

| METHOD STATEMENT                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
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| This procedure should be read in conjunction with all relevant specifications and standards for Safety, Environment, Engineering, Construction and Reinstatement. The specifications below are those of Utility Support Solutions Limited, however, the specifications of the adopting authorities shall have precedence where they differ from those indicated |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Method Statement Title                                                                                                                                                                                                                                                                                                                                          | Spill Response                                                                                                                                   |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Scope                                                                                                                                                                                                                                                                                                                                                           | To provide a safe and efficient method for reacting to accidental spillages. The procedure covers works in both public highway and private land. |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Procedure Reference                                                                                                                                                                                                                                                                                                                                             | MS04                                                                                                                                             | Issue Number                                                                         | 03                                                                                  |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Issue Date                                                                                                                                                                                                                                                                                                                                                      | 02/08/24                                                                                                                                         | Review Period                                                                        | Annually                                                                            |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Originated By                                                                                                                                                                                                                                                                                                                                                   | Robin Wilkes                                                                                                                                     | Approved By                                                                          | Ian McDonald                                                                        |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| This method statement has been developed, and must be read, in conjunction with the risk assessment manual. Particular attention should be given to the following risk assessments:                                                                                                                                                                             |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| RA #E1 – Water from Excavations                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                  | RA #E5 – Hazardous Waste Materials                                                   |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| RA #E2 – Refueling of Plant and Equipment                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                  | RA #E6 – Contaminated Land                                                           |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| RA #E3 – Excavated Material                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                  | RA #E8 – Emptying Fuel Tanks                                                         |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| RA #E4 – General Waste Materials                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                  | RA #E9 – Emptying Oil Sumps                                                          |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Relevant Documentation                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Environmental Protection Act 1990                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Control of Substances Hazardous to Health (COSHH) Regulations 2002                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| PPG 22 – Dealing with spills (Withdrawn for England but still current guidance in Scotland, Wales and Northern Ireland)                                                                                                                                                                                                                                         |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Emergency Arrangement Details                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
|                                                                                                                                                                                                                                                                              |                                                               |  |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Fire/Evacuation                                                                                                                                                                                                                                                                                                                                                 | First Aid                                                                                                                                        | Pollution/Spill                                                                      | Other                                                                               |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| SP08 – Emergency Preparedness & Response                                                                                                                                                                                                                                                                                                                        | HSEI01 - Emergency Information                                                                                                                   | MS04 – Spill Response                                                                | SP08 – Emergency Preparedness & Response                                            |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Personal Protective Equipment (PPE) Requirements                                                                                                                                                                                                                                                                                                                |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
|                                                                                                                                                                                                                                                                              |                                                               |   |  |  |  |  |  |
| Head (EN397)                                                                                                                                                                                                                                                                                                                                                    | Foot (BS EN345-1)                                                                                                                                | Protective Clothing                                                                  | Hi-Vis Jacket                                                                       | Hand (BS EN388)                                                                     | Eye (EN166)                                                                           | Hearing (EN 352-1)                                                                    | Dust Mask (EN149)                                                                     |
| ✓                                                                                                                                                                                                                                                                                                                                                               | ✓                                                                                                                                                | ✓                                                                                    | ✓                                                                                   | ✓                                                                                   | On Risk                                                                               |                                                                                       | On Risk                                                                               |
| Other PPE Requirements:                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                  | Consult COSHH Assessment for Spilled Substance. Based on risk assessment (PAM's)     |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Construction Dust (Note: construction dust is harmful and can lead to fatal lung diseases such as silicosis)                                                                                                                                                                                                                                                    |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Will the work create dust or fumes?                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                  |                                                                                      |                                                                                     | Potentially                                                                         |                                                                                       |                                                                                       |                                                                                       |
| Identify control measures to minimize dust/fumes:                                                                                                                                                                                                                                                                                                               |                                                                                                                                                  |                                                                                      |                                                                                     | Consult COSHH Assessment for Spilled Substance                                      |                                                                                       |                                                                                       |                                                                                       |
| If dust cannot be avoided, identify required RPE:                                                                                                                                                                                                                                                                                                               |                                                                                                                                                  |                                                                                      |                                                                                     | Consult COSHH Assessment for Spilled Substance                                      |                                                                                       |                                                                                       |                                                                                       |
| Hazardous Materials                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Are hazardous materials to be used?                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                  |                                                                                      |                                                                                     | Potentially                                                                         |                                                                                       |                                                                                       |                                                                                       |
| Are COSHH/DSEAR data sheets available?                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                  |                                                                                      |                                                                                     | Yes                                                                                 |                                                                                       |                                                                                       |                                                                                       |
| Relevant COSHH Risk Assessments Reference should be made to the USS COSHH Manual.                                                                                                                                                                                                                                                                               |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Consult COSHH Assessment for Spilled Substance                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Permit to Work                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |
| Identify any Permit to Work required for this activity?                                                                                                                                                                                                                                                                                                         |                                                                                                                                                  |                                                                                      |                                                                                     | Permit arrangements under SCO.                                                      |                                                                                       |                                                                                       |                                                                                       |
| Description of Safe Working Method                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |                                                                                      |                                                                                     |                                                                                     |                                                                                       |                                                                                       |                                                                                       |

