	Site	S Drive	Reference	Type	Retention
	GRP	22.06.01	06	Risk Assessment	US+3yr
	Revision	Originator	Approved	Issue Date	Review Due
	01	CM	RB	13/08/2021	AUG 23
Description	Material Transfer using road vehicles				
Location	Multiple locations across the UK				
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Risk Assessment

06


Material Transfer using road vehicles

Item	Comment
Document Owner	Maintenance, Health and Safety Manager at Slicker Recycling Ltd
Master Copy Storage <ul style="list-style-type: none"> ➤ Electronic ➤ Paper 	S Drive Maintenance, Health and Safety Manager's office – Clipper House
Retention	Until Superseded + 3 years


Revision History (Last 3 Changes)			
Revision	Date	Initials	Comments / Changes
01	05/08/2021	CM	Initial draft

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Activity	Hazards	Initial Risk			Control measures applied	Residual Risk		
		L	S	R		L	S	R
Working at an unfamiliar location.	Lack of knowledge of layout and processes.	3	3	9	Staff to complete necessary induction procedures relating to the location. Staff to determine an onsite point of contact. All issues found are to be raised with the onsite point of contact. Staff to strictly adhere to all site safety signage and rules both verbal and written.	1	3	3
Working at unmanned sites with no onsite contact or supervision.	Lone working.	2	4	8	Instruction to be issued to staff as to the requirements of the visit prior to attendance. Appropriate level of supervision given based on the employee's level of experience, competence, and capability. Individual factors are to be assessed on a case-by-case basis such as underlying medical conditions and previous incident records.	1	4	4
Vehicle Movements.	Collision with people, plant, or equipment.	4	4	16	High visibility clothing to be worn by staff. Reversing to be minimised whenever possible. When reversing is required a banksman should be used when available. HGV driver licenses are checked periodically to ensure they are still safe to operate the vehicle. HGVs are serviced, safety inspected, and MOT tested as required by law and the company's operator's license. Drivers' hours are monitored and analysed as per the working time directive. Daily vehicle checks are undertaken by drivers and defects recorded in the vehicle defect book.	1	4	4

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Accessing and working from a tanker top, trailer bed or other location at height.	Falls from height.	4	4	16	<p>3 points of contact to be maintained whilst climbing ladders or gangways.</p> <p>Drivers are prohibited from using ladders belonging to customer sites.</p> <p>Handrails should be raised from ground level when accessing a tanker top. Where this is not possible fixed handrails in a dedicated loading or offloading bay, or portable access gantry may be used.</p> <p>All equipment and tools should be passed up from ground level and not carried to height.</p> <p>Ladders or a tail lift should always be used to access a trailer bed.</p> <p>Barriers or trailer curtains should remain in place for as long as possible to prevent a fall from height.</p> <p>Damage to handrails or other protective devices must be reported immediately.</p> <p>Walkways and ladders are to be kept clear from oil residues and any spillages are to be cleaned immediately.</p> <p>Safety boots should be oil resistant and kept in a good condition.</p>	1	4	4
Working near open water whilst loading from or offloading to a vessel or tank.	Drowning, Falls from height.	3	5	15	<p>Life jackets to be worn as required.</p> <p>Life jackets should be maintained and inspected periodically.</p> <p>Staff to maintain a safe working distance from the water's edge when possible.</p> <p>Additional controls may be added for larger scale operations including multiple personnel and vehicles for an extended period. This is to be reviewed on a case-by-case basis.</p>	1	5	5

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Use of objects at height.	Dropped objects.	3	4	12	All tools and equipment are to be passed or roped up from ground level and not carried up ladders. Adjacent personnel to be made aware of ongoing operations in the area. Objects to be stowed in a secure container to prevent them rolling from height.	1	4	4
Handling of transfer hoses, bins, drums, portable pumps, and all other manual handling activities.	Manual Handling.	5	4	20	Mechanical lifting aids are to be utilised wherever possible. Transfer hoses should be cleared and free from oil when manually handling them to reduce the weight. Where possible seek assistance from another to share the load. Equipment is to be clean and appropriate gloves should be worn to increase grip on the load. Vehicle tail lifts should be utilized where available to assist in the lifting or handling of loads. Follow the specific safe system of work for manual handling.	2	4	8
Working under overhead dangers such as powerlines, cranes, cargo operations, low roofs, and gantries.	Overhead dangers.	2	4	8	Checks for overhead dangers to be undertaken when the vehicle is positioned. Safety Helmet must be worn where there is a risk of head impact. Overhead lifting operations must be suspended whilst operations are ongoing beneath.	1	4	4
Handling of components or equipment such as hoses, flanges, drain covers, man lids, drums, and bins.	Trapping of extremities and limbs.	3	2	6	Suitable protective gloves to be worn. Hands to be kept clear of pinch points. Assistance to be requested where equipment is unwieldy. Staff training in first aid and accident reporting.	2	2	4

