

PROCESS CONTROL SERVICES (UK) LIMITED

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PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 001

Activity Covered by this Assessment :- Working at Heights

Significant Hazards :- Persons falling.
Equipment or materials falling.

Persons at Risk :- Those working at height.
Persons working or moving below the work area.

Risk Level :- High

Control Measures :-

Suitable safe access is provided to the high level work area.
All equipment is provided and maintained to the required legal standard.
Suitable signs and barriers are positioned below the work activity warning of overhead operations.
Area above the work activity will be checked for hazards i.e. power lines.
Edge protection will be provided for all activities over 2 metres high.
Where edge protection is not reasonably practicable, harnesses will be worn by all personnel working at or near the edge.
Where there is a likelihood of falling debris, barriers will be placed to prevent access into the danger area.
All equipment used will be checked to ensure it is in good order and in date for inspection before use.
Training and instruction will be provided to all those required to use harness.

Residual Risk :- Medium

Comments :- Site specific risk assessment must be carried out to supplement the generic assessment.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	002
Activity Covered by this Assessment :-	Use of Scaffolding
Significant Hazards :-	Persons falling. Equipment or materials falling. Collapse of the scaffold structure.
Persons at Risk :-	Those erecting/dismantling the scaffold. Those working on the scaffold. Those in the immediate area below and adjacent to the scaffold.
Risk Level :-	High
Control Measures :-	<p>Those erecting scaffold will be trained and in possession of a Scaffolders Certificate issued by the CITB.</p> <p>Those inspecting scaffold will be trained and in possession of a Scaffolders Certificate issued by the CITB.</p> <p>Design drawings will be required for load bearing scaffolds and non-standard structures.</p> <p>Care will be taken never to overload scaffolds and loads will be evenly distributed.</p> <p>Scaffold erection will conform to BS5973 : 1993.</p> <p>Before a scaffold is erected risks arising from the environment must be assessed. These may include vehicle traffic, overhead power cables, high winds or production operations.</p> <p>Guard rails and toe boards will be provided to prevent accidental access into the danger area.</p> <p>Scaffolds will be inspected after high winds, after modification and at least once per week to ensure it is still fit for purpose. The results of the inspection will be recorded on form F91.</p>
Residual Risk :-	Medium
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	003
Activity Covered by this Assessment :-	Use of Mobile Scaffold Tower
Significant Hazards :-	Persons falling. Equipment or materials falling. Collapse of the tower. Overturning of the tower.
Persons at Risk :-	Those erecting/dismantling the tower. Those working on the tower. Those in the immediate area below and adjacent to the tower.
Risk Level :-	High
Control Measures :-	<p>All mobile tower scaffold components will be properly maintained in good working order by competent persons.</p> <p>Before erecting mobile tower scaffold risks which arise from the environment must be assessed using site specific assessment document. These may include overhead power lines, vehicular traffic, high winds or production operations.</p> <p>Mobile tower scaffold will be erected only by persons who are competent and adequately trained to work on that specific type of prefabricated tower.</p> <p>The base of the tower will rest on firm level ground with the wheels or feet properly supported. Towers erected outside will have a height to base ration of 3 to 1 maximum.</p> <p>For internal towers the ratio can be 3.5 to 1.</p> <p>When towers are required to support heavy loads or sheeting the tower will require extra support in the form of ballast weights, guy ropes or tying to the structure.</p> <p>When in use wheel brakes must always be on.</p> <p>Mobile towers will not be moved when men or materials are on the platform.</p> <p>Proper access will be provided for all towers, it is not acceptable to climb end frames.</p> <p>All platforms over 2 metres high will be fitted with toe boards and guard rails and inspected weekly. The inspection will be recorded on form F91.</p> <p>All appropriate precautions will be taken to protect others from falling objects.</p>
Residual Risk :-	Medium
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 004

Activity Covered by this Assessment :- Use of Ladders

Significant Hazards :- Persons falling from ladders.
Ladders slipping.
Objects dropped by ladder user.

Persons at Risk :- Those using the ladder.
Those within the immediate vicinity of the ladder.

Risk Level :- High

Control Measures :-

Ladders will be used only for tasks which they are suitable. Care will be taken to ensure that ladders are stable and secure before use.

Before using ladders risks which arise from the environment must be assessed and controlled. These may include overhead power lines, high winds, vehicle traffic etc. Ladders will be inspected at regular intervals and maintained in good working order and repair.

All those who use ladders will have received adequate training in the health and safety aspects of the equipment and its use.

Ladders will be used only on a firm level surface, they will be secured at the top and will always be footed when being secured.

Ladders will extend 1.05 metres above the platform unless a suitable handhold is available. The ladder will rest on a suitable solid surface at an angle of approximately 75 degrees.

Ladders are for people access, they will not be used to carry heavy materials to the place of work or be used as a work platform.