All team leaders must have Operative training in spill response and management.

This method statement is aimed at providing a safe and efficient method of dealing with a spillage within the confines of a Gas compound. This Method Statement covers works in both public highway and private land.

This Method Statement should be read in conjunction with all relevant specifications and standards for Safety, Environment, Engineering, Construction and Reinstatement.

In the event of a spill being identified the following procedure should be followed (STOP – CONTAIN – NOTIFY):

| STOP                                                                                                       |                                                                |                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STOP</b> work immediately and prevent any more material spilling e.g. right an oil drum, close a valve. | <b>ELIMINATE</b> any sources of ignition e.g. switch of plant. | <b>ASSESS</b> the situation. Ensure that appropriate PPE is worn. Await further assistance if this is required. Do not put yourself at risk. |



| CONTAIN                                                            |                                                                                                                                                                                            |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CONTAIN</b> the spill using bunds of earth or sand immediately. | <b>CHECK</b> the spill has not reached any nearby drains/manholes, watercourses, ponds and other sensitive areas. Bund drains/manholes to stop the substance entering the drainage system. |



| NOTIFY                                                                                                                                                                                                                                                                                                    |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>NOTIFY</b> your foreman/supervisor giving the following information:<br>Danger of entering drainage/water      Danger of environmental harm<br>Material involved      Location of incident<br>Reason for pollution      Quantity involved<br>Controls implemented      Any other important information |  |



| FOREMAN / SUPERVISOR INSTRUCTIONS |                                                                            |                                                                                                                                      |
|-----------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Type of Spill                     | Description                                                                | Action                                                                                                                               |
| Major                             | Significant threat to the environment by volume, material type or location | Contain, clean up if possible. Report to Line Manager for further action. Report to head office using incident report form (HSIR01). |
| Minor                             | Limited threat to the environment by volume, material type or location     | Clean up using the appropriate materials (granules etc). Report to head office using incident report form (HSIR01).                  |

**CONTACT INFO** | COMPLIANCE MANAGER 0191 4111026 | ENVIRONMENT AGENCY INCIDENT HOTLINE 0800 807060

| RESPONSE FOR SPECIFIC POLLUTANTS BY LOCATION |                 |                              |                              |
|----------------------------------------------|-----------------|------------------------------|------------------------------|
| Pollutant                                    | Spill on Ground | Spill in Flowing Watercourse | Spill in Still Water or Pond |

|                                  |                                                                                  |                                   |                                                       |
|----------------------------------|----------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------|
| <b>CONCRETE /CEMENT</b>          | Sand, drain seal, earth bunds                                                    | No containment possible           | Remove contaminated water with a pump /machine bucket |
| <b>EMULSION PAINTS</b>           | Sand, drain seal, earth bunds                                                    | No containment possible           | Remove contaminated water with a pump /machine bucket |
| <b>DETERGENTS</b>                | Sand, drain seal, earth bunds                                                    | No containment possible           | Remove contaminated water with a pump /machine bucket |
| <b>OILS AND OIL BASED PAINTS</b> | Sand, straw bales, absorbent materials, pads/rolls/mats, drain seal, earth bunds | Pads/rolls/mats/booms/straw bales |                                                       |
| <b>SILTS</b>                     | Straw bales, drain seal, earth bunds                                             | Straw bales                       |                                                       |

#### USING A SPILL KIT

All operational vehicles must be equipped with a suitable spill kit. All operational depots must have suitable spill kits located as per the depot safety plan but especially in locations where spill risks activities occur, such as refueling.

