

Enva Business Management System Procedure	Risk Assessment Form	
	PROCEDURE NO.	IBMSHE004 Appendix 1
	ISSUE NO.	001
	PREPARED BY	NJB
	APPROVED BY	NJB

Task description: **PFO Plant & Oil Storage** Date : **6th June 2020** (Tick all that apply)

Hierarchy Of Control (ERIC PD)	Possible Hazards	Possible Hazards Effects	Possible Risk Controls
Can risks be eliminated?	Damaged/Faulty Equipment (inc. maintenance)	Failure to operate plant correctly	Additional lighting
Can risks be Reduced?	Manual handling – heavy loads etc	Sprains, strains, muscular aches	Area barred off
Isolation Necessary?	Equipment Failure (inc. pressurized systems)	Struck by Object	Banksman/Watchman
Risk Control systems necessary?	Explosion	Flying debris	Competence/training
PPE required?	Fire	Burns	Dust masks/Respirators/BA
Safe work available/required?	Exposure to Hazardous Substances (inc dusts)	Toxic/Corrosive/Irritant/Carcinogenic/Sensitiser	Emergency Arrangements
Training Required?	Work-based transport	Cuts/Abrasions	Forced ventilation
	Planning , Procedures and communication	Impact	Safety Shoes/Boots
Environmental Aspect Record	Falling objects and Storage of Articles	Incorrect operational decisions leading to incident	Glasses
AI025	Lack of air	Slips, trips and falls	Gloves/Gauntlets
	Lack of Information/Instruction/Training	Plant & Equipment failing to danger	Hard Hat
	Lighting	Crushing	Hi-Viz PPE
	Access and Egress	Impact	Electrical Isolation
	Inexperienced/Unauthorised Persons	Ingestion	Mechanical Isolation
	Noise and/or vibration Exposure	Entanglement/Entrapment/ Nips/Crushing	Overalls
	Scaffold/Ladders/MEWP	Head Injuries	Permit to work
	Stability/Collapse of Equipment and Structures	Shock	Personal distress alarm
	Lone Working	Pollution/Contamination	Safety harness
	Use of Tools	Hyperthermia & Heat Stroke	
	Contact with moving machinery	Drowning	Other
	Asbestos	Electrocution	
	Slips/Trips/Falls (including at height & trenches)	Asphyxia	
	Waste and/or other environmental issues		
	Weather and/or temperature	Other:	
	Work over/around water		
	Electricity (inc. buried services)		
	Work in Confined Spaces		

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TASK	PFO Plant & Oil Storage	LOCATION	Site 1
ASSESSMENT TEAM	M.Sneath	DATE	6 th June 2020

Job Steps	HAZARD			INITIAL RISK			CONTROLS	RESIDUAL RISK		
	Hazard Description	Hazard Effect	Persons at risk	Hazard Severity	Likelihood	Risk Rating	List Controls	Hazard Severity	Likelihood	Risk Rating
Separate the job into individual tasks and record in sequence.	Describe all hazards for each task based on observations and experience. Note: Additional hazards may be caused by interaction with other work.	Describe all effects that may be realised if hazard was to occur.	Name all types of persons at risk. Persons not related to the task may also be affected.	From matrix identify severity with no controls in place for each hazard.	From matrix identify likelihood with no controls in place for each hazard.	Classify risk rating from matrix for each hazard	Describe fully all controls applicable for each hazard e.g. If PPE is used it must be specifically described. If a control can only be verified by documentation then it must be available. All controls must reduce severity, likelihood or both	From matrix identify severity with controls in place for each hazard.	From matrix identify likelihood with controls in place for each hazard.	Classify risk rating from matrix for each hazard
Transfer of between tanks and vehicles	Unsuitable materials entering system	Fire – flammable materials entering plant	Plant damage / Environment	5	5	25	All feedstock goes through pre-acceptance testing which includes flash point determination.	5	2	10
							High flash waste will not be processed			
	Contaminated feed-stock leading to batch failure	Unsuitable material for supply	3	5	15	All feedstock goes through pre-acceptance testing which includes flash point determination.	3	2	6	
						High flash waste will not be processed				
Spills and leaks	Contamination and/or pollution	Environment	4	5	20	Plant operatives are vigilant and supervise off-loading task	4	2	8	
						CCTV Monitoring in place				
Uncontrolled emission	Contamination and/or pollution	Environment	3	5	15	Displaced air from storage tank passed through carbon filters prior to vent	3	2	6	

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Waste Oil Processing	Core Sampling	Falls from height	Driver	4	5	20	Vehicle equipped with access ladder and small working platform. New ladder system being fitted making WAH safer	4	3	12
	Uncontrolled emission	Contamination and/or pollution	Environment	4	4	16	All emissions vent via activated carbon filters to prevent uncontrolled VOC emissions	4	2	8
	Transfer of material	Loss of product and contamination and/or pollution	Environment	4	5	20	All tanks monitored by level control to prevent overflow. Automatic shut off valves in place on new plant.	4	2	8
							Tanks inspected, maintained on schedule			
	Heating	Overheating – fire and/or explosion	Operatives and plant damage	5	5	25	Operation temperatures controlled by boiler controls. Automatic closing valves at max temperature	5	2	10
							Process temperature also controllable by Plant Operatives			
	Chemical Dosing	Health effects from inhalation and skin contact	Operatives / Environment	4	5	20	Chemical dosing controlled by pumps and valve operation. All chemicals stored within bunded areas	4	2	8
Suitable PPE available to include respiratory protection										
Sampling (for lab analysis)	Health effects from inhalation and skin contact	Operatives / Environment	4	5	20	Chemical dosing by manual valve opening. Sample close plug used to prevent drips	4	2	8	