Residual Risk :- Medium

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	005
Activity Covered by this Assessment :-	Working in Confined Spaces
Significant Hazards :-	Poisoning from toxic gases. Asphyxiation. Accidental contact with hazardous substances. Access difficult to render assistance in the event of an accident.
Persons at Risk :-	All persons entering the confined space.
Risk Level :-	High
Control Measures :-	Permit to work to be used to control entry into confined spaces. Method statement will include details of gas testing, PPE and emergency procedures and equipment i.e. breathing apparatus, safety harness etc. A standby man will be used at all times and breathing apparatus will be available where appropriate. When breathing apparatus is in place the standby man must be fully trained in its use. Where appropriate forced ventilation will be used. All equipment to be isolated and locked off before entry into a confined space.
Residual Risk :-	Medium
Comments :-	Vessel entry is a particularly hazardous activity, great care should be taken when compiling the Permit to Work.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	006
Activity Covered by this Assessment :-	Working on Roofs.
Significant Hazards :-	Persons falling from the roof. Persons falling through the roof. Equipment or materials falling from/through the roof.
Persons at Risk :-	Those working on the roof. Those working below the work activity both inside and outside the building.
Risk Level :-	High

Control Measures :-

Roofwork will be undertaken only when equipment suitable for the task is available.

Care will be taken to ensure the equipment is stable in operation.

Roofwork will be undertaken only when the risks which arise from the environment have been assessed. This may include overhead power lines, high wind, conditions underfoot etc.

The equipment used when undertaking roofwork will be maintained in good order and will be inspected prior to use.

All persons engaged in roofwork will have received adequate training in the health and safety aspects of the work and the equipment used.

When working on fragile roofs, ladders or crawl boards will always be used. Flat roofs or openings will have edge protection in place before work commences. Barriers will always be in place when working on sloping roofs (110 degrees pitch) to prevent falling in the event of a slip. Ladders or crawl boards will be used where appropriate.

The appropriate precautions will be in place to prevent others from falling debris.

Residual Risk :-	Medium
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	007
Activity Covered by this Assessment :-	Working in the vicinity of underground services.
Significant Hazards :-	Contact with electricity or gas supply. Flooding from water services. Contact with sewage. Explosion or asphyxia from gas leak.
Persons at Risk :-	Those drilling or excavating the ground or floor surface. Those adjacent to the work activity.
Risk Level :-	High
Control Measures :-	<p>Before undertaking excavations or drilling care will be taken to ensure underground services are not present. The work will be approached systematically using plans, drawings, cable/pipe locators and safe digging practices.</p> <p>Cables or pipes located will be clearly marked on the surface using spray paint or waterproof chalk.</p> <p>Any cables or pipes located will be exposed by hand tools, power tools will not be used within 0.5 metres of the cable or pipe located. Where possible the cable or pipe will be made dead before digging, if there is any doubt the cable or pipe will be treated as live.</p>
Residual Risk :-	Medium
Comments :-	All excavations will be carried out under the control of a Permit to Work.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	008
Activity Covered by this Assessment :-	Working in and with excavations.
Significant Hazards :-	Collapse of sides. Striking existing services. Persons falling into excavations. Plant and materials falling into excavations. Flooding of excavations. Presence of hazardous atmosphere.
Persons at Risk :-	Those working in the excavation. Those working adjacent to the excavation. Those removing waste material from the excavation.
Risk Level :-	High
Control Measures :-	<p>Before undertaking excavations care must be taken to ensure underground services are not present. (See risk assessment number 007)</p> <p>All excavations must be planned in order to ensure sufficient materials are available for sheeting, props, walling etc. including extra materials for unforeseen circumstances.</p> <p>The work must be supervised by a competent person and clear instructions must be given to those doing the work.</p> <p>The appropriate precautions will be taken to prevent collapse. This may include traditional sheeting, walling and strutting, hydraulic struts, hydraulic frames and boxes etc.</p> <p>Begin sheeting at a maximum depth of 1.2 metres and progressively install sheeting in stages as the depth increases.</p> <p>Where possible use a support system which can be installed from the top.</p> <p>Trenches will be inspected once per day by a competent person and at least once per week for the purpose of completing form F10.</p> <p>All excavations must have suitable barriers to prevent persons falling into the excavation and materials and equipment must be stored away from excavations.</p> <p>Those working in and around excavations will wear safety helmets.</p> <p>Safe access will be provided into all excavations.</p> <p>Sources of hazardous gasses i.e. LPG or exhaust fumes are to be kept at a suitable distance from the excavation.</p>
Residual Risk :-	Medium
Comments :-	Permit to Work to be used for all excavations.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	009
Activity Covered by this Assessment :-	Use of lifting equipment
Significant Hazards :-	Unintentional release of the load. Unplanned movement of the load. Damage to equipment. Crush injuries to personnel.
Persons at Risk :-	Those carrying out the lift and guiding the lift. Pedestrian traffic in the unloading area. Adjacent buildings and equipment.
Risk Level :-	High
Control Measures :-	<p>Method statement/safe system of work to be identified for all lifts. Method statement to include checks on the capacity of all equipment, the environment, obstructions, the condition of the floor, the stability of the load and the capability of those involved. Riggers, banksmen, crane operators and FLT drivers to be fully trained and have clear instructions based on the method statement.</p> <p>All lifting equipment will be tested and certified and all maintenance to be recorded in the register.</p> <p>Correct PPE to be used at all times, i.e. gloves, hat, boots etc.</p> <p>Area around the lift to be controlled including the use of barriers and suitable signs to prevent access.</p>
Residual Risk :-	Medium
Comments :-	All lifts to be assessed and have a method statement, where the residual risk is considered high a Permit to Work will be used to manage the operation.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	010
Activity Covered by this Assessment :-	Lifting operations using mobile cranes.
Significant Hazards :-	Unintentional release of the load. Overturning the crane. Damage to equipment. Crush injuries to personnel. Overhead power cables.
Persons at Risk :-	Those carrying out the lift and guiding the lift. Pedestrian traffic in the lifting area. Adjacent buildings and equipment.
Risk Level :-	High
Control Measures :-	<p>Method statement/safe system of work to be identified for all lifts. Method statement to include checks on the capacity of all equipment, the environment, obstructions, the condition of the ground, the stability of the load and the capability of those involved. Relevant test and insurance certificates will be examined prior to the lift.</p> <p>Cranes will be sited on level ground with stabilizers extended. No person will enter the crane operating radius without permission and loads will not be swung over personnel, site huts or buildings.</p> <p>Personnel will wear the appropriate protective clothing, i.e. safety helmets, goggles, gloves and safety footwear.</p> <p>Audible alarm signals will be functioning at all times when the crane is in use.</p> <p>Lifting operations will be carried out under the control of an appointed person who will be trained to standards contained in HSE guidance note GS39 and the theory and practice of crane lifting operations.</p>
Residual Risk :-	Medium
Comments :-	All lifts to be carried out under the control of a Permit to Work.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	011
Activity Covered by this Assessment :-	Use of portable electrical equipment.
Significant Hazards :-	Electrocution. Fire. Damage to plant and equipment.
Persons at Risk :-	Those using the equipment. Others in the immediate area.
Risk Level :-	High