|   |                                                                                     |                                                                                                |
|---|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1 |   | Identify the source of the spillage                                                            |
| 2 |  | Stem the flow of the spillage                                                                  |
| 3 |  | Contain the source of the spillage using your spill kit. Prevent the spill entering the drain. |
| 4 |  | Use your spill kit to absorb the spillage                                                      |
| 5 |  | Double bag the used spill kit                                                                  |
| 6 |  | Dispose of the used spill kit as Hazardous Waste                                               |

| Risk Assessment No                                                              |                                                                                                                                                                    | RAMS-04                                                                                                                                                                                                       |                                         | Activity        |       | Spill Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   | Location                                                                 |               | NGN Governor sites |  |  |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------|---------------|--------------------|--|--|
| Assessment Undertaken by                                                        |                                                                                                                                                                    | R. Wilkes                                                                                                                                                                                                     |                                         | Assessment Date |       | Aug 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   | Review Date                                                              |               | Aug 2025           |  |  |
| Risk Ratings                                                                    |                                                                                                                                                                    |                                                                                                                                                                                                               |                                         |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                                                                          |               |                    |  |  |
| Persons at risk (PAR)                                                           |                                                                                                                                                                    | Severity / Harm Rating (S)                                                                                                                                                                                    |                                         |                 |       | Likelihood (L)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                                                                          |               |                    |  |  |
| E                                                                               | Employees /Contractors                                                                                                                                             | 1                                                                                                                                                                                                             | Negligible injury or no injury          |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1 | Extremely unlikely to occur at any time                                  |               |                    |  |  |
| P                                                                               | Members of Public                                                                                                                                                  | 2                                                                                                                                                                                                             | Minor injury requiring First Aid        |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2 | A rare combination of factors would be required for an incident to occur |               |                    |  |  |
| V                                                                               | Visitors                                                                                                                                                           | 3                                                                                                                                                                                                             | Lost time injury                        |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3 | Could happen, but considered unlikely under normal circumstances         |               |                    |  |  |
| C                                                                               | Clients                                                                                                                                                            | 4                                                                                                                                                                                                             | Single serious injury or single death   |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4 | Not certain, but an additional factor may result in an incident          |               |                    |  |  |
|                                                                                 |                                                                                                                                                                    | 5                                                                                                                                                                                                             | Multiple deaths and or serious injuries |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5 | Almost inevitable that an incident will result - Highly likely to occur  |               |                    |  |  |
| Tolerance rating                                                                |                                                                                                                                                                    |                                                                                                                                                                                                               |                                         |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                                                                          |               |                    |  |  |
| 15 - 25                                                                         |                                                                                                                                                                    | DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.    |                                         |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                                                                          |               |                    |  |  |
| 7 - 14                                                                          |                                                                                                                                                                    | SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.    |                                         |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                                                                          |               |                    |  |  |
| 1 - 6                                                                           |                                                                                                                                                                    | TOLERABLE RISK - Consider if risk is "as low as reasonably practicable", If not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution |                                         |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                                                                          |               |                    |  |  |
| NB. Full PPE will be utilised as a matter of course during any works undertaken |                                                                                                                                                                    |                                                                                                                                                                                                               |                                         |                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                                                                          |               |                    |  |  |
| Initial Assessment No controls                                                  |                                                                                                                                                                    |                                                                                                                                                                                                               |                                         |                 |       | Risk Mitigation Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |                                                                          |               |                    |  |  |
| Item No                                                                         | Hazard Identification                                                                                                                                              | PAR                                                                                                                                                                                                           | S                                       | L               | Score | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | S | L                                                                        | Revised Score | Risk Acceptable    |  |  |
| 1                                                                               | Pedestrians & vehicles - Inadequate clearance between equipment and individuals , causing cuts, lacerations, bruising, entrapment loss of digits and limbs. Death. | E,P,V,C                                                                                                                                                                                                       | 4                                       | 4               | 16    | Operatives to wear high-visibility clothing and hard hats. Signing and guarding to comply with Chapter 8 and Method Statement and Risk Assessment for 'Signing and Guarding'. Use lookouts / banks men to ensure that vehicles and the public are kept away from the working area Substantial guard rails must be provided to prevent falls into the excavation, e.g. Heras fencing. Where there is a risk of children gaining access ensure that the area is either backfilled, guarded with Heras fencing or securely covered. | 4 | 1                                                                        | 4             | Yes                |  |  |

