

RISK ASSESSMENT AND METHOD STATEMENT

Title:	Service of Hot Water Boilers
Project:	SAP Order No F/L No
Doc No:	SC.P 135 rev 01
Date:	29/10/2019

Client:	Site address:

Site Contact Detail:

	Email Address	Name	Phone Number	Company
Contact 1				
Contact 2				
Contact 3				

Approval:

	Title	Name	Signature	Date
Author:	Head of Service	Mark Evans		03/12/2019
Filled in by				
Reviewed by Client				

1. TASK OVERVIEW

Description

Carry out a service to the boiler/s

Location

[Redacted]

Date / Duration

-

2. ACCESS / EGRESS

All operatives must be inducted before commencing work by the following: -

Name of person to carry out the induction	Company
[Redacted]	[Redacted]
Position	

- All operatives must supply a valid CSCS / JIB / SkillCard or other affiliated CITB card for their trade before commencing work. **NO CARD NO JOB.**
- Access / egress to site will be via the designated site entrance and walking routes.

3. Engineers

Hoval Appointed/ Skilled Person	Contact number
[Redacted]	01636 593 413
Additional Engineers Names	
	Contact Number

4. HAZARDS IDENTIFIED

The hazards identified in this section must be included in the following risk assessment. **Only tick those that are applicable.**

Hazards / Risks	Applicable
Manual handling	Yes
Slips & trips	Yes
Cuts & abrasions	Yes
Electricity	Yes
Fire	Yes
Working at height / items falling from height	Yes
Hazardous substances	Yes
Use of hand tools	Yes
Use of power tools	Yes
Contact with rotating machinery	Yes
Noise	Yes
Vibration	No
Dust	Yes
Flying particles	No
Fatigue / stress	No
Blocking access / egress	No
Storage racks etc.	No
Open floors	No
Failure of lifting equipment	No
Collision with vehicles	No
Interface with 3 rd parties	Yes
Environmental (weather, temp, etc.)	Yes
Lead	No
Asbestos See local site registrar	Yes
Radio-Active Sources	No
Contaminated Land	No

Other

- Products of combustion
- Gas Escapes
- working at heights

5. RISK ASSESSMENT

RATINGS TABLE

		Severity								
		Insignificant (1)	Very Minor (2)	Minor (3)	Moderate (4)	Measurable (5)	Considerable (6)	Major (7)	Severe (8)	Catastrophic (9)
Likelihood	Inevitable (9)	9	18	27	36	45	54	63	72	81
	Certain (8)	8	16	24	32	40	48	56	64	72
	Very Likely (7)	7	14	21	28	35	42	49	56	63
	Likely (6)	6	12	18	24	30	36	42	48	54
	Probable (5)	5	10	15	20	25	30	35	40	45
	Possible (4)	4	8	12	16	20	24	28	32	36
	Unlikely (3)	3	6	9	12	15	18	21	24	27
	Improbable (2)	2	4	6	8	10	12	14	16	18
	Almost Impossible (1)	1	2	3	4	5	6	7	8	9

Risk Level Rating

<7	<i>Low Risk</i> No special measures or controls required
8 – 21	<i>Moderate Risk</i> Apply & Enforce Control Measures
22-30	<i>High Risk</i> Review, Apply Additional Control Measures & Reassess Risk
31 – 44	<i>Extreme Risk</i> Unacceptable - Review Entirely
> 45	

Severity Rating

Insignificant (1)	<i>No Injury</i>
Very Minor (2)	<i>Very Minor Injury not requiring First Aid</i>
Minor (3)	<i>First Aid Injury</i>
Moderate (4)	<i>>3 Day Injury</i>
Measurable (5)	<i>>7 Day Injury / (RIDDOR)</i>
Considerable (6)	<i>Hospitalisation</i>
Major (7)	<i>Disability</i>
Severe (8)	<i>Single Fatality</i>
Catastrophic (9)	<i>Multiple Fatalities</i>

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Risk Acceptability Threshold

ACTIVITY	HAZARD/ PERSONS AFFECTED	HOW WILL PERSONS/PROPER TY BE AFFECTED?	RISK ASSESSMENT WITHOUT CONTROLS (SEE RATINGS TABLE)			CONTROL MEASURES	RISK ASSESSMENT WITH CONTROLS (SEE RATINGS TABLE)		
			L	S	R		L	S	R
Removing the boiler covers	Manual Handling Slips, Trips, Falls Blocking Emergency Exits Visitors, operatives, other trades,	Manual Handling injuries (cuts, fractures, musculoskeletal disorders, back pain) Injuries to third parties Fatality	6	8	48	<ul style="list-style-type: none"> Operatives are advised not to undertake a task beyond their individual capabilities when carrying out manual handling, assistance should be sought, or mechanical means used. Lifting and carrying activities to be conducted all as per Manual Handling training. Any loads that form part of a repetitive manual handling exercise shall be limited, with task rotation utilised where necessary. Team lifting is to be undertaken for all large or awkward weights. The person assisting should be of similar height and build, so raised loads do not become unbalanced or unevenly distributed. If possible, large, heavy loads will be broken down into smaller, lighter more manageable sizes. Mechanical lifting aids are to have periodic maintenance to ensure an efficient state, an efficient working order and a state of good repair. Damaged aids are to be removed from service. 	1	8	8

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						<ul style="list-style-type: none"> Storage of material will be in such way as to mitigate any operatives on site coming into contact with the material. Ensure covers are stored safely and do not obstruct walkways and emergency exits PPE and clothing provided will not hinder movement and posture and will include all items as listed in the attached method statement. Emergency exits will be kept clear at all times. 			
Lifting of Materials	<p>Manual handling, loads falling, damage to materials</p> <p>Visitors, operatives, other trades, members of public</p>	Muscle strains, Back injury Lost time work injuries	6	6	36	<ul style="list-style-type: none"> All lifting operations must be planned prior to works commencing. Proper manual handling techniques are to be used when lifting Operatives are advised not to undertake a task beyond their individual capabilities when carrying out manual handling, assistance should be sought, or mechanical means used. Team lifting is to be undertaken for all large or awkward weights. The person assisting should be of similar height and build, so raised loads do not become unbalanced or unevenly distributed. If possible, large and heavy loads will be broken down into smaller, lighter and more manageable sizes. Lifting aids are to have periodic maintenance to ensure an efficient state, an efficient working order and a state of good repair. Damaged aids are to be removed from service. Any loads that form part of a repetitive manual handling exercise shall be limited, with task rotation utilised where necessary. PPE and clothing provided will not hinder movement and posture and will include hi viz vest, hard hat, safety glasses, safety gloves & safety footwear as detailed in the attached method statement. 	1	6	6