Control Measures :-

All equipment will be individually tagged with an identification number and a register kept of the inspection and tests carried out.
The equipment will be used only for the purpose for which it was provided and only in a suitable environment.
All equipment will be 110 volts or less.
Equipment will be used only by trained competent persons who will visually inspect the equipment prior to its use. Faults will be reported immediately and the equipment removed from service.

Residual Risk :-	Low
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	012
Activity Covered by this Assessment :-	Use of disc cutters and abrasive wheels
Significant Hazards :-	Bursting of the wheel or disc. Contact with the wheel or disc. Clothing entanglement with moving parts. Eye injury from flying particles. Inhalation of dust. Noise.
Persons at Risk :-	Those using the equipment. All others in the area.
Risk Level :-	High
Control Measures :-	<p>Abrasive wheels and discs will be used only for the purpose for which they were provided and will be maintained in good condition. Wheels and discs will be stored correctly.</p> <p>Care will be taken to ensure the correct spindle speeds and the correct wheel/disc type is selected for the material to be ground or cut.</p> <p>All persons using the equipment will be suitably trained as generally described in HSE guidance note PM22. They will also be made aware of all the hazards arising from the use of abrasive wheels.</p> <p>Wheels will be tested, mounted, balanced and dressed by competent persons only. The appropriate PPE i.e. eye, hearing and respiratory protection will be used at all times. Overalls will be in good condition and free from possible entanglements. Others working in the area will be taken into account when assessing the effects of noise, dust, flying particles and a bursting disc.</p>
Residual Risk :-	Medium
Comments :-	Where fixed machines are in use the appropriate notices will be displayed, i.e. F2345, F2347, F2350 and F2351.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 013

Activity Covered by this Assessment :- Use of Hand Tools

Significant Hazards :- Eye injury.
Injury to hands, feet and body.

Persons at Risk :- Those using the tools.
Those in the immediate area.

Risk Level :- Medium

Control Measures :-

Tools provided will be assessed to ensure they are fit for the purpose and the environment in which they are to be used. Tools will be used for the purpose for which they were intended. The user must ensure that tools are in good condition and safe to use before commencing work.

The appropriate PPE will be used, i.e. eye protection, protective gloves, overalls and protective footwear.

Sharp instruments such as knives, screwdrivers etc. are to be carried and used so as not to cause injury to the user or others.

All persons using hand tools will be suitably trained in the correct method of use.

Residual Risk :- Low

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 014

Activity Covered by this Assessment :- Use of Vertical Drilling Machines.

Significant Hazards :- Hair caught in spindle or chuck.
Entanglement of gloves or clothing.
Violent spinning of the workpiece.
Eye injuries.
Cuts from swarf.
Metalworking fluids.
Noise.

Persons at Risk :- Those using the equipment..
Those in the immediate area.

Risk Level :- High

Control Measures :-

Only trained and competent persons will use the equipment. Training will include awareness of the main dangers and safeguards required in using the equipment as well as training on the operation of the equipment.

Operators will not wear jewelry which may become entangled with moving parts.

Long hair will be tied back to prevent contact with moving parts.

Gloves will **NOT** be used unless moving parts are completely enclosed.

All manually operated bench machines will be fitted with an adjustable guard to prevent accidental contact with the spindle or drill tip.

Workpieces will be securely held in a vice which is clamped to the table. Large workpieces may be clamped directly to the table.

Radial arm drills will have fitted a suitable trip device within 75mm of the tool vertically and within 90 degrees of rotation or a suitable fixed, adjustable guard may be used.

Eye protection will be used at all times.

Operators will be made aware of the dangers of contact with metal working fluids and the need for regular washing and the use of barrier cream.