|   |                                                                                                                          |         |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |   |     |
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|   |                                                                                                                          |         |   |   |    | <p>Walkways must be provided for pedestrians</p> <p>Vehicle parking to be planned and vehicle doors that may obstruct pedestrians and traffic kept closed</p> <p>Working area to be arranged to provide sufficient width for pushchairs and electrically powered scooters for the elderly – secured ramps are to be provided on kerbs.</p> <p>Areas where the customers and the public may walk must be kept free from tools and materials</p> <p>Work is to be stopped and supervisor consulted when customers/public are violent or aggressive</p>                                                                                                                                                                                                                                                 |   |   |   |     |
| 2 | Other Contractor Employees, Members of the Public, Vehicular Traffic.                                                    | E,P,V,C | 4 | 3 | 12 | <p>Operatives to wear high-visibility clothing.</p> <p>Signing and guarding to comply with Chapter 8 requirements</p> <p>Use lookouts / banksmen to ensure that vehicles and the public are kept away from the working area when setting out.</p> <p>Utilise Beacons on Vehicles when undertaking all works.</p> <p>Backfill excavations, however where this is not possible place skid-resistance footway board over excavations in the footway.</p> <p>Where road plates are used, they must have a skid resistance surface, they must also be rigidly secured into position.</p> <p>Road plates must be either sunk into the surface of the road or a suitable bitumastic material should be used to provide a ramp to the plate level.</p> <p>Ramp signs must be positioned to warn drivers.</p> | 4 | 1 | 4 | Yes |
| 3 | Poor lighting. Slips trips and falls, broken bones.                                                                      | E,P,V,C | 4 | 4 | 16 | <p>Place Road Danger lamps next to signs which are on, or partially on the footway.</p> <p>Operatives must wear long sleeve high-vis clothing.</p> <p>Hazard warning lights and flashing beacons must be in use.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 4 | 1 | 4 | Yes |
| 4 | The uncontrolled release (spillage or leakage) of fuels or oils either directly or indirectly into a natural watercourse | E,P,V,C | 4 | 5 | 20 | <p>Before filling any plant or equipment you must assess the area where the operation will take place.</p> <p>Is the equipment parked near a natural watercourse, a drain or drainage channel, is it on a grassed or planted area, or on a slope. If there is a spillage, what is likely to happen, where will it “run to”?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 4 | 1 | 4 | Yes |

|   |                                                                                                                                                                                         |         |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |   |     |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-----|
|   | (pond / ditch / stream river / lake).Watercourses being contaminated (pond / ditch / stream / river / lake)                                                                             |         |   |   |    | Where ever possible, re fuelling procedures should always take place on the level, and on a suitable "hard standing" area, well away from any natural water course, surface drains or drainage channels.<br>Always use a suitable funnel during re fuelling operations.<br>Always place a drip tray or spill pillow on the ground to catch any spillage.<br>Always replace the top on the fuel container, and return it to a secure location on the vehicle as soon as possible.                                                                                                                                                                                                                                                      |   |   |   |     |
| 5 | The uncontrolled release (spillage or leakage) of fuels or oils either directly or indirectly onto a grassed or planted area.Grassed or planted area's being contaminated               | E,P,V,C | 3 | 4 | 12 | REMEMBER UNDER NO CIRCUMSTANCES MUST YOU ALLOW A SPILLAGE OF FUEL / OIL TO GET INTO A NATURAL WATERCOURSE.<br>In the event of a spillage or leak : -<br>STOP – the leak at source if at all possible.<br>CONTAIN – spills as far as possible, build a "dam" of earth / sand or use your spill kit.<br>DIVERT – or block spills that are flowing towards drains, or natural water courses.<br>NEVER – deliberately flush materials into a surface drain, or natural water course.<br>Dispose of any contaminated spill pillow or spoil material as "Hazardous Waste" in which the loose material must be placed within a suitable bag / container.<br>Inform your line manager and report the incident as an "Environmental Near Miss" | 3 | 1 | 3 | Yes |
| 6 | The uncontrolled release (spillage or leakage) of fuels or oils either directly or indirectly onto a road or footpath.Drains being contaminated. Roads or footpaths being contaminated. | E       | 4 | 4 | 16 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 4 | 1 | 4 | Yes |