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						20	Suitable PPE available to include respiratory protection			8
	Contact with oil	Health effects from inhalation and skin contact	Operatives	4	5	20	Chemical dosing – closed system	4	2	8
						20	Suitable PPE available to include respiratory protection			8

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Transfer between Tanks	Spills and leaks	Contamination and/or pollution	Environment	4	5	20	All tanks within bunds meeting latest guidance	4	2	8
							All tanks monitored by level controls			
							Tertiary containment provided by drainage on site sealed and protected by class 1 full retention interceptor			
	Uncontrolled emission	Contamination and/or pollution	Environment	3	5	15	Displaced air from storage tank passed through carbon filters prior to vent	3	2	6
Spills and leaks (some as a result of pressure build up)	Loss of product and contamination and/or pollution	Environment	4	5	20	All tank vents have automatic pressure / vacuum release to prevent build up	4	2	8	
						All tanks monitored by level controls				
							Bunded areas – including yard, tanks location and spill trays used to catch drips			

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Specific Legislative Requirements
Health and Safety at Work Regs Provision and Use of Work Equipment Regs Control of Substances Hazardous to Health Regs Noise at Work Regs Personal Protective Equipment Regs COMAH SGN5.06

Level of Skill/Training Required
Trained and experienced operatives Working under supervision of plant Supervisor General health and safety awareness Aware of environmental issues - waste processing and oil production Aware of Quality Protocol (PFO)

Chemicals Involved	Chart Form Available	MSDS Available
Confidential	Yes	Yes

Specific Work Equipment Provided/Used
Various Tanks, Pumps, Pipework (mixture of mild and stainless steel) Laboratory equipment (see separate assessments) Assorted PPE

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SEVERITY	AFFECTED	CONSEQUENCE	EXAMPLES
5. CATASTROPIC	People	10+ fatalities	Large exposed population - accident or occupational illness.
	Assets	Extensive Damage	Substantial or total loss of operation (costs >£10M)
	Environment	Massive Effect	Site Shutdown. Substantial release or contamination. Substantial loss of operation (>£10M)
	Reputation	International Impact	International public attention. Extensive adverse media interest. Severe impact on business.
4. MAJOR	People	1-10 Fatalities or Permanent Total Disability	Irreversible health damage with serious disability or death. Small exposed population.
	Assets	Major Damage	Partial operations loss (2 weeks shutdown costs >=£10M)
	Environment	Major Effect	Evacuation of local population. Major loss of containment. Damage to environment.
	Reputation	National Impact	National public concern. Extensive adverse media attention. Restrictive measures imposed
3. MODERATE	People	Permanent Partial Disability or Serious Injury/Health Effect	Affecting work performance in the long term – prolonged absence. Irreversible damage.
	Assets	Significant Damage	Partial Shutdown (can be restarted costs >=£1M)
	Environment	Significant Local Effect	Release & damage to environment. Public warned and Off-Site Emergency Plan activated.
	Reputation	Regional Impact	Regional public concern & media attention. Adverse stance of local regulators
2. SLIGHT	People	Minor Injury/Health Effect	Lost time injury affecting work performance. Less than 3 days recovery and reversible effects
	Assets	Slight Damage	Brief Disruption (costs <£100K)
	Environment	Local Effect	Discharge to environment. Nuisance resulting in public complaints. Breach of site conditions.
	Reputation	Local Impact	Some public concern. Some local media attention & potential adverse effects for the company
1. NEGLIGIBLE	People	No Injury/Minimal effect	First aid treated and occupational illness – not affecting work or causing disability
	Assets	Minimal Damage	No disruption to operation (costs <£10K)
	Environment	Minimal Effect	Minor breach. Minimal public complaints of nuisance. No environmental harm
	Reputation	Minimal Impact	Public awareness may exist but there is no concern

LIKELIHOOD	DEFINITION
5.Certain	Happens several times on site
4.Very Likely	Happens several times per year in Group.
3. Possible	Incident has occurred on site or in the Group
2. Unlikely	Heard of in industry
1. Remote	Never heard of in Industry

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Risk Rating		SEVERITY/CONSEQUENCE				
		1. Negligible	2. Slight	3. Moderate	4. Major	5. Catastrophic
LIKELIHOOD	1. Remote	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Very Likely	4	8	12	16	20
	5. Certain	5	10	15	20	25

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1-6 Low	May be acceptable; however, due care should be employed and task reviewed to see if risk can be reduced further.
7-14 Med	Task should only proceed with appropriate authorisation. Where possible the task should be redefined and/or measures employed to reduce the residual risk.
15-25 High	Task must not proceed. It should be redefined or further control measures put in place to reduce risk. Controls should be re-assessed prior to the task commencing.

Ongoing Monitoring/Actions	Persons Responsible For Undertaking
Operatives to operate plant in line with written instructions	Operative
Operatives to ensure correct valves are operated and to guard against flowing against closed valves	Operative
Operatives to make full and proper use of PPE	Operative
Operatives to report all near misses and accidents	Operative
Operatives to report all cases of non-conformance	Operative
Operatives to arrange maintenance repairs as required	Operative

Other Recommendations/Actions	Actions Assigned To	Required Completion Date

Assessed By:	PRINT	SIGN	POSITION
	N. Brown		SHEQ Manager
Reviewed By:	PRINT	SIGN	POSITION

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PROCESS APPROVED TO RUN...	PRINT	SIGN	POSITION
NO			
ON CONDITION THAT RECOMMENDATIONS ABOVE WILL BE CARRIED OUT	N. Brown		SHEQ Manager
Next Review Date	June 2018		

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