Residual Risk :- Medium

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	015
Activity Covered by this Assessment :-	Use of Gas Welding and Cutting Equipment.
Significant Hazards :-	Burns. Fires. Falling gas cylinders. Eye injury.
Persons at Risk :-	Those welding and cutting. Others in the immediate area. Plant, equipment and buildings.
Risk Level :-	High
Control Measures :-	

Gas cylinders will be stored outside the building in a vertical position. They will be chained in suitable racks and will be protected from damage from vehicles etc. Suitable trolleys will be provided for moving oxy-acetylene sets and other cylinders. When not in use cylinders will be left with the valve in the closed position and hoses vented.

Hoses, clamps, couplers and regulators will be suitable for the appliance and gas being used. Hose length will be kept to a minimum (5 metres for welding, 20 meters for cutting) and non-return valves will be used to prevent flash backs.

Grease or oil will **NOT** be used on oxygen fittings.

Operators will be trained in the use of the equipment including lighting up and safe operating procedures.

All combustible materials will be removed from the area and where appropriate a fire watch will be maintained following completion of the work.

Working outside the controlled environment of the welding booth will be the subject of a risk assessment to determine if a Permit to Work is required.

Residual Risk :-	Medium
Comments :-	Authorization from a Production Manager must be obtained before hot work is carried out in a production area.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	016
Activity Covered by this Assessment :-	Use of Bench Mounted/Pedestal Grinding Machines.
Significant Hazards :-	Bursting of the wheel. Contact with the wheel. Entanglement with the moving parts. Eye injury from flying particles. Trapping between the wheel and workrest.
Persons at Risk :-	Those operating the equipment. Others in the immediate area.
Risk Level :-	High
Control Measures :-	

Abrasive wheels will be mounted only by those who have received the appropriate training which will include provision of approved advisory literature, hazards arising from the use of abrasive wheels and the precautions to be taken, methods of marking wheels for type and speed, methods of storing and handling, methods for inspecting and testing, the function of all components used in mounting and balancing, dressing and the setting of the rest.

Abrasive wheels will be used only by those who have received the appropriate training which includes awareness of the hazards involved and the safe working procedures used when working with abrasive wheels.

Guards will be fitted and the opening restricted to that needed to carry out the work.

The guard will be of sufficient strength to contain fragments of a bursting wheel.

The spindle speed will be clearly marked on the equipment.

The operator will ensure the workrest is well adjusted before using the equipment.

The equipment will be easily accessible and the floor area around the machine will be kept free of obstructions and trip hazards.

When dressing is being carried out the effects of dust on others in the area must be taken into account. When a new wheel is mounted or following dressing or balancing the wheel will be run free for one minute with persons standing clear.

Eye protection will be used at all times and where appropriate ear and respiratory protection. Overalls will be in good condition and free from possible entanglements.

Residual Risk :-	Medium
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	017
Activity Covered by this Assessment :-	Use of Arc Welding Equipment
Significant Hazards :-	Electric shock. Fire. Burns. Arc eye. Other eye injuries. Inhalation of welding fumes.
Persons at Risk :-	Those using the equipment. Others in the area. Plant equipment and buildings.
Risk Level :-	High

Control Measures :-

Those using the equipment will be trained in safe welding procedures and will be fully aware of the hazards involved and the measures to be used to remove or control the hazards.

An insulated electrode holder and an insulated hook or rest will be used.

A visor, overalls, protective apron, gloves and safety boots will be used at all times when welding and fire fighting equipment available at all times.

Fixed local extraction equipment will be used in welding booths and where appropriate portable extraction/filtration equipment will be used to control fumes.

Workplaces will be securely earthen and all cables will be robust, well insulated and have proper connections.

Work in confined spaces will necessitate the use of forced ventilation equipment and a Permit to Work.

All work outside the controlled environment of the welding booth will be the subject of a risk assessment to determine if a Permit to Work is required.

Residual Risk :-	Medium
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Comments :-	Authorization from a Production Manager must be obtained before hot work is carried out in a production area.
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PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	018
Activity Covered by this Assessment :-	Installation and use of temporary electrical supplies
Significant Hazards :-	Electrocution. Fire. Damage to plant, equipment and buildings.
Persons at Risk :-	Those installing the temporary supply. All others working in the area.
Risk Level :-	Medium.

Control Measures :-

Temporary supplies will be designed to take into account unforeseen load requirements, environmental conditions and maintenance requirements. Only competent electricians and contractors will be used to install the temporary supply. Supply cabinets will be locked and the keys controlled by the responsible engineer. Warning signs will be posted on the supply cabinets and the cable runs labelled "live" at appropriate intervals. Fire extinguishers will be located at supply cabinets and all cables will be routed so as to prevent damage or tripping hazards. Temporary systems will be checked monthly by a competent person and the results of the examination recorded in the temporary supply log book. Live working other than testing is **NOT** permitted.

Residual Risk :-	Low
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	019
Activity Covered by this Assessment :-	Electrical work up to 415 volts
Significant Hazards :-	Electrocution. Burns. Damage to plant, equipment and buildings.
Persons at Risk :-	Those carrying out the work. Others in the immediate area.
Risk Level :-	Medium.