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Housekeeping	Trailing leads Slips, trips and falls Loose materials Fire, Visitors, operatives, other trades,	Serious personal injury, Fractures, Burns, Contamination of site or surrounding environment, Damage to property	7	5	35	<ul style="list-style-type: none"> • Include housekeeping in the planning of all operations by setting up control measures and regulating work practices. • Access and egress to the site or work area must be kept clear so as not to cause blockage to evacuation and/or emergency services. • Provide equipment to ensure all work areas are in a clean and orderly state including waste bins, cleaning equipment, storage areas, etc. • Include good housekeeping as part of every individuals' job responsibility at all levels of the organisation. • Provide clean up schedules and personnel when required. • All goods should be stacked, stored and sealed in an appropriate manner. • All open containers should be sealed and stored in the correct location. • Principal Contractor will provide segregated waste bins and their waste management system must be complied with. Keep work faces tidy on a continual basis as works proceed. • All waste/empty chemical containers must be disposed of in a safe manner and in accordance with the guidelines set out by COSHH Regulations • Mandatory Hoval branded PPE to be worn at all times: 	1	5	5

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						<ul style="list-style-type: none"> ✓ Lace-up safety boots with ankle, steel toe and midsole protection ✓ Minimum cut 3 safety gloves EN 388 ✓ Hard hat EN 397 ✓ Hi vis vest ✓ Eye protection EN166. • Use cordless tools where possible. • Keep all leads hanging over head on skyhooks. 			
Working in inclement weather	<p>Extremes of temperatures Lack of mobility Overhearing</p> <p>Visitors, operatives, other trades</p>	<p>Muscle injuries Frostbite Athlete's foot Cold stress Hypothermia Dehydration Hyperthermia Heat exhaustion Heat stress Heat stroke</p>	6	5	30	<p><u>Working in cold weather</u></p> <ul style="list-style-type: none"> • Warm up at start of day to get muscles working. • Wear thin layers of clothing and thermal underwear to keep body warm and insulated. • Wear appropriate PPE as detailed in the attached method statement and suitable gloves to keep hands and fingers warm. • Only head liners are permissible to be worn with a hard hat. • Fuel your body with hot drinks and meals. • Take regular breaks in shelter provided. • Ensure sufficient waterproofs are available and in good condition. • PPE will include <ul style="list-style-type: none"> • Hard hat BS EN 50365:2002 • Lace-up boots BS 345 with full ankle support, steel toe and midsole protection • Hi-vis vest BS EN 20471:2013 • Eye protection BS EN 166:2001 • Safety gloves BS EN 388. <p><u>Working in hot weather</u></p>	1	5	5

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						<ul style="list-style-type: none"> • Use mechanical aids where possible to reduce the work rate. • Regulate the length of exposure to hot environments by taking periodic rest breaks in cooler conditions and shaded facilities away from direct sunlight. • Wear thin layer of clothing. • Remove PPE when not on site. • Prevent dehydration by ensuring regular water intake before, during and after work activities. • Job rotation 			
Working in poorly lit areas	Poor illumination Access by 3 rd parties Visitors, operatives, other trades	Difficult to work due to poor visibility, mistakes, and potential harm to the individual. Injury to 3 rd parties	7	6	42	<ul style="list-style-type: none"> • Where possible allow as much natural light into the area of works. • Where this is not possible and site access lighting provided by the principal contractor is not sufficient task lighting must be utilised. Supplied by the client • 	1	6	6
General Works	Poor housekeeping Loose materials at work face Trailing leads Visitors, operatives, other trades	Personal injury (cuts, grazes, abrasions) Injuries to third parties	6	6	36	<ul style="list-style-type: none"> • Keep work faces tidy on a continual basis as works proceed. • Store materials required for the works away from the workface and off main walkway routes in adjacent areas. • Wear correct full PPE. Hard Hat BS EN 50365:2002, Boots BS 345 with full ankle support, Hi-Vis Vest BS EN 20471:2013, Glasses BS EN 166:2001, including Gloves BS EN 388 at all times. FFP3 Dust masks BS EN 149 to be worn provided operatives have been face fit tested. • Cut 5 Resistant Gloves EN388 must be worn when working with knives and in areas with exposed metal edges. • Hearing protection EN 352, Goggles EN166B and FFP3 respirators to be worn when required. A face fit test is required for use of RPE. 	1	6	6

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						<ul style="list-style-type: none"> • Clear waste materials as works progress into waste bins. • Hang cables and leads at above head height wherever possible. 			
Use of hand tools, battery operated and power tools	<p>Misuse of equipment Defective equipment Contact with moving/rotating parts Fall of tools/materials when working at height Contact with electricity Dust Noise Vibration Flying debris</p> <p>Visitors, operatives, other trades, members of public</p>	<p>Personal injury (Hand/eye/foot injuries, electrocution, burns) Injury to third parties HAVS Vibration white finger Hearing damage Hearing loss Irritation to skin and eyes Respiratory diseases Silicosis Lung cancer</p>	7	7	49	<ul style="list-style-type: none"> • Only trained and competent personnel to be employed on site. Operatives have appropriate health & safety training to carry out works. • All equipment, including battery chargers and cable extensions, must be PAT tested every three months as a minimum with label placed on equipment indicating test date and renewal date. • Prior to use operatives to carry out visual inspection before use to ensure there are no loose or frayed cables and the tool is free from damage. Any defective/damaged tools to be quarantined until repaired or replaced. • Only 110V power tools to be used on site. • Mandatory Hoval branded PPE to be worn at all times: <ul style="list-style-type: none"> • Hard hat BS EN 50365:2002 • Lace-up boots BS 345 with full ankle support, steel toe and midsole protection • Hi-vis vest BS EN 20471:2013 • Eye protection BS EN 166:2001 • Safety gloves BS EN 388. • Additional PPE such as hearing protection EN 352 and RPE are to be worn when noise and dust is being created. Operatives can only wear face masks after being face fit tested as per Health and Safety and Work Act 1974, COSHH Regulations 2002 and Personal Protective Equipment at Work Regulations 1992. Operatives must be clean shaven to ensure beards do not interfere with the sealing surface of the respirator. • All use of drilling tools and equipment must be carried out as per the DG's HAV & Noise Register. Rotation of the workforce 	1	7	7

