitter	7/10/10	7/10/10
Manual handling	Fitter and contractors may suffer back pain or pain elsewhere from handling heavy and/or bulky objects.	• Manual handling aids available – lift truck, porters' trolley, wheelbarrow etc. • Fitter trained in safe manual handling. • Contractors told to ensure their staff follow safe manual handling techniques. • For jobs involving difficult manual handling, eg some machinery repairs, fitter, contractor and relevant others discuss beforehand and agree a safe system of work.	No further action at this stage.			
Noise	Fitter/contractors may suffer	• If possible, jobs in production areas done when the presses are not in	No further action at this			

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	discomfort and potential hearing damage if working in noisy areas or using noisy equipment (eg angle grinders).	use. • Fitter has ear defenders and knows how to use them effectively and maintain them properly. • Contractors instructed to wear suitable hearing protection when the job exposes them to loud noise. • Maintenance machinery, eg drills, angle grinders, maintained to ensure they run as quietly as is possible.	stage.			
Electricity	Fitter/contractors may suffer shock and burns injuries from faulty electrical equipment or installation.	• Fitter, contractors and relevant others discuss electrical safety before each job to ensure relevant machinery, circuits etc are isolated and locked off throughout the job. • Contractors told to inspect all electrical appliances pre-use and not to bring any equipment on site where condition of cables, switches etc give rise to concern. • Electrical installation and all equipment (including machinery in fitter's workshop) is inspected to a planned schedule.	No further action at this stage.			

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Machinery	Fitter and others may suffer serious injury from unguarded moving parts of machinery.	• All dangerous parts of machinery guarded to manufacturers' standards. • Machinery guards inspected every month and maintained in good condition. • All new machinery checked before first use to ensure they have the CE standard mark, a 'Declaration of Conformity' and there are no obvious accessible dangerous moving parts, or location does not cause hazards, eg feed tables, take-off bins etc. • Fitter (who is trained to set tools and do daily checks of power press guards) checks that setters on the shopfloor do daily checks of power press guards.	No further action at this stage.			
Confined spaces	Fitter/contractors may suffer serious, possibly fatal, injuries if trapped in a confined space.	• No confined space working unless the job can't otherwise be done (eg the degreasing plant is cleaned by the fitter from the outside, using long-handled tools, so avoiding entry to the plant). • All jobs, whether done by fitter or contractor, that involve confined space working are risk assessed beforehand and the necessary control measures put in place, eg at least two-person working, rescue plan agreed etc.	Read free HSE guidance on work in confined spaces to check that current control measures are sufficient and make sure contractors doing this type of work are aware of the guidance.	Fitter	8/10/19	710/19
Asbestos	Fitter, contractors	• Building surveyed for asbestos and	No further action at this			

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	and others may be exposed to asbestos fibres, risking serious lung disease, if fibres released (eg through maintenance work) into air and inhaled.	asbestos-containing materials (ACMs) found in insulating boards. As these were in good condition and in places unlikely to be damaged or disturbed, they were left in place. • Insulating boards clearly marked 'Danger, asbestos, do not disturb' and 'Report any accidental damage immediately'. • Fitter checks condition of insulating boards every 2 months.	stage.			
Fire	Staff trapped could suffer fatal injury from smoke inhalation/	• Fire risk assessment done as at www.communities.gov.uk/fire and necessary action taken. • Contractors told of fire and evacuation policy before working.	No further action at this stage.			

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