|    |                                                                                                                                                                                                                            |          |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |   |     |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-----|
| 7  | The possible risks to operatives following contact with the fuel / oil (Further guidance contained within the COSHH Assessment Sheet).                                                                                     | E        | 4 | 5 | 20 | Regular safety checks conducted on the unit<br>Safety of others in the immediate work area considered<br>Correct equipment used for the job in hand<br>All employees should:<br>Ensure the correct fire extinguisher is close at hand at all times<br>Ensure all heating is turned off<br>Use ramps nearest to roller shutters<br>Open shutters for ventilation                                                                 | 4 | 1 | 4 | Yes |
| 8  | Emptying vehicle oil sumps in workshop/garage<br><br>Contact Burns to Skin – Severe<br>Eye Damage – Risk of Skin Cancer<br>Contact Burns to Skin – Severe<br>Eye Damage – Flash Burns,<br>Contamination of Land and Waters | E        | 4 | 5 | 20 | Ensure that there are no sources of ignition<br>Not smoke<br>Not carry out any grinding<br>Not carry out any welding<br>Not use electrical equipment nearby when emptying<br>Ensure correct handling procedures are adhered to<br>Ensure removed fuel is safely stored<br>Ensure removed fuel is safely disposed of<br>Follow Spill Procedures<br>Follow Hazardous Waste Procedures and Disposal arrangements.                  | 4 | 1 | 4 | Yes |
| 9  | Working at Height, falls and falling material                                                                                                                                                                              | E,P,V,C, | 4 | 4 | 16 | Avoid the need to work at height whenever possible.<br>Ensure access ladders are secure at top of excavations.<br>Ensure access steps/ ladders are free from debris and detritus.                                                                                                                                                                                                                                               | 4 | 1 | 4 | Yes |
| 10 | Manual Handling - Strains and Sprains to back and muscles.                                                                                                                                                                 | E        | 3 | 3 | 9  | Manual handling to be avoided or reduced as much as possible.<br>Consider the use of mechanical lifting aids before carrying out any lifting activity.<br>Keep any carrying distances to a minimum.<br>Undertake a Manual Handling assessment before lifting.<br>Two operatives or mechanical means must be used if the equipment is assessed as too heavy for one operative<br>Manual Handling training for all site personnel | 3 | 1 | 3 | Yes |



|    |                                                                                                                                            |         |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |     |
|----|--------------------------------------------------------------------------------------------------------------------------------------------|---------|---|---|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-----|
| 11 | Fumes – Asphyxiation Death                                                                                                                 | E       | 5 | 4 | 20 | Do note site petrol or diesel-engine equipment such as generators or compressors in, or near the edge of an excavation unless fumes can be ducted away or the area can be ventilated.<br>Prior to working in excavation do tests for toxic gases or oxygen depletion. This test should then run continually whilst working in the excavation.                                                                                                                                                                                                                                                  | 4 | 1 | 4 | Yes |
| 12 | Slips, Trips and Falls                                                                                                                     | E,P,V,C | 4 | 4 | 16 | Access to the working area to be kept clear of tools and materials at all times<br>Working area to be maintained in a tidy condition as work progresses<br>Mud to be cleaned from boots when leaving the working area and mud swept off footpaths<br>Check the condition of stairs or places slips or trips may occur<br>Take extra care in wet or freezing conditions<br>Footwear must fit well - soles to be in good condition and kept clean – Boots must provide ankle support<br>Steps into the vehicle to be kept clear and free from mud.<br>Extra care to be taken if there is no step | 4 | 1 | 4 | Yes |
| 13 | Psychosocial (Work related stress)                                                                                                         | E       | 4 | 4 | 16 | General notice board displays mental health first aiders and mental health committee members.<br>Administrators to check impact from previous job including driving and working hours.<br>Supervisors to highlight any booked jobs that may cause concern for the week ahead at the Operations meeting and monitor any last minute additions to their teams workload.<br>Line managers to actively communicate with reporter's and highlight any concerns.                                                                                                                                     | 4 | 1 | 4 | Yes |
| 14 | Hazardous substances, Dusts (Silica / Asbestos)<br>Contact, Skin contact over a long period can lead to severe dermatitis and skin cancer. | E       | 4 | 4 | 16 | A material Health & Safety Datasheet is obtained for every substance prior to it being used within the business.<br>Data Sheet transposed into COSHH assessment outlining the correct use of the substance.<br>No employee will undertake any work liable to expose him or her to hazardous substances unless a suitable and sufficient assessment of the risk has been prepared and the steps needed to comply with the regulations has been implemented.<br>Where risks can not be avoided or engineered out suitable                                                                        | 4 | 1 | 4 | Yes |



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|  |  |  |  |  |  | and adequate personal protective clothing will be provided as a last resort.<br>Appropriate equipment and maintenance procedures will be implemented with records being kept.<br>Where required appropriate medical surveillance will be provided undertaken by an appointed occupational Doctor.<br>Employees exposed to substances hazardous to their health will be provided with such information, instruction and training as is suitable and sufficient for them to know the health risks associated with the substances they are using.<br>Use hydraulic flag and block cutters where possible<br>Water sprays on cutting saws are to be used to control dust from cutting operations – concrete, flags etc.<br>If no water is available disposable half mask respirators to minimum of FFP3 standard should be used and fit tested to the individual |  |  |  |  |
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