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						<p>may be required for long duration works. Operatives will not exceed maximum usage times for power tools found in the Noise and HAV register within the site H&S files.</p> <ul style="list-style-type: none"> • Appropriate tool tethers will be used to keep the tools falling from height as per DG's Tool Tethering Policy. • A hearing protection/respiratory protection zone and/or exclusion zone will be put in place if required to protect other operatives working nearby. 			
Use of lifting equipment	<p>Misuse of equipment Dropped loads Inexperienced operators of plant</p> <p>Visitors, operatives, other trades, members of public</p>	<p>Serious or fatal injury to self or others Damage to property</p>	7	8	56	<ul style="list-style-type: none"> • All operators of mobile plant and lifting equipment must be CPC/PAF trained and authorised. • Traffic Marshals/Banksmen to direct plant and vehicles at all times. • All materials shall be stacked correctly to reduce the risk of mishandling by the forklift. • Area around delivery to be cordoned off from access by others. • All lifting operations to be supervised at all times. • All materials to be transported to the designated storage area or to the area of install and stored neatly and safely. • Ensure that daily inspections are carried out before operating any plant or equipment and that weekly check sheets for MEWPs, telehandlers or forklifts are completed correctly. All defects or damage must be reported immediately to Supervisors, defective items taken out of service and quarantined. • A Lifting Plan and a completed HIAB/Moffett Form must be in place and approved by Principal Contractor prior to any lifting activities taking place using a HIAB, telehandler or Moffett Forklift. 	1	8	8

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						<ul style="list-style-type: none"> Refer to MEWP emergency breakdown procedure in appendices. 			
Working at Height	<p>Falls from height Falling items Overturning of equipment Collapse of structure Faulty equipment Misuse of equipment Unauthorised use of equipment</p> <p>Visitors, operatives,</p>	<p>Injury to employees Injuries to third parties Fatalities Lost time at work incidents Damage to property</p>	8	8	64	<p>Mobile Access Towers</p> <ul style="list-style-type: none"> All access towers will be erected, modified, or dismantled by or under the supervision of a competent person who will hold a PASMA certificate. Towers are to be inspected by a PASMA trained person prior to first use and after any alteration, modifications or relocation which required partial dismantling of access tower. A Scaff tag must be attached and signed off. The Access Tower Scaffold manufactures instruction booklet will be adhered to at all times. Access equipment to be assembled with the main guard rails set a 950± 50mm above the working platform, no unprotected gap greater than 470mm and the toe boards fitted. Stabilisers or outriggers will be used in accordance with the manufacturer's instructions. Castors/Wheels to be locked or base plates used in particular on track ballast before accessing the tower. Operatives to enter through the hatch door to working platform level. Do not climb outside of the tower. 	1	8	8

