



PREMIER WINDSCREENS EDINBURGH

RISK ASSESSMENT PACK

Company:	Premier Windscreens Edinburgh
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This pack contains ten risk assessments covering all principal activities carried out by Premier Windscreens Edinburgh. Assessments shall be reviewed annually, following any accident or incident, or whenever work practices or legislation change significantly.

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RISK ASSESSMENT 1**WINDSCREEN REPLACEMENT OPERATIONS****Persons at Risk:**

• Technicians

• Customers

• Members of the
public

• Contractors

Hazard	Risk	Control Measures	Residual Risk
Broken glass	Cuts and lacerations	Wear cut-resistant gloves and eye protection at all times during removal. Safe disposal procedures followed.	Low
Glass removal	Musculoskeletal injuries	Correct lifting techniques used. Team lifts carried out where required. Glass lifters used where appropriate.	Low
Tool use	Injury from cutting equipment	Trained technicians only. All equipment inspected before each use.	Low
Sharp edges	Hand injuries	Gloves worn throughout the removal and fitment process.	Low
Falling glass	Injury to personnel	Secure handling methods employed. Controlled removal process at all times.	Low
Adhesive curing failure	Vehicle safety risk	Manufacturer-approved products and cure times followed. Drive-away time communicated to customer.	Low

RISK ASSESSMENT 2**WINDSCREEN REPAIR (STONE CHIP REPAIR)****Persons at Risk:**

• Technicians

• Customers

Hazard	Risk	Control Measures	Residual Risk
UV curing lamps	Eye irritation	Do not stare directly into UV light. Safety glasses available.	Low
Resin exposure	Skin irritation	Nitrile gloves worn. Avoid skin contact. COSHH data sheet maintained.	Low
Glass breakage	Cuts	Eye protection worn throughout repair process.	Low
Power equipment	Minor electrical injury	Equipment inspected regularly. Defective equipment removed from service.	Low

RISK ASSESSMENT 3**ADAS CALIBRATION****Persons at Risk:**

• Technicians

• Customers

Hazard	Risk	Control Measures	Residual Risk
Moving vehicles during dynamic calibration	Collision	Route planning and safe driving practices followed. Technician trained to IMI Level 3 ADAS.	Low
Calibration equipment	Trip hazards	Clear work area maintained. Targets and equipment stored safely when not in use.	Low
Incorrect calibration	Safety system malfunction	Only IMI-qualified ADAS technicians perform calibrations. Results recorded and verified.	Low
Workshop traffic	Vehicle movement injuries	Controlled workshop environment. Vehicles moved by trained personnel only.	Low

RISK ASSESSMENT 4**MOBILE WORKING****Persons at Risk:**

• Technicians

• Members of the public

Hazard	Risk	Control Measures	Residual Risk
Roadside working	Vehicle strike	Hi-vis clothing worn at all times. Warning beacons deployed where appropriate. Dynamic risk assessment conducted before work begins.	Medium
Poor weather	Slips, trips, reduced visibility	Work postponed if conditions are deemed unsafe. Technician discretion applied.	Low
Lone working	Delayed assistance in emergency	Mobile phone carried at all times. Vehicle tracking active. Contact procedures with office maintained.	Low
Uneven ground	Trips and falls	Site assessment conducted before work starts. Work surface checked for stability.	Low

■ ■ Roadside working remains rated Medium even with controls in place due to inherent risk from passing traffic. Technicians must apply a dynamic risk assessment on every occasion and must not commence work if conditions are unsafe.

RISK ASSESSMENT 5**MANUAL HANDLING OF GLASS****Persons at Risk:**

• Technicians

Hazard	Risk	Control Measures	Residual Risk
Lifting windscreens	Back injuries	Manual handling training provided. Mechanical lifting aids used wherever possible. Assistance sought for heavy items.	Low
Awkward postures	Strains and sprains	Lifts planned before moving glass. Technician to reposition rather than twist.	Low
Carrying oversized glass	Impact injuries	Two-person lift required for large screens. Glass lifters used where available.	Low

RISK ASSESSMENT 6**PU ADHESIVES, PRIMERS & ACTIVATORS (COSHH)****Persons at Risk:**

• Technicians

Hazard	Risk	Control Measures	Residual Risk
Skin contact	Dermatitis	Nitrile gloves worn for all chemical handling. Barrier cream available.	Low
Eye contact	Irritation / injury	Safety glasses available and worn when decanting or applying products.	Low
Vapours	Respiratory irritation	Ventilation provided in workshop. Confined spaces avoided. Windows open during mobile work.	Low
Spillage	Slip hazard / environmental harm	Immediate clean-up procedures in place. Absorbent materials carried in vehicles.	Low

Products typically used:

• SikaTack	• Betaseal	• Dinitrol
• Aktivators	• Primers	• Glass cleaners

Specific COSHH data sheets are maintained separately and are available on request.

