



## Carswells Devil in the Detail –Risk Assessment – Sticker & Sign Writing Removal

### Document Information:

FIELD	VALUE
Risk Assessment ID	RA011U – Risk Assessment – Sticker & Sign Writing Removal
Assessment Title	Risk Assessment – Sticker & Sign Writing Removal
Company Name	Carswells Devil in the Detail
Assessment Date	11/04/2025
Location	Location: Mobile / Client Locations (Yards, Forecourts, Dealerships)
Last Reviewed	N/A (New Assessment)
Assessed By	Craig Carswell
Next Review (Latest)	11/04/2026

### Scope of Work:

This assessment addresses the risks associated with removing stickers and sign writing from vehicles, primarily from promotional campaigns. This procedure is carried out by experienced, trained staff under strict guidelines.

### Method Statement:

#### Preparation:

Staff arrive in full PPE (high-vis, safety boots, safety glasses).  
Check the car (ignition off, windows and doors closed, vehicle in a safe location).  
Warn other site users of the work to be carried out.  
Gather tools and ensure extension cords are uncoiled, without kinks.

#### Equipment Check:

Ensure all equipment (e.g., heat gun) is in good condition (PAT tested).  
Use tools and PPE as instructed.

#### Sticker Removal:

Begin with the section where the sticker has naturally lifted.  
Use a heat gun, applying slow heat, moving the gun to avoid burns or excess residue.  
Do not place the heat gun near plastic trims.  
Use a plastic scraper to lift and peel the sticker slowly.  
If necessary, use fingers carefully, avoiding sharp edges and hot areas.

#### Finishing:

Continue until all vinyl is removed, ensuring proper disposal of waste.  
Proceed to the wash bay to treat with tar & glue remover.  
Perform a full clean and valet of the vehicle.  
Finish with an interior clean.

#### Chemical Use:

All chemicals used are from approved suppliers, with relevant COSHH assessments.  
Chemicals are diluted correctly and stored in clearly labeled, color-coded bottles.  
Equipment like spray bottles and brushes are solely for valeting use.

### Additional Notes:

Only trained staff perform this task.  
Procedures follow the latest HSE guidelines.  
Control measures are regularly reviewed to ensure safety.

## Carswells Devil in the Detail - Risk Assessment - Vehicle Imaging

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Hazard: Hazardous Substances	Employees, contractors, visitors, public & dealership staff; could suffer from a variety of acute and chronic health effects (e.g., occupational asthma, occupational dermatitis, etc.) due to exposure to chemicals used in the valeting processes.	<ul style="list-style-type: none"> <li>- Access restricted to authorised personnel.</li> <li>- COSHH assessments and datasheets available.</li> <li>- Safer chemicals used where possible.</li> <li>- PPE provided and chemical handling training in place.</li> <li>- Regular supervision and inspections.</li> </ul>	None currently required.	Craig Carswell	11/04/2025

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Manual Handling	Staff, visitors – risk of injury (sprains, strains) during lifting/moving	<ul style="list-style-type: none"> <li>- Authorised access only.</li> <li>- Commercial standard access steps for vehicle roofs.</li> <li>- Adjustable vacuums and long-handled tools to reduce bending.</li> <li>- Manual handling training and regular toolbox talks.</li> <li>- Mechanical floor cleaners used.</li> </ul>	Risk assessment for new tasks/expectant mothers.	Craig Carswell	11/04/2025
Lone Working	Staff working alone could be injured or ill without help	<ul style="list-style-type: none"> <li>- Authorised access only</li> <li>- Work scheduled to avoid lone working</li> <li>- Electronic clock-in system used for monitoring</li> <li>- Management maintain regular contact</li> <li>- First aid provision agreed with dealerships</li> <li>- Staff can be redeployed from other sites if needed</li> </ul>	- Review lone working policy regularly	Craig Carswell	11/04/2025



Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
<b>Slips, Trips &amp; Falls</b>	Employees, contractors, visitors, or dealership staff may slip or trip, leading to injuries such as cuts, sprains, or fractures.	<ul style="list-style-type: none"> <li>- Authorised access only</li> <li>- Designated concrete wash bays with proper drainage</li> <li>- Tarmac or metal channelling in yards to improve grip</li> <li>- Wet areas mopped promptly</li> <li>- Cables managed to prevent trip hazards</li> <li>- Preference for battery tools where possible</li> <li>- Roof leaks repaired quickly</li> <li>- Good housekeeping standards</li> <li>- Work boots worn for better grip</li> </ul>	<ul style="list-style-type: none"> <li>- Recommend S3 SRC-rated work boots for maximum slip resistance</li> <li>- Supervisory monitoring ongoing</li> </ul>	<b>Craig Carswell</b>	<b>11/04/2025</b>

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
<b>Electricity</b>	Employees, contractors, visitors, dealership staff – risk of electrocution, burns or fatality from electrical contact.	PAT testing for all portable appliances - Defect reporting system in place - Regular tool inspections - Equipment purchased for valeting environment - Electrical tools kept off floors and switched off when not in use - Visual checks of electrical installations	▪ Request client's EICR (Electrical Installation Condition Report). ▪ Part of onboarding/tender checks (Craig Carswell – Ongoing).	<b>Craig Carswell</b>	<b>11/04/2025</b>
<b>Fire</b>	Injury, smoke inhalation, or fatality if fire breaks out on site.	- Authorised access only - Fire alarms and detection systems in place - Coordination with client over fire procedures - Fire marshals in place - Full controls detailed in Fire Risk Assessment	- Client's Fire Risk Assessment to be requested and held on file	<b>Craig Carswell</b>	<b>11/04/2025</b>

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Pedestrians / Vehicle Movement	Employees, visitors, and dealership staff could be struck by vehicles or machines, leading to injury or death.	<ul style="list-style-type: none"> <li>- Valeting areas segregated and restricted</li> <li>- Security fencing in place</li> <li>- Visitor induction and site rules explained</li> <li>- "Authorised Access Only" signage</li> <li>- High-vis vests worn</li> <li>- Walkways painted and handrails provided</li> <li>- Horns and hazard lights used when moving vehicles</li> <li>- Staff act as banksman when necessary</li> <li>- No moving vehicles with misted windows</li> <li>- Reverse parking into bays encouraged</li> <li>- Staff instructed not to use vehicle access shutters for walking</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing training and reminders to staff</li> <li>- Visual checks for pedestrians near working areas</li> </ul>	Craig Carswell	11/04/2025

## Carswells Devil in the Detail - Hazard: Weather Conditions/ Other Moving Vehicles

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Weather Conditions	Staff – risk of sunburn, dehydration, cold exposure, hypothermia	<ul style="list-style-type: none"> <li>- Imaging usually completed undercover</li> <li>- Authorised access only</li> <li>- Sun creams provided</li> <li>- Lightweight summer workwear and warm wet-weather gear issued</li> <li>- Additional water breaks in hot weather</li> <li>- Welfare facilities (toilets, canteen) available</li> <li>- Work boots issued for grip and water resistance</li> <li>- Gritting in icy weather around wash bays</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to monitor weather conditions and adjust working practices if needed</li> </ul>	Craig Carswell	11/04/2025
Other Moving Vehicles	Staff, visitors, dealership staff – risk of being struck by another vehicle	<ul style="list-style-type: none"> <li>- Authorised access only</li> <li>- Moving vehicles use hazard lights and sound horn</li> <li>- Staff wear high-visibility vests</li> <li>- Safety cones used</li> <li>- Imaging carried out in quieter areas away from traffic</li> </ul>	<ul style="list-style-type: none"> <li>- Where possible, staff should work in pairs when imaging vehicles</li> </ul>	Craig Carswell	11/04/2025



Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Communication Barriers (English as a Second Language)	Staff may misunderstand instructions, leading to increased risk	<ul style="list-style-type: none"> <li>- Authorised access only</li> <li>- Mentoring systems to support learning</li> <li>- Practical demonstrations to validate understanding               <ul style="list-style-type: none"> <li>- Use of multiple communication methods (written, verbal, signage)</li> <li>- Peer support and translation where needed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- If one additional nationality becomes common, consider official translated instructions</li> </ul>	Craig Carswell	11/04/2025