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	other trades				<ul style="list-style-type: none"> • Under No circumstance are operatives or materials to remain on any part of the access tower whilst being pushed to a new location. • The height of the access tower is to be reduced to 4 meters prior to moving to a new location. • Barrier off the area around the platform to prevent people being struck in case of falling materials/tools. • Tools to be tethered when working from access tower as per DG’s Tool Tethering Policy. <p><u>MEWPs</u></p> <ul style="list-style-type: none"> • MEWPs to be operated by competent IPAF trained persons only. • A thorough examination must have been carried out on the MEWP prior to use and every six months thereafter as per LOLER 1998. • Prior to daily use, the operator is to refer to the logbook on the machine and perform “Operator Daily Safety Checks” • Ensure area is appropriately cordoned off with chapter 8 barriers to prevent people below being struck by falling objects. • Ensure warning signage is displayed to warn people of the hazards. • A second competent person to be present at ground level at all times when the MEWP is in use to supervise the activity and to interfere in case of an emergency. • Clear all personnel from work area before raising or lowering the platform. • Use on firm level ground, capable of withstanding the load including materials, tools and personnel. 			
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					<ul style="list-style-type: none"> • Any outriggers must be extended and chocked before raising the platform. Spreader plates may be necessary – check the equipment manual. • Ensure the load is evenly distributed on the platform and within the manufacturer’s SWL for that machine. • Ensure sufficient clearance between the platform and any overhead or other obstructions to prevent being trapped between the scissor lift and materials/fixed structures. • Tools to be tethered as per DG’s Tethering Policy. • Signed MEWP rescue plan to be in place and all operatives made familiar with it. • Make sure the work platform is fitted with effective guard rails and toe boards. • If using outdoors do not use when maximum safe wind speed for operation is exceeded. Inspect the platform before use after severe weather. • Never operate a MEWP close to overhead cables or other dangerous machinery or allow any part of the arm to protrude into a traffic route. • Under NO circumstances are operatives or materials to remain on any part of the MEWP whilst being moved to a new location. Only MEWPS designed to be driven whilst occupied can be moved with operatives on board. • Keys must be removed and stored in a secure place, and MEWPs disconnected from the power when not in use to prevent unauthorised use. • Articulated boom MEWPs to be used by competent IPAF trained persons only with IPAF 3b category. Operatives to wear harnesses at all times when working from the basket and ensure they are securely attached to the MEWP with a lanyard (operatives must be harness trained). A detailed inspection to be carried out on all harnesses and lanyards by 		
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					<p>a competent harness trained person prior to first use and every six months thereafter as per LOLER 1998 with the inspection findings documented. Weekly harness inspection to be completed and pre-use checks to be carried out by the user to ensure all fall arrest equipment is free from damage/defects. All damaged/defective equipment to be quarantined and a replacement obtained.</p> <p><u>PECO</u></p> <ul style="list-style-type: none"> • PECO's are to have a daily check sheet completed prior to use by a competent person. • PECO Thorough Examination of Equipment to be held on file. • No Operative is to operate a PECO without being competent to do so and familiar with the specific manufacturer's instruction manual. • Brief operators on the dangers if confined overhead working. • The platform is to be kept tidy at all times and used on firm and level ground. • Make sure the work platform is fitted with effective guard rails at the correct height of 950 ±50mm from working platform and toe boards. • Ensure the load is evenly distributed on the platform and within the manufacturer's SWL for that machine. • Check the weight and dimensions of materials and consider any manual handling and load distribution issues. You may need additional lifting equipment to transport materials. • Never operate a PECO to overhead cables or other dangerous machinery or allow any part of the arm to protrude into a traffic route. <p><u>Genie Lift</u></p> <ul style="list-style-type: none"> • Operator to be trained in use of Genie Lift. 		
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					<ul style="list-style-type: none"> • Genie Lift to be used only for lifting materials. • A thorough examination must have been carried out on the Genie Lift prior to use and every twelve months thereafter as per LOLER 1998. • A lift plan must be in place prior to works being carried out. • All Genie Lift components to be visually inspected prior to use (refer to manufacturer’s instructions) and a documented record completed. • Use on firm level ground, capable of withstanding the load. • Materials will be strapped to Genie Lift forks using Ratchet Straps. • Ensure the load is evenly distributed and within the manufacturer’s SWL. • Ensure the stabilisers (if equipped) are fully extended and in contact with the ground before lifting the load. • Ensure area is appropriately cordoned off with warning signage displayed to prevent people below being struck by falling objects. • Do not stand under or allow personnel under the machine when the load is raised. • Genie Lift will be moved to work locations by 2 operatives. • Do not move the Genie Lift with a raised load. • Genie Lift shall be isolated as per manufacturer’s instructions, secured and locked <p><u>Genie Hoist</u></p> <ul style="list-style-type: none"> • Operator to be trained in use of Genie Hoist. • Genie Hoist to be used for lifting materials only. • Use in well ventilated area. • A thorough examination must have been carried out on the Genie Hoist prior to use and every twelve months thereafter as per LOLER 1998. 		
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					<ul style="list-style-type: none"> • A lift plan must be in place prior to works being carried out. • All Genie Hoist components to be visually inspected prior to use (refer to manufacturer’s instructions) and a documented record completed. • Use on firm level ground, capable of withstanding the load. • Ensure the load is evenly distributed on the platform and within the manufacturer’s SWL. • Ensure load is securely strapped prior to being lifted. • Ensure area is appropriately cordoned off with warning signage displayed to prevent people below being struck by falling objects. • Do not stand under or allow personnel under the machine when the load is raised. • CO2 cylinder to be inspected prior to use with inspection findings documented. • CO2 cylinder to be isolated when not in use and stored in a suitable gas cage when not in use or at end of working shift. • All gas bottles must be stored correctly in the gas cage, e.g., upright position, securely restrained to prevent falling over, away from direct sunlight and at safe distance from toxic, corrosive, combustible materials, flammable liquids, and general waste. • Gas cage must be in a well-ventilated area and must be kept locked at all times to prevent unauthorised access. • Fire extinguishers must be located nearby. • Ensure gas cylinders are transported on a cylinder trolley, in upright position and secured to prevent falling over. <p>Podium Steps</p> <ul style="list-style-type: none"> • All podium steps used on site must be PAS 250/BS 8620 compliant. 		
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					<ul style="list-style-type: none"> • All podium steps are to be inspected and signed off prior to first use by a competent PASMA trained person and every seven days thereafter. • The inspection shall include as a minimum checking locking mechanism of wheels, access gate and built-in outriggers for damage. Also joints and locking pins to be checked for damage. • A Scaff-tag MUST be attached and signed off by a competent person. • The operative shall not overreach especially laterally from podium; ensure guard rail at the correct height of 950 ±50mm from working platform and use outriggers as necessary. Ensure the wheels are locked and the gate shut at all times whilst on a podium. • Under NO circumstances are operatives or materials to remain on any part of the podium whilst being pushed to a new location. <p><u>Hop ups</u></p> <ul style="list-style-type: none"> • Hop ups are to be inspected and signed off prior to first use by a competent PASMA trained person and every seven days thereafter. A Scaff tag must be signed off and attached by the inspector. • Use industrial grade 400mm high hop up platforms minimum 600mm wide. • Work durations to be kept short / less than 10 minutes per time. • Only to be used if not possible to use podiums <p><u>Stepladders</u> (Last resort & only to be used where there no other possible means of access)</p>		
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						<ul style="list-style-type: none"> • A stepladder may be required for working at height due to confines in space. Prior to any ladder use onsite a Ladder Permit must be completed with the DG Site Management team. • Step ladders are to be inspected and signed off prior to first use by a competent PASMA trained person and every seven days thereafter. A Scaff tag must be signed off and attached by the inspector. • Ladders are to have a daily check sheet completed prior to use. • All stepladders must be EN/BS 131 compliant. • Ensure stepladders are in good condition and fully open before use. Do not use any stepladder with damaged or defective parts. Step ladder's integrity must be visible; therefore, no opaque covering should be applied such as paint. • The stepladder must be suitable for your job/task. Only light work may be performed off a stepladder for short duration tasks. Side loading should be avoided. • Only one person to use stepladder at a time. • The top two threads are not to be used. • Ensure the step ladder has a level and firm footing and the area around the foot and top of the stepladder must be kept free of all rubble, rubbish, materials, trailing cables, and any other trip hazard. • Footwear must be free of mud, grease etc. which could cause a slip or fall. • Stepladders are to be moved to avoid overreaching. • Users must face the stepladder at all times when ascending or descending and maintain 3 points of contact at all times whilst working on ladders. 			
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Use of COSHH substances	Contact with eyes and skin Ingestion Inhalation Spillages Visitors, operatives, other trades	Nausea Dizziness Headache Drowsiness Irritation of eyes and nasal passages Overexposure may result in severe eye injury with corneal or conjunctival inflammation Vomiting Diarrhoea Mental sluggishness	7	6	42	<ul style="list-style-type: none"> Adhere to all controls as stipulated in the COSHH Assessments. Attend to and maintain high standards of personal hygiene. All COSHH items must be sealed when not in use and placed back in COSHH cabinets. COSHH waste must be disposed of in designated COSHH bins held on site. Mandatory PPE to be worn at all times: laced safety boots with ankle support, steel toe and mid soles, cut 3 safety gloves EN 388 as a minimum, hard hat EN 397, hi vis vest & EN 166 and safety glasses EN 166. Splash-proof eye goggles to be worn where needed to prevent possibility of eye contact. Use approved respirator if air contamination is above accepted level. Prevent entry into drains. Avoid discharge into water courses or onto the ground. Waste is classified as hazardous waste. Disposal to licensed waste disposal site in accordance with the local Waste Disposal Authority. Medical help to be sought in case of contact with skin/eyes, inhalation, or ingestion. Operatives utilising any hazardous materials must read, understand, sign, and comply with the contents of each COSHH assessment. Records to be retained in the site office . 	1	6	6
Operatives using electrical equipment/ Working near Live services/ equipment.	Electrocution, explosion Power supply Lock out/Tag out (LOTO)	Burns, electric shock, property damage	8	9	72	<ul style="list-style-type: none"> Only 110volt supply to be distributed across the site. All electrical equipment to be 110volt or less Only. 240volt supply shall be feed via site generator to the site offices and welfare facilities only. 	1	9	9

