



RISK ASSESSMENT

Title: Water Treatment Department		Date of Assessment: 01/06/2016	Risk Assessor: Ian Warne and Clare Crouch	
Reference Number: RA04	Version Number: 6	People involved in making this assessment: Ian Warne, Clare Crouch and Justin Jeffries		
Task/Process: Working in the Water Treatment Department	People at Risk: Employees, visitors and contractors			
Documents Associated with this Risk Assessment:		HSF16 Display Screen Assessment Form, FLT02 Pedestrian Safety Around Forklift Trucks, RA60 Water Treatment Fire, RA55 Stress, Mental Health and Wellbeing, H&S09 Mental Health and Wellbeing Policy		
Review Date: 15/05/24	Reviewer: Ian Warne	Next Review Date: 15/05/25		

Hazard: Manual Handling	Risk of musculoskeletal injuries from poor manual handling. Risk to employees.
Control Measures:	
1.	Lifting equipment provided where necessary
2.	All staff trained in manual handling (training reviewed)
3.	Two person lift when required
4.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
5.	Instruction, information, training and supervision

Hazard: Slips and Trips	Risk of musculoskeletal injuries. Risk to employees, visitors and contractors.
Control Measures:	
1.	Ensure the working zone is clear from obstacles and trip hazards, has plenty of space and light and regularly checked
2.	Plan the route and brief all involved of the route
3.	Protective shoes to be worn providing slip protection
4.	Ensure work areas are kept clean and tidy
4.	Leads to be kept safe and not cause a trip hazard
5.	Spills in department to be cleaned immediately
6.	Consider and allow for environmental factors (e.g. ice/rain)
7.	Instruction, information, training and supervision

Hazard: Powder Filling Machine	Risk of absorption of chemical dust, electrocution causing shocks, burns and death. Risk to employees.
Control Measures:	
1.	See COSHH Assessment 02 and 04 attached
2.	Only to be used by trained and authorised employees



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3.	Routine maintenance as per manufacturer's requirements
4.	Use relevant PPE
5.	Instruction, information, training and supervision

Hazard: Liquid Filling Machine	Risk of chemical burns, electrocution causing shocks, burns and death. Risk to employees.
Control Measures:	
1.	See COSHH Assessment 01 and 05 attached
2.	Only to be used by trained and authorised employees
3.	Routine maintenance as per manufacturers requirements
4.	Use relevant PPE
5.	Spill kit available
6.	Instruction, information, training and supervision

Hazard: Box and Labelling Machine	Risk of injury from entrapment, entanglement and electrocution. Risk to employees.
Control Measures:	
1.	Emergency stop
2.	Moving parts guarded
3.	Only to be used by trained and authorised employees
4.	Routine maintenance as per manufacturers requirements
5.	Instruction, information, training and supervision

Hazard: Working at Height (Barrier)	Risk of injury from falling or falling objects. Risk to employees, visitors and contractors.
Control Measures:	
1.	Up and over cantilever gate on relevant loading bay
2.	Ensure doors are shut when not in use
3.	Take account and allow for environmental conditions
4.	Instruction, information, training and supervision

Hazard: Loading Hoppers	Risk of absorption of chemical dust and falling into the hopper. Risk to employees.
Control Measures:	
1.	See COSHH Assessment 02 and 04 attached
2.	Only to be used by trained and authorised employees
3.	Ensure working zone is clear, tidy and has plenty of space and light
4.	Ensure mesh grill is securely in place before standing on it.

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5.	Routine maintenance as per manufacturers requirements
6.	Use relevant PPE
7.	Instruction, information, training and supervision

Hazard: Chemicals	Risk of absorption of chemical dust, chemical burns, explosion and toxic discharge. Risk to employees, visitors and contractors
Control Measures:	
1.	See COSHH Assessment 01, 02, 03, 04, 05 attached
2.	Routine maintenance as per manufacturers requirements
3.	Full training to prevent mixing of chemicals in error and any other improper use
4.	Routine racking inspections
5.	Use relevant PPE
6.	Instruction, information, training and supervision

Hazard: Display Screen Equipment	Risk of musculoskeletal injuries, eye problems and headaches. Risk to employees
Control Measures:	
1.	DSE Assessment and appropriate action
2.	All staff to inform manager/supervisor of any issues
3.	Instruction, information, training and supervision

Hazard: Electricity	Risk of electric shocks, burns and death. Electrical faults could lead to fires. Risk to employees.
Control Measures:	
1.	All sockets have RCD's built in
2.	Electrical items regularly PAT tested as required
3.	Fixed wiring inspected every 3 years
4.	Good housekeeping to ensure leads cannot be damaged
5.	All faults to be reported to a supervisor/manager immediately
6.	Personal appliances to be approved before use
7.	Daily visual check before use
8.	Electrical work equipment must be used and maintained in accordance with PUWER
7.	Instruction, information, training and supervision

Hazard: Forklift Trucks and vehicles	Risk of crush injuries, broken bones, impalement and death. Risk to employees, visitors and contractors.
Control Measures:	
1.	Forklifts to stay within marked areas when possible



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2.	Pedestrians to stay within marked areas when possible
3.	All forklifts are fitted with speed limiters
4.	Only trained, competent and approved employees to use forklifts
5.	Forklifts are regularly inspected and maintained (LOLER)
6.	Horns and flashing beacons are fitted as standard
7.	Pedestrians to take evasive action when horns sounding
8.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
9.	Ensure terrain and weather conditions are suitable
10.	Driver to ensure load is secure, not overweight and correctly loaded
11.	Only authorised people allowed in yard for deliveries/despatch
11.	Refer to FLT02 Pedestrian Safety Around Forklift Trucks
12.	Instruction, information, training and supervision.

Hazard: Fire	Risk of serious or fatal injuries from smoke inhalation, burns or death. Risk to employees, visitors and contractors.
Control Measures:	
1.	Refer to RA60 Water Treatment Fire Risk Assessment

Hazard: Stress	Risk to mental health. Risk to employees.
Control Measures:	
1.	Vary the tasks if possible
2.	Monitor workload
3.	Control exposure to stressful situations
4.	One to One discussions
5.	Open door management and HR policy
6.	Refer to RA55 Stress, Mental Health and Wellbeing Risk