Control Measures :-

Electrical work will be carried out only by competent persons who have been trained in the IEE Wiring Regulations 16th Edition and the requirements of the Electricity at Work Regulations 1989.

Live working is **NOT** permitted without the control of a Permit to Work issued by a senior engineer.

Access to live conductors will be controlled and warning signs positioned accordingly. Before any work takes place conductors must be tested for dead. The procedure for testing for dead is

- a) Test the test instrument
- b) Test for dead
- c) Re-test the test instrument

All circuits to be worked on will be treated as live until verified dead. There are no exceptions to this requirement.

N.B. Live working is NOT permitted on any Tarmac or BLI site.

Residual Risk :-	Low
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 020

Activity Covered by this Assessment :- Installing/replacing luminaries

Significant Hazards :- Falls from height.
Electrocution.
Broken glass.
Lamps falling on those beneath.

Persons at Risk :- Those changing the lamps.
Others in the immediate area.

Risk Level :- Medium.

Control Measures :-

Proper access equipment will be used to prevent persons or equipment falling. It is not acceptable to use a ladder as a work platform.

Power supply is to be isolated and where possible locked off before replacing luminaries.

The area directly below the work will be cleared of personnel, barriers will be erected and warning signs posted to prevent unauthorized access.

Lamps are to be kept whole to minimize danger from broken glass and disposed of safely. Lamps will be removed from site and sent to our supplier for safe disposal.

Only those trained in the use of access equipment and carrying out the lamp changes will undertake this work activity.

Residual Risk :- Low

Comments :- If a significant number of fluorescent tubes are to be disposed of a licensed waste disposal company will be engaged.

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	021
Activity Covered by this Assessment :-	Installation of cable trunking and cable trays.
Significant Hazards :-	Falls from height. Equipment falling from height. Eye injury. Hand injury. Manual handling. Noise. Dust.
Persons at Risk :-	Those carrying out the installation. Others in the immediate area.
Risk Level :-	Medium.
Control Measures :-	<p>Proper access equipment will be used to prevent persons or equipment falling. It is not acceptable to use a ladder as a work platform.</p> <p>PPE will be used as appropriate, i.e. goggles when drilling, gloves when handling sharp edges, overalls, boots and ear defenders when drilling in an enclosed area. Dust masks may also be required when drilling masonry.</p> <p>Manual handling will be reduced as far as is reasonable practicable by the use of mechanical aids.</p> <p>The area below the work will be cleared of personnel, barriers erected and warning notices posted to prevent unauthorized access.</p> <p>Only those trained in the use of access equipment and the installation of trunking will undertake this work activity.</p>
Residual Risk :-	Low
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	022
Activity Covered by this Assessment :-	Electrical testing and commissioning.
Significant Hazards :-	Electrocution. Burns. Fire.
Persons at Risk :-	Those testing and commissioning. Others in the immediate area.
Risk Level :-	Medium.

Control Measures :-

Only authorized and competent electricians who have been trained in the IEE Wiring Regulations 16th Edition and the requirements of the Electricity at Work Regulations 1989 will carry out the testing and commissioning and they will be provided with all the information relevant to the work.

Suitable, calibrated test equipment will be used for testing and commissioning.

Before work begins all switch rooms will be cleared of loose materials and all temporary installations removed. All equipment guards, doors and covers will be fitted.

Liaison with other contractors/employees will take place before work begins in order to make everyone aware of the work taking place. Where appropriate a Permit to Work will be used.

All circuits to be worked on will be treated as live until verified dead. There are no exceptions to this requirement.

Residual Risk :-	Low
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	023
Activity Covered by this Assessment :-	Working with non-asbestos insulating materials.
Significant Hazards :-	Inhalation of Material. Heat stress in confined areas. Poor ventilation. Skin irritation.
Persons at Risk :-	Those carrying out the work.
Risk Level :-	Medium.

Control Measures :-

COSHH assessments will be prepared for the materials to be used before work starts.

The work will be planned to ensure all the necessary equipment is available including PPE and dust suppressants where appropriate.

PPE will include respiratory protection, eye protection, overalls, gloves as directed by the COSHH assessment.

The work area will be isolated by enclosures and screens to prevent the spread of dust and materials. Where appropriate the area will be damped down. Waste materials will be placed in sealed bags before removal from the work area and disposed of by a licensed disposal company.

The use of PPE will be monitored by management to ensure it is used. Where the MEL is likely to be exceeded, exposure levels will be monitored. Health surveillance will be required if indicated by the COSHH assessment.

Only those trained in the use, care and storage of the PPE will undertake this work activity. All those carrying out the work will be informed of the COSHH assessments and the control measures to be employed.

Work in confined spaces or areas of poor ventilation will be carried out under the control of a Permit to Work.

Residual Risk :-	Low
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Comments :-	None
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PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 024

Activity Covered by this Assessment :- Working with asbestos.

Significant Hazards :- Inhalation of asbestos fibres.

Persons at Risk :- Those working with asbestos material.
Others in the area where asbestos is being worked.

Risk Level :- High.

Control Measures :-

Any work involving the repair or removal of asbestos material will be carried out by a licensed contractor under the control of a Permit to Work. There are **NO** exceptions to this rule.