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Other operatives on site.						<ul style="list-style-type: none"> All electrical equipment on site that will use either 110volt or 240volt equipment Must be PAT tested before use and every 3 months thereafter. Ensure any access to potential Live areas (Plant room/Switch room/Risers) is only permitted via permit to work system as issued by relevant party. Ensure any potential Live services in close proximity to work are identified and clearly labelled before commencing work. Ensure safe isolation procedures communicated to all operatives, and Isolations/LOTO to be undertaken by nominated Appointed person. Toolbox talk (LOTO procedures) to be issued to all relevant operatives and copy to forwarded to Principal Contractor/Client for communication to other trades on site if required. No lone working to be undertaken at any time during work with/near live Electrical installations 			
Use of vibrating tools (Operatives using Hand-held powered tools, Hand-guided powered tools).	Risk of over exposure from vibrating tools	Hand arm vibration, Carpel Tunnel Syndrome, White finger	7	7	49	<ul style="list-style-type: none"> Identify any potential sources of Hand-Arm Vibration. Ensure all tools & equipment purchased are the lowest vibration rating equipment suitable for the job task being carried out. Minimise the time individuals use any equipment by job rotation or break-up the time periods of use by the equipment. Supply all operatives with any necessary information regarding any Hand-Arm Vibration that may affect their health. Instruct on ways to minimise the risk and identify any risk factors that may be present and provide information on how to recognize and report signs of any possible injury. 	1	7	7

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Working in confined Space	Release of toxic gases, oxygen deficiency, explosion, poor ventilation, restricted space, insufficient lighting, excessive heat, lack of means to descent, presence of vermin waste	Asphyxiation from toxic gases, fatality due to unable to move casualty to safety, heat exhaustion	7	8	56	<ul style="list-style-type: none"> All works in confined space to conform to The Confined Space Regulations 1997 and HSE Guidance L101. Entry to confined space must be demarcated with chapter 8 barriers and clear warning signage displayed All operatives working in confined space must have received accredited confined space training. A medical questionnaire must be completed by all operatives working in confined space prior to commencement of works. Works to have a suitable rescue plan and all operatives must be aware and trained in emergency evacuation. No lone working in confined space. A pre-inspection must be carried out in confined space to ensure there are no mould or fungi growth inside working area of confined space. There must be clear communication between parties when working in confined space E.g., radios to communicate. Rescue tripod with winch conforming to EN 1496 Class B to be used in case of emergency. Winch to have a valid LOLER certificate and daily documented inspection regime. Suitable portable lighting must be in confined space. Where there are areas of poor lighting levels, a head torch must be used. A 4-way Gas detector for atmospheric monitoring of toxic gases or depleted oxygen levels in confined space must be attached to operative inside confined space whilst working. Gas detection monitor must have a valid calibration certificate. Harness must conform to EN365 and to be worn by operative in confined space and must be attached to rescue winch. A detailed inspection to be carried out on all harnesses and lanyards by a competent harness trained person prior to first use and every six months thereafter as per LOLER 1998 with the inspection findings documented. 	1	8	8
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						<ul style="list-style-type: none"> Weekly documented harness inspection to be completed and pre-use checks to be carried out by the user to ensure all fall arrest equipment is free from damage/defects. All damaged/defective equipment to be quarantined and a replacement obtained. First aid kit and fire extinguisher must be held outside confined space in case of emergency. Emergency contact details must be displayed in confined space area in case of emergency. Always ensure good hygiene levels after working in confined space. 			
Use of safety harness	Defective/damaged equipment Misuse of equipment Falls from height Falling items Visitors, operatives, other trades	Injury to employees Injuries to third parties Fatalities Lost time at work incidents Damage to property	7	8	56	<ul style="list-style-type: none"> Safety harnesses to be used only in addition to other more appropriate fall prevention systems. Collective fall prevention must be considered first. Only competent harness trained operatives to use harness A pull test must have been carried out prior to harnesses being attached to the anchor points and used. Fall restraint harness only to be used. A detailed inspection to be carried out on all harnesses and lanyards by a competent harness trained person prior to first use and every six months thereafter as per LOLER 1998 with the inspection findings documented. Weekly documented harness inspection to be completed and pre-use checks to be carried out by the user to ensure all fall arrest equipment is free from damage/defects. All damaged/defective equipment to be quarantined and a replacement obtained. A rescue plan must be in place for use of harnesses on site. 	1	8	8
Servicing boiler	Products of combustion	Injury to employees	7	8	56	<ul style="list-style-type: none"> Installers Gas manager/Gas commissioning/Responsible person to be in attendance for the duration of commissioning. 	1	8	8