RISK ASSESSMENT 7**WINDSCREEN REMOVAL TOOLS****Persons at Risk:**

• Technicians

Hazard	Risk	Control Measures	Residual Risk
Wire systems	Cuts	Gloves worn. Technicians trained in wire removal technique.	Low
Fibre cord systems	Snap-back injuries	Safe working techniques followed. Tools inspected before use.	Low
Power cut-out tools	Lacerations	Training completed before use. Equipment inspected regularly.	Low
Kent blades / cold knives	Paint damage, cuts, injury	Use restricted and authorised only. See company requirement below.	Medium

Company Requirement: Premier Windscreens strongly encourages the use of wire and fibre cord systems wherever practical. Kent blades and cold knives should only be used: (a) on commercial vehicles where sufficient clearance exists; (b) when alternative methods are unsuitable; (c) following company authorisation where required.

RISK ASSESSMENT 8**WORKSHOP OPERATIONS****Persons at Risk:**

• Employees

• Visitors

Hazard	Risk	Control Measures	Residual Risk
Slips and trips	Injury	Good housekeeping maintained. Spills cleaned up immediately. Floor markings in place.	Low
Vehicle movements	Impact injuries	Controlled vehicle movement procedures. Defined pedestrian routes.	Low
Glass storage	Falling glass	Purpose-built storage racks used. Racks inspected regularly.	Low
Electrical equipment	Electric shock	PAT testing carried out annually. Defective equipment removed from service.	Low

RISK ASSESSMENT 9**DRIVING FOR WORK****Persons at Risk:**

• Employees

• Other road users

Hazard	Risk	Control Measures	Residual Risk
Fatigue	Road traffic collision	Adequate breaks taken. Excessive hours not permitted. Concerns reported to management.	Low
Mobile phone use	Distraction / collision	Hands-free system used where legal. Phone use while driving prohibited.	Low
Vehicle defects	Breakdown or collision	Daily vehicle inspections conducted. Defects reported and rectified promptly.	Low
Adverse weather	Increased accident risk	Journey planning carried out. Reduced speeds in poor conditions. Journey postponed if unsafe.	Low

RISK ASSESSMENT 10**GLASS STORAGE & TRANSPORT****Persons at Risk:**

• Technicians

• Warehouse staff

Hazard	Risk	Control Measures	Residual Risk
Glass falling from racks	Injury	Secure racking systems used. Racks inspected regularly. Weight limits observed.	Low
Vehicle transport	Glass movement in transit	Approved transport racks used. Glass secured before every journey.	Low
Loading and unloading	Manual handling injuries	Training provided. Lifting aids used. Team lifts for heavy items.	Low

EMERGENCY ARRANGEMENTS

First Aid	First aid kits carried in all company vehicles. First aid kits maintained at company premises. All accidents recorded in the accident book. Serious injuries: stop work, make area safe, call 999.
Fire	Evacuate the area immediately. Contact emergency services if required. Use extinguisher only if safe to do so and trained. Do not re-enter until declared safe.
Serious Injury	Stop work immediately. Make the area safe. Contact emergency services (999). Notify management immediately. Preserve the scene for investigation.
Chemical Spill	Wear PPE before attending to spill. Use absorbent materials to contain. Dispose of waste in accordance with COSHH guidance. Record incident and notify management.

PPE REQUIREMENTS

Mandatory PPE — All Operations

- ✓ Safety Footwear
- ✓ Cut-Resistant Gloves
- ✓ Safety Glasses
- ✓ Hi-Visibility Clothing (Roadside Work)

Task-Specific PPE

- ✓ Nitrile Gloves (chemical handling)
- ✓ Hearing Protection (where required)
- ✓ Dust mask (where required)

RISK ASSESSMENT REVIEW & APPROVAL

Risk assessments shall be reviewed:

- Annually (minimum).
- Following any accident, incident, or near miss.
- Following the introduction of new equipment or substances.
- Following changes in relevant legislation.
- Following significant changes to work practices or locations.

Approved By:

David Conquer

Owner / Managing Director

Premier Windscreens Edinburgh

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