Before work commences the contractor will provide a method statement which includes the following :-

- a) The nature and probable duration of the work.
- b) The location where the work will be carried out.
- c) The work methods to be used.
- d) The type of PPE and the type of equipment for decontamination and protection of adjacent areas.
- e) Details of notification to the local Health and Safety Executive.

Before work commences a Specialist Air Monitoring company will be engaged to recommend and carry out the air monitoring regime most appropriate for the work.

The company will work independently of the licensed asbestos contractor.

Disposal of all waste will be carried out by licensed carriers. The removal contractor will provide consignment notes from the disposal site as proof of safe disposal.

In the event of an uncontrolled release of asbestos the area should if possible be wetted down by employees wearing a dust mask. The employee should avoid any contact with the asbestos material. In the event that an employee is in contact with asbestos material, contaminated garments shall be left at the scene of the incident. Employees should shower immediately. Both the approved asbestos company and the air monitoring company will be called to the incident to remove the asbestos material, carry out repairs and ensure the area is safe to work in.

All employees will be given sufficient awareness training on the hazards presented by asbestos and the procedure to be followed.

A record of air monitoring will be retained for 40 years if health screening is carried out.

An asbestos survey will be carried out and details published to ensure employees are aware of the location of asbestos. All asbestos will be maintained in good order.

Residual Risk :- Medium

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	025
Activity Covered by this Assessment :-	Working in occupied production areas.
Significant Hazards :-	Automated process equipment. Process chemicals. Moving machinery. Vehicular traffic. Engineering activities not normally carried out in the area..
Persons at Risk :-	Those working with the production process. Those carrying out engineering work in a production area.
Risk Level :-	Medium.
Control Measures :-	Engineering work will not take place in any production area without the authority of a member of production. In the event of running maintenance or a breakdown situation that authority can come from a team leader. For major engineering activity with the potential of disrupting production the authority must come from a shift manager. Where the process of risk assessment indicates, the Permit to Work system will be used to manage the hazards presented by the combination of production and engineering activity. All hot work must be approved by the shift manager and must be controlled by a Permit to Work.
Residual Risk :-	Medium
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	026
Activity Covered by this Assessment :-	Lone Working.
Significant Hazards :-	Any accident which becomes life threatening because of that persons isolation from assistance.
Persons at Risk :-	All those in a lone working situation. Note - a person can be considered to be in a lone working situation when the combination of task to be carried out, location of activity and duration away from colleagues indicates that an injury would become life threatening because of their isolation from assistance.
Risk Level :-	High.
Control Measures :-	<p>When the above situation prevails the immediate manager/team leader will carry out a risk assessment in order to identify the controls required to manage the risks. These will always include arrangements for monitoring progress at the appropriate intervals either by phone or visits to the area.</p> <p>Emergency procedures will be defined in the method statement so that in the event of a lone worker failing to make contact assistance can be obtained without delay.</p>
Residual Risk :-	Low
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 027

Activity Covered by this Assessment :- Fire Safety.

Significant Hazards :- Burns.
Damage to plant and buildings.

Persons at Risk :- All employees.

Risk Level :- High.

Control Measures :-

In the event of a fire sound the alarm and fight the fire if possible using the appliances provided. Take no personal risks, if in any doubt leave the area by the nearest exit and call the Fire Brigade.

On hearing the alarm leave the building by the nearest exit and do not return under any circumstances until instructed to do so.

Assemble at your designated assembly point and ensure your name is ticked in the attendance register by your manager.

Contractors and visitors are the responsibility of the manager they are visiting or working for and must be given the Safety Information handout "In the Event of a Fire".

All employees will be given a copy of Safety Information handout "In the event of Fire".

Practice drills will be held at appropriate intervals and must be treated as a real fire situation.

Residual Risk :- Low

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	028
Activity Covered by this Assessment :-	Storage and use of LPG.
Significant Hazards :-	Fire. Explosion. Asphyxia.
Persons at Risk :-	Operatives using LPG. Others in the immediate area. Damage to plant and buildings.
Risk Level :-	High.

Control Measures :-

All LPG cylinders will be stored in a suitable position in the open air and where necessary, protected from direct sunlight, or in a store room which is in a safe position and is fire resistant. Volumes of less than 50 litres may be stored in a work room in a fire resistant cupboard. LPG cylinders will be stored at least 3 metres from excavations and at least 1 metre from site huts. Oxygen cylinders will be stored in a separate location.

All storage facilities will be clearly marked "Highly Flammable Liquid".

A minimum amount of LPG will be kept in the workplace at any one time, empty cylinders will be returned as soon as is reasonably practicable.

All workshops where LPG is used will be adequately ventilated to prevent a buildup of fumes or vapour. All cylinders suspected of leaking will be moved to a safe place in the open immediately.

All employees required to use LPG will receive adequate information, instruction and training in the use of the equipment, the hazards of LPG and the procedure to be used in the event of an emergency.

Residual Risk :-	Low
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Comments :-	None
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PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 029

Activity Covered by this Assessment :- Storage and use of highly flammable liquids.

Significant Hazards :- Fire.
Explosion.

Persons at Risk :- Operatives using HFL.
Others in the immediate area.
Damage to plant and buildings.

Risk Level :- High.

Control Measures :-

A suitable fire resistant store will be provided for HFL and minimum quantities will be ordered and stored to meet the operational needs.