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Flues	from flue system Visitors, operatives, other trades	Injuries to third parties Fatalities Lost time at work incidents Engineer & possibly others in plant room				<ul style="list-style-type: none"> Installer to issue a commissioning report for the flue system including a pressure test result by the manufacturer of the flue. In line with BS 6644, IMGE UP/10 Engineer to hold the correct ACS qualifications 			
Serving boiler Gas Pipe work & Gas boosters	Incorrect purging of the gas mains. Explosion from gas escape or flash back up the gas pipe work Visitors, operatives, other trades	Injury to employees Injuries to third parties Fatalities Lost time at work incidents Damage to property Fire Engineer & possibly others in plant room	7	8	56	<ul style="list-style-type: none"> Installers Gas manager/Gas commissioning/Responsible person to be in attendance for the duration of commissioning. Installer to issue a gas purge, strength certificate in line with the following regulations IMGE UP/1 IMGE UP/1/a IGME UP/2 The gas to the appliance should be capped of and a final connection piece be ready to be installed by the installer in the presence of the commissioning engineer This is a mandatory requirement in the above regulations. Engineer to hold the correct ACS qualifications Installer to hold the correct ACS qualifications 	1	8	8

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<p>Servicing boiler</p> <p>Hot surfaces</p>	<p>Exposed pipe work, boiler metal parts, flue connections.</p> <p>Visitors, operatives, other trades</p>	<p>Injury to employees</p> <p>Injuries to third parties</p> <p>Fatalities</p> <p>Lost time at work incidents</p> <p>Engineer & possibly others in plant room</p>	<p>7</p>	<p>5</p>	<p>35</p>	<ul style="list-style-type: none"> The installer to provide signage in areas where pipe work is not been lagged or protected. The engineer to take precaution when working on the boiler. Any other person working in or around any hot surface area is verbally informed 	<p>1</p>	<p>8</p>	<p>8</p>
<p>Servicing boiler</p> <p>Gas escapes</p>	<p>Build-up of gas in poor ventilated areas</p> <p>Visitors, operatives, other trades</p>	<p>Injury to employees</p> <p>Injuries to third parties</p> <p>Fatalities</p> <p>Lost time at work incidents</p> <p>Damage to property</p> <p>Fire</p> <p>Engineer & possibly others in plant room</p>	<p>7</p>	<p>5</p>	<p>35</p>	<ul style="list-style-type: none"> Installers Gas manager/Gas commissioning/Responsible person to be in attendance for the duration of commissioning. Installer to issue a gas purge, strength certificate in line with the following regulations IMGE UP/1 IMGE UP/1/a IGME UP/2 Any escapes are to be dealt with in accordance with industry standards. In the event of an uncontrollable escape the building must be evacuated, and the emergency services called. Follow ISU 090 IGEM SR 29 Dealing with Gas Escapes Appendix 2 	<p>1</p>	<p>8</p>	<p>8</p>

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6. MANUAL HANDLING

Items to be manually handled	Approx. weight (kg)
Boiler covers	Max 15 Kg single unit
Boiler steps	30 Kg

Consider the following with regards to manual handling and tick only if applicable.

TASK		
	YES	NO
Is lifting from floor level required?	<input type="checkbox"/>	
Does the task require the loads to be supported away from the body?		<input type="checkbox"/>
Is twisting, stretching, or stooping involved?	<input type="checkbox"/>	
Does the task finish below knee or above shoulder height?	<input type="checkbox"/>	
Is the load being carried over long distances?		<input type="checkbox"/>
Is prolonged physical effort required?	<input type="checkbox"/>	
Is repetitive handling required?		<input type="checkbox"/>
Are any work rates imposed?		<input type="checkbox"/>
Are periods of rest and recovery incorporated in with the task?		<input type="checkbox"/>
Does the task require manual handling whilst seated?		<input type="checkbox"/>
Does the task require team lifts?		<input type="checkbox"/>

INDIVIDUAL		
	YES	NO
Does the task require unusual strength or personal capability?		<input type="checkbox"/>
Does the task require special skills, knowledge, or training for their safe execution?	<input type="checkbox"/>	
Do any individuals have health problems that may affect their ability to perform the task?		<input type="checkbox"/>
Are any individuals pregnant or may have health restrictions?		<input type="checkbox"/>
Is there a need for mechanical assistance?		<input type="checkbox"/>
Are the individuals required to use PPE?	<input type="checkbox"/>	
Is training required?		<input type="checkbox"/>

LOAD		
	YES	NO
Is the load heavy (guide weight 10Kg/1.57 stones or above)?	<input type="checkbox"/>	
Is the weight indicated on the load?		<input type="checkbox"/>
Is the load large or bulky?	<input type="checkbox"/>	<input type="checkbox"/>
Is the load of an irregular shape? Can be from time to time	<input type="checkbox"/>	
Does the surface prevent a good grip being achieved?		<input type="checkbox"/>
Does the shape or size interfere with the handler's vision?		<input type="checkbox"/>
Are handholds or handles available? No some parts of the covers	<input type="checkbox"/>	<input type="checkbox"/>
Can the size, weight, shape, etc be altered by the handler?		<input type="checkbox"/>

ENVIRONMENT		
	YES	NO
Does space constraint prevent good postures from being adopted?		<input type="checkbox"/>
Are any floor areas in poor condition (slippery, uneven)?	Possibly	
Do any fixtures or fittings create additional manual handling?	<input type="checkbox"/>	

Are there variations in workplace floor levels?	<input type="checkbox"/>	
Are there hot, humid, or cold conditions encountered?	Possibly	
Is there adequate lighting for the task?	<input type="checkbox"/>	<input type="checkbox"/>
Could strong air movements affect the load stability?		<input type="checkbox"/>

Control measures to be implemented

- Mechanical aids to be used
- Group / co-ordinated lifts
- Check routes / ensure floor area is clear
- Operatives to be physically capable
- Load to be broken down into manageable parts
- Operatives to be trained / regular toolbox talks on M/H
- PPE – hand / foot protection

7. NOISE

Listed below is the plant / equipment to be used and the noise level dB(A) (obtained from the manufacturers info).