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Trailing hoses, oil slicks, poor housekeeping, and poor lighting.	Slips and trips.	4	3	12	Hoses to be kept tidy and should be demarcated when this is unachievable. No unauthorised personnel should be allowed within the loading/offloading area. Spillages or oil slicks to be cleaned immediately to prevent slip hazards. Hose connection points to have drip trays beneath where possible. High levels of housekeeping to be maintained ensuring walkways are kept clear from trip/slip hazards. Portable lighting to be utilized as required to ensure adequate vision of walkways and pedestrian routes.	2	3	6
Release of flammable material / misting of non-flammable material causing a flammable mist.	Fire and Explosion Personal Injury Environmental contamination.	2	5	10	No ignition sources allowed within transfer areas when there is a risk of a flammable release or mist. Emergency plan to be made available to and understood by all staff. Drivers and operators to continuously monitor for leaks during loading and offloading. Filters to be checked for blockage to ensure operating pressures are kept as low as possible. Flexible hoses to be checked and inspected on a periodic basis. Vacuum tankers to be checked during discharge for pressurised leaks. Regular inspection of hoses, manifold, and connection points where appropriate. All adjustments for connections made when hose is de-pressurised. Earthing straps to be used as required.	1	5	5

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<p>Leakage or spillage of substances hazardous to health. Cleaning or changing filters. Sampling and dipping tanker barrels. Handling contaminated waste. Component failure.</p>	<p>Exposure to substances hazardous to health. (COSHH) Exposure to substances hazardous to the environment.</p>	5	3	15	<p>Suitable gloves to be worn as relevant to the specific COSHH hazard as determined by the COSHH assessment. Full body coverage should be adopted to prevent contamination with skin. Barrier creams are made available on internal assets. High housekeeping and hygiene standards to be set and maintained. Skin checks to be carried out periodically as determined by the individual risk level and role. Gloves are to be kept clean and in good condition to prevent cross contamination of substances from surface to surface. COSHH assessments should be available for all substances handled and these should be referred to in the event of an emergency. Vehicles are equipped with saline eyewash and first aid facilities. All spillages are to be cleaned up immediately using the vehicle spill kits in accordance with the spillage procedure. Tanker barrels and transfer hoses are inspected and tested periodically. Driver training in internal spill response and ADR procedures. Drip trays should be utilised when changing filters. All man lids must be closed prior to departure.</p>	2	3	6
<p>Excessive noise from vehicle pump or adjacent operations.</p>	<p>Noise induced hearing loss.</p>	2	3	6	<p>Ear defenders issued upon request. Prompt maintenance and repairs to vehicles and vehicle pumps when excessive noise is identified.</p>	1	3	3

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Securing loads onto road vehicles.	Loss of load on highway.	3	5	15	<p>Drivers to be ADR Trained where applicable and have an up-to-date CPC.</p> <p>Drivers to be trained on the operation of the vehicle they are driving.</p> <p>All vehicles to contain a spill kit for emergency clean ups and a copy of the spillage procedure and contact numbers required.</p> <p>Vehicles and trailers to be maintained, tested, and serviced as per legislation.</p> <p>All valves to be secured closed with pipe open ends capped during transit.</p> <p>All man lids to be closed during transit.</p> <p>Drivers to follow the procedure for material transfer using road vehicles.</p>	1	5	5
Use of air compressor and portable pump.	Pressurised release of air.	2	3	6	<p>Airlines are to be checked prior to use for signs of damage or excess wear and tear.</p> <p>Airlines to be checked periodically throughout the operation.</p> <p>Airline connections to be checked prior to the introduction of pressurised air.</p> <p>Airlines to be depressurised and isolated from the compressor prior to disconnection.</p>	1	3	3