HFL will be kept in suitable containers. For petrol, this will be a marked plastic container of 5 litres maximum capacity.

Containers used to store HFL will be marked accordingly and show a flash point of less than 32 degrees Celsius. Lids on containers will be secure.

Where HFL vapour is foreseeable, no means of ignition will be present. Areas where HFL are stored or used will be kept clear of combustible materials and all spillage's will be mopped up immediately and materials removed to a safe place.

HFL will **NOT** be used for starting fires.

All operatives will be given sufficient training which will include the hazards present when using HFL and the means used to control the hazards and means for extinguishing fires.

Residual Risk :- Medium

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	030
Activity Covered by this Assessment :-	Storage of materials on site.
Significant Hazards :-	Injury from falling materials. Trip hazards. Environmental contamination.
Persons at Risk :-	All employees working in storage areas. Visitors to the site including unauthorized persons, particularly children.
Risk Level :-	Medium.

Control Measures :-

Minimum quantities of materials will be held on site and the manufacturers recommendations will be followed with respect to temperature, humidity and stacking requirements. COSHH assessments will be made for all hazardous substances before delivery to site.

All loads will be lifted in the correct manner, makeshift arrangements will not be used.

Compressed gas cylinders will be stored upright and will be firmly held in place and protected from accidental damage.

Cylindrical objects such as pipes and drums will be stabilized using chocks or wedges.

Material stacks will be kept to a minimum height to ensure stability. Heights of more than 2 metres will be avoided unless specifically authorized.

Trays or bunds will be provided where necessary to prevent spillage and contamination. All bunds will be 110% of the maximum container volume.

Good housekeeping standards will be maintained in all storage areas.

Training will be provided on manual handling and good storage techniques to those working in storage areas.

Residual Risk :-	Low
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Comments :-	None
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PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	031
Activity Covered by this Assessment :-	Disposal of waste material
Significant Hazards :-	Asbestos waste. Hazardous chemicals. Engineering waste (Swarf etc) Oils and grease.
Persons at Risk :-	Those working in the immediate area of waste storage area. The general public. The environment.
Risk Level :-	High.
Control Measures :-	<p>Collection and disposal of waste material will be contracted only to authorized registered contractors who will be required to produce proof of their status before being awarded the contract.</p> <p>Consignment notes will be provided from the disposal site in order to ensure legal disposal has been made.</p> <p>Skips and containers will be clearly marked to indicate restrictions on the disposal of particular kinds of waste.</p> <p>Personnel will receive adequate instruction on the restrictions on the disposal of materials where appropriate.</p>
Residual Risk :-	Low
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	032
Activity Covered by this Assessment :-	Use of skips.
Significant Hazards :-	Trapping during raising and lowering. Unintentional release of the skip during raising and lowering. Materials falling from skip. Traffic accidents.
Persons at Risk :-	Those supervising the pick up or delivery of a skip. Those in the immediate area of the pick up or delivery. All employees sharing traffic routes.
Risk Level :-	Medium.

Control Measures :-

Skips will be obtained from authorized registered contractors only, see assessment No 33, disposal of waste materials
Skips will be marked with the name of the supplier and will be provided with adequate signage and lighting if sited on a vehicle access route.
Skips will be located on firm level ground and a safe means of access will be provided for both the vehicle and those required to tip into the skip.
Fires are **NOT** permitted in skips.
The arrival, siting and pick up of skips will be supervised by the manager who has ordered the skip or his competent deputy.
Skips will not be overloaded either in terms of weight or volume, if in doubt seek assistance from the appropriate manager.
Drivers will follow the site speed limit at all times.

Residual Risk :- Low

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 033

Activity Covered by this Assessment :- Use of fork lift trucks.

Significant Hazards :- Reversing.
Speeding.
Overloading.
Carrying or lifting personnel.

Persons at Risk :- The driver.
Others in the immediate area of the lift.
All personnel who share traffic routes.

Risk Level :- High.

Control Measures :-

All drivers will be trained to operate the FLT and on the specific needs generated by engineering operations. Drivers will be authorized in writing. When a route other than normal vehicle routes is required an assessment will be made of the hazards the driver will encounter, i.e. poor road surface, access difficulties, flammable liquid storage area etc. Where appropriate a Permit to Work will be used to specify the controls required. If in any doubt regarding floor loading or gradients do **NOT** proceed. If in doubt regarding the weight of the load do **NOT** proceed. The FLT will **NOT** be used to carry passengers nor will it be used to raise persons unless a properly designed platform is available. The FLT will not be used if the driver does not have sufficient visibility. Where a load obscures the route the vehicle will be driven in reverse. The vehicle speed will be appropriate for the load and will **NOT** exceed the site speed limit.

Residual Risk :- Medium

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	034
Activity Covered by this Assessment :-	Use of compressed and pneumatic power tools.
Significant Hazards :-	Noise. Vibration. Eye Injuries. Inhalation of dust, fumes or oil mist.
Persons at Risk :-	Those using the tools. Those in the immediate area.
Risk Level :-	Medium.

Control Measures :-

An assessment of PPE requirements will be carried out before the work begins and the appropriate PPE will be worn. This will include hearing, eye, mask, head, foot etc. as required.