Make / Type / Model	Noise Level dB(A)
Hoval Boilers (forced draught burners),	Max 89

Calculate the noise exposure using the noise calculator from the HSE website ctrl click the following link: - <http://www.hse.gov.uk/noise/dailycalc.xls>

Please see Guidance Document **G-HS-006-01 Hand Arm Vibration and Noise Register** – for quick checks on limits for equipment in regular use on projects.

Task	Noise Level LAeq (dB)	Exposure (hours)
Servicing		

Daily noise exposure (Lep,d)



Type of hearing protection required

- Standard ear protection

8. SEQUENCE OF WORKS

General

1. To carry out servicing of hot water boiler

Methodology

2. Operatives to arrive on-site report to the reception, sign-in. If required attend an induction
3. Prior to commencement of work, the appointed/skilled person shall ensure all operatives have fully understood the method statement. any hazards are identified and discussed, and the safety measures required.
4. Any permits to carry out the operation to be obtained.
5. All Operatives must sign the method statement briefing record
6. The agreed PPE must be worn.
7. Access the plant room via the agreed route.
8. Before commencing work, the operatives must familiarise themselves with the environment they are working in, ensuring that it is safe to carry out the operation/tasks. They must also ensure they know where the emergency exits are, and to sound the fire alarm should there be an emergency.
9. The engineer should check the environment he/she is working in using the CheckSafe app on the phone.
10. Before commencing work, the operatives must familiarise themselves where the plant isolation points are for both fuel and power.
11. Check to see if the following services are Isolated, gas and electrics to the burner, ensure that these services are "dead".
12. If required use lock off safe system of work on the power and gas isolator.
13. The service engineer will the carry out service checks in line with the manufacturer's instructions, including opening the boiler door, checking the flue ways and door refectory. If flue retarders are fitted, check to see these are correct in the flue ways.
14. Close and adjust the boiler door for an adequate seal.
15. The engineer will carry out a full check to the burner. Where it is necessary to withdraw a burner on slide rails, the engineer must consult the manufacturer's procedures to ensure this is done safely.
16. The engineer will carry out a gas tightness test from the plant isolation valve to the inlet test point on the gas train.
17. Prior to firing the burner(s), a complete faultless dry run will be carried out by the commissioning engineer before fuel(s) is/are admitted to the plant. This action MUST result in a safety shut down of the burner, (lockout).
18. The burners will then be fired, and the readings will be completed when operation is satisfactory. Combustion figures will be transposed onto the commissioning sheets (see appendix 1). The site gas meter is to be made available for metering gas throughput to the boiler(s) only.

19. Operational safety checks will be carried out by taking boiler settings and system readings to ensure that safety features are operational. If the installation or operation of the appliance does not meet the requirements of The Gas Safety Regulations 2018, commissioning may not take place until the requirements have been met. In any case, if the required conditions cannot be met then a Gas Safe “warning” notice will be attached to and clearly displayed on the appliance/s. Before leaving site the person responsible for the appliance must be notified via a copy of Hoval document No SC.P 63 Rev 00 “Gas warning report”. The Hoval engineer will remove the final Gas Connection, and reinstate the installers blank/ cap. NOTE:- The Gas Safety Regulations 1998 apply to existing installations as well as new installations.
20. The boiler setting, burner settings, flue system connections, control and fuel supplies, will be checked and listed under the various headings of the commissioning sheet. The need for further visits will be recorded.
21. Perform a client handover explaining the operating instructions and demonstrate boiler shutdown sequence, basic controls and periodic maintenance requirements.
22. Complete the commissioning/service checklist, clear site of all equipment and leave in a clean, tidy and safe condition.

ENSURE ALL AREAS ARE KEPT CLEAN & TIDY

9. TRAINING

Type	
CSCS/JIB/Skill Card	yes
PASMA	
IPAF	
PAV	

Type	
Relevant ACS Held?	yes

Other

-

10.PPE

Mandatory PPE for all projects is listed below.



Hard Hat



Safety glasses



Gloves



Hi-vis



Safety boots

--	--	--	--	--

5 Point PPE is mandatory on all

Additional PPE as identified from the risk assessment: -

Type	Standard

11. PERMITS / LICENCES

Type	Req'd	Issued by
Hot works		
General access		
Electrical isolation		
Step ladder/ladder		
Confined space		

Other

-

12. PLANT / EQUIPMENT / TOOLS: ALL TO BE PAT TESTED (WHERE APPLICABLE)

- Various hand tools.
- Socket set,
- Spanners
- Screwdrivers
- Allen keys
- Stilsons
- Electrical test meter
- Flue gas test equipment
- Gas Manometers

13. MATERIALS INCLUDING STORAGE AND BARRIER PROTECTION METHODS

- If Required

14. HAZARDOUS SUBSTANCES TO BE USED AND STORAGE/DISPOSAL OF HAZARDOUS WASTE (COSHH)



Hazardous substances to be used

- Insufract S

*COSHH assessments & MSDS's attached as required.

15. ENVIRONMENTAL



- All waste to be cleared up and segregated into the correct bins for recycling
- Installer to provide waste bins for disposal of waste. (All packaging is the property of the buyer of the boiler equipment and needs to be disposed of by the installer).

16. EMERGENCY ARRANGEMENTS



- *First aid facilities. Local*
- Nearest A&E

First aiders	Contact No
TBA	



- Upon hearing the alarm proceed to the assembly point located at: -

As per site induction



- Fire extinguishers are provided at strategic locations around site.
- Fire extinguishers only to be used by trained persons.