## Carswells Devil in the Detail - Hazard: Work at Height/ Noise Exposure

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
Work at Height	Employees or others may fall from ladders/steps when cleaning vehicle roofs, leading to injury.	<ul style="list-style-type: none"> <li>- Authorised access only</li> <li>- Most work completed from ground level</li> <li>- Commercial-grade ladders (EN131 or equivalent)</li> <li>- Washing away from valeting areas to reduce slip risk</li> <li>- Pre-use visual checks of ladders/steps</li> <li>- Water runoff mopped away before use</li> </ul>	None at present	Craig Carswell	11/04/2025
Noise Exposure	Employees may suffer hearing damage or tinnitus due to excessive noise.	<ul style="list-style-type: none"> <li>- Noise levels allow normal conversation at 1-2m</li> <li>- Work spread across indoor/outdoor areas reducing cumulative noise</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor noise levels if significant changes occur. Review annually.</li> </ul>	Craig Carswell	11/04/2025

## Carswells Devil in the Detail - Hazard: Violence & Aggression

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
<b>Violence &amp; Aggression</b>	<b>Employees, contractors, visitors, or public may face threats, assault, or injury from intruders, co-workers, or customers.</b>	<ul style="list-style-type: none"> <li>▪ Authorised access only</li> <li>▪ No lone working (where possible)</li> <li>▪ Well-lit site with CCTV</li> <li>▪ Secure storage of keys</li> <li>▪ Staff trained to call 999 if needed</li> <li>▪ Staff advised to avoid conflict and report incidents</li> <li>▪ Secure compounds and alarms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff to report altercations to management.</li> <li>▪ Craig Carswell to monitor safety protocols. Ongoing.</li> </ul>	<b>Craig Carswell</b>	<b>11/04/2025</b>

## Carswells Devil in the Detail - Hazard: Maintenance Operations and Young Persons

Hazard	Who Might Be Harmed and How?	Existing Controls	Additional Controls Required?	Person Responsible / Target Completion	Date Completed
<b>Maintenance Operations</b>	Employees, contractors, visitors, or members of the public could suffer from cuts, bruises, amputations, or death due to maintenance issues or poor equipment.	<ul style="list-style-type: none"> <li>- Authorised access only</li> <li>- No vehicle maintenance performed by staff</li> <li>- Red-tag system for defective equipment</li> <li>- PPE (e.g., safety glasses)</li> <li>- Defect reporting procedures</li> <li>- Contractor management procedures (vetting, induction)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Craig Carswell to ensure compliance with procedures. Ongoing.</li> </ul>	<b>Craig Carswell</b>	<b>11/04/2025</b>
<b>Young Persons</b>	Young persons or inexperienced workers may have an increased risk of harm due to lack of experience, understanding of hazards, or process knowledge.	<ul style="list-style-type: none"> <li>▪ Induction training in hazard recognition, work procedures, and emergency protocols.</li> <li>▪ Supervision and mentoring systems.</li> <li>▪ Clear work instructions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Craig Carswell to monitor training and supervision of young/inexperienced workers. Ongoing.</li> </ul>	<b>Craig Carswell</b>	<b>11/04/2025</b>





## Carswells Devil in the Detail – Risk Assessment: RA009U – Janitor

### - Sign-Off & Review


FIELD	DETAILS
Risk Assessment ID	RA009U – Risk Assessment – Janitor
Assessed by:	Craig Carswell
Received by:	
On Date:	11/04/2025
Review:	Dealership/Site Specific (e.g., Showroom, Forecourt)

Version	Date	Updated by	Summary of Changes
1.0	11/04/2025	Craig Carswell	Initial assessment for Carswells Devil in the Detail
2.0			
3.0			
4.0			
5.0			

**This Risk Assessment is developed in line with HSE guidelines and has been deemed suitable and sufficient. It reflects thorough checks and consultations, with all reasonably practicable control measures in place to ensure that the remaining risk is low.**



## Carswells Devil in the Detail - Janitor

NAME	Date	SIGNATURE
Craig Carswell	11/04/2025	

This Risk Assessment is developed in line with HSE guidelines and has been deemed suitable and sufficient. It reflects thorough checks and consultations, with all reasonably practicable control measures in place to ensure that the remaining risk is low.