Air receivers will be inspected at the required interval and be fitted with a pressure gauge, safety valve and drain point. The safe working pressure will be identified for the receiver and the pneumatic tool.

Where appropriate noise monitoring will take place and where the action levels are likely to be exceeded a full assessment will take place to determine the controls required.

When equipment is to be used in areas of poor ventilation arrangements must be made to prevent a buildup of dust or lubricating oil mist.

When the equipment is to be used in operational areas authorization must be obtained from the responsible manager.

Those using the equipment will receive sufficient training and instruction to operate the equipment correctly and understand the hazards they will encounter and the procedures to be used.

Residual Risk :-	Low
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Comments :-	None
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PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 035

Activity Covered by this Assessment :- Use of portable pipe threading machines.

Significant Hazards :- Clothing entanglement with moving parts.
Skin damage from hazardous substances.

Persons at Risk :- Those using the equipment.
Others in the immediate area.

Risk Level :- Medium.

Control Measures :-

Machines will be positioned to allow clear access and avoid causing obstruction.
Machines will be maintained in good working order as per the manufacturers instructions.

COSHH assessments will be available for all cutting fluids and the appropriate controls in place.

The equipment will be adequately guarded so as to protect contact with rotating parts including the rotating pipe.

Operators are **NOT** to wear loose clothing or gloves, or use rags or other materials which could become entangled with moving parts.

Machines will be operated by foot switches and supply leads routed to avoid damage and trip hazards.

Operators will be trained to use the equipment and will be fully informed regarding COSHH assessments and controls.

Residual Risk :- Low

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 036

Activity Covered by this Assessment :- Use of mobile elevated platforms.

Significant Hazards :- Persons falling.
Equipment or materials falling.
Unintentional lowering of the platform.
Striking overhead obstructions.
Platform overturning.
Vehicles striking platform.

Persons at Risk :- Those using the platform..
Those in the immediate area.
Those sharing traffic routes.

Risk Level :- Medium.

Control Measures :-

Vehicular and pedestrian traffic will be controlled around the mobile platform to prevent accidental contact. The area will be fenced off and warning signs posted. The platform will be checked for capacity and height before work is undertaken. If in any doubt the platform must **NOT** be used. If owned by the company the platform will be maintained in good order, if rental proof of maintenance will be provided. The platform will be used only on firm level ground and stabilizers will be extended before the platform is raised. The platform will **NOT** be left unattended in the raised position. All operatives will be trained in the safe use of the platform.

Residual Risk :- Low

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	037
Activity Covered by this Assessment :-	Manual Handling
Significant Hazards :-	Injuries to back, arms, shoulders and neck. Cuts and abrasions. Fractures.
Persons at Risk :- environment.	All those working in an engineering
Risk Level :-	Medium.

Control Measures :-

Where possible sharp edges will be removed or protected by the manufacturer.
Where possible avoid handling by using trays, jigs, clamping devices etc.
Store articles correctly so they are easy to retrieve.
Use PPE where appropriate, i.e. gloves, aprons etc. but only where there is no risk of entanglement.
Plan your lift, where will the load be placed, do you need help with the load, remove obstructions and consider rest positions.
Adopt a good posture, bend from the knees.
Ensure you have a good grip, keep the shoulders level and facing the same way as the hips and try to keep the arms within the boundary of the legs.
Keep the load as close as possible to the body and keep the heaviest side of the load closest to you.
All those required to carry out manual handling will be trained to recognise harmful manual handling, appropriate systems of work, the use of mechanical aids and good handling technique.

Residual Risk :-	Low
Comments :-	None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :- 038

Activity Covered by this Assessment :- Use of cartridge operated fixing tools.

Significant Hazards :- Misuse of cartridge tools causing fixing pins to be fired other than into a surface.

Persons at Risk :- All employees in the immediate area.

Risk Level :- High.

Control Measures :-

Cartridge operated tools will NOT be used on site.

Residual Risk :- Low

Comments :- None

PROCESS CONTROL SERVICES (UK) LIMITED

Generic Risk Assessment

Assessment Number :-	039
Activity Covered by this Assessment :-	Charging and servicing electrical batteries.
Significant Hazards :-	Explosion of hydrogen/air mixture. Burns to face, eyes and hands from acid. Electrical burns. Manual Handling.
Persons at Risk :-	Those completing the work. Those in the immediate area. Damage to plant and buildings.
Risk Level :-	High.

Control Measures :-

Battery charging will be carried out in a designated well lit, ventilated area which has sufficient dry powder and CO2 fire extinguishers. The area will have warning signs "No Smoking/No Naked Lights" both inside and at the entrances.

Goggles or visors will be worn when working on batteries. Metal objects will be removed from hands, wrists and forearms and rubber gloves and aprons will be worn. Batteries will be isolated from circuit if in situ.

Before charging begins, electrolyte levels will be checked and the manufacturers instructions on charging and ventilation followed.

Adequate first aid provision will be in place including eye wash or shower.

Battery chargers will be switched off before leads are connected and leads securely fixed before a charger is switched on.

Operatives will be trained on the use of the equipment, the hazards involved, the safety procedures to be implemented and the treatment of electric shock.

Residual Risk :-	Medium
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Comments :-	None
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