17. HOUSEKEEPING & STORAGE


- Work areas to be kept clean & tidy at all times
- Temporary storage of boiler covers are to be placed in a safe area, keeping all gangways clear.
- Remove waste to a safe place.
 -


BRIEFING REGISTER

The following personnel have been made aware of and understand the procedures, hazards and control measure outlined in this Risk Assessment

Name	Job Title	Signature	Date	Briefed by

Appendix 1


UltraGas®


Hoval

Select type of operation

Name of Engineer		Job Code Number (JC)	
Date of Job		Functional Location Number (FL)	
Site Name		Equipment Number (EQ)	
		Name	
		Phone Number	
		Email Address	

Seller Detail		Control Board Type No.		Software Version	
Version Number	Equipment Number	Number of Years	Manufacturer	SW	HW
Year of Production	Year of Installation	Year of Control Board	Year of Control Board		

Imports not in office: Not having a valid water quality analysis may affect the ability to select the correct technical data for the burner. Instructions can be found in the burner, appliance, and on-line.

Gas Type	O ₂ %	CO ₂ %	CO ₂ ppm	CO/CO ₂ Ratio	Flue Gas Temp (°C)	Flue Gas Temp (°F)	Orifice Temp (°C)	Orifice Temp (°F)	Orifice Gas %	Orifice Gas %	Flue Gas Meter
Select											
100%											
1%											

Seller No.	Gas Inlet Pressure mbar	Gas Inlet Pressure Select	Gas Inlet Pressure Select	Gas Inlet Pressure Select	Gas Inlet Pressure Select	Gas Inlet Pressure Select	Gas Inlet Pressure Select	Gas Inlet Pressure Select	Gas Inlet Pressure Select	Gas Inlet Pressure Select	Gas Inlet Pressure Select
100%											
1%											

Installation Status	Checked	Notes/Comments on the Installation
Verification	Select	Select
Gas Installation	Select	Select
Flue	Select	Select
Including gas pressure traps	Select	Select
Additional checks checked & satisfactory	Select	Select

Warning	Checked	Notes/Comments on the Warning
Appliance installed correctly	Select	Select
Safe to use?	Select	Select
Warning notice issued?	Select	Select










Hoval Limited, Northgate, Newark, Nottinghamshire, NG24 1JN, Tel: (01636) 593413
info.uk@hoval.com | www.hoval.co.uk

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Appendix 2

COSHH Risk Assessment No: DRC04		Hoval
Company: Hoval Ltd		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Use: Assembly of product - Small amount on an occasional basis Used by: 1 operative – Product assembler	
Location of process being carried out?	Door Refractory area	
Identify the persons at risk:	Employees <i>(including trainees)</i>	Contractors Public <i>(including visitors)</i>
Name the substance involved in the process and its manufacturer. <i>(A copy of a current safety data sheet for this substance should be attached to this assessment)</i>	INSULFRAXR S BLANKET Unifrax Tele: USA 1-800-322-2293 Emergency telephone: USA 1-800-424-9300	
Classification (state the category of danger)		
 Gas under pressure		 Oxidising
 Explosive		 Flammable
 Corrosive		 Caution- less serious health hazards
 Toxic		 Longer term health hazards
 Dangerous to the environment		No classified as hazardous
Hazard Type		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas	Vapour	Mist
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fume	Dust	Liquid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid	Other (State) _____	
Route of Exposure		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inhalation	Skin	Eyes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ingestion	Other (State) _____	
Workplace Exposure Limits (WELs) please indicate n/a where not applicable		
Long-term exposure level (8hrTWA): Refer to safety data sheet	Short-term exposure level (15 mins): Refer to safety data sheet	
State the Risks to Health from Identified Hazards		
Mild mechanical irritation to skin, eyes and upper respiratory system may result from exposure. These effects are usually temporary.		

Page 1 of 2 (DRC04)

Control Measures: (for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers. Take account of those substances that are produced from activities undertaken by another employer's employees.

Fire extinguisher: Use extinguishing agent suitable for surrounding combustible materials.

Environmental: Frequently clean work area with HEPA filtered vacuum or wet sweep.









Spillages: Minimise airborne dust. Do not use compressed air or dry sweeping to clean up spillages. Use a HEPA filtered vacuum cleaner or wet sweeping to clean up debris.

Ventilation: Use local exhaust ventilation at point of dust generation.

Safe Handling: Limit the amount of handling to cut down dust emission. Limit use of power tools unless local exhaust ventilation in place. Use hand tools when possible. Do not take soiled clothing home. If it must then vacuum clothing before leaving work area, wash work clothes separately and rinse out washer before using again.

Is health surveillance or monitoring required? Yes No

Personal Protective Equipment (state type and standard)

 <input type="checkbox"/>		 <input type="checkbox"/>	
 <input type="checkbox"/>	If local exhaust extraction not sufficient then appropriate RPE must be worn	 <input checked="" type="checkbox"/>	Goggles or safety glasses with side shields recommended.
 <input checked="" type="checkbox"/>	Use of protective gloves recommended to prevent skin irritation	 <input checked="" type="checkbox"/>	Protective clothing is advised to prevent skin irritation. Do not take soiled clothing home. If this is not avoidable then refer to safe handling section above.
 <input type="checkbox"/>		 <input type="checkbox"/>	

First Aid Measures

INGESTION: None identified

SKIN CONTACT: Rinse with water and wash gently. Do not rub or scratch irritated skin.

EYE CONTACT: Flush abundantly with water and have eye bath available. Do not rub eyes.

INHALATION: If nose becomes irritated then move to a dust free area, drink water and blow nose. If symptoms persist seek medical advice.

Storage

Store in a manner to minimise airborne dust, use a covered container or plastic bagging. Do not reuse empty containers as may still contain some residue.

Disposal of Substances & Contaminated Containers

Hazardous Waste Skip Return to Depot Return to Supplier Other

(If Other Please State): Refer to local and regional waste disposal requirements for industrial waste.

Is exposure adequately controlled? Yes No

Risk Rating Following Control Measures

High Medium Low

Assessed by: Safety Shield Ltd Date: 26-09-18 Review Date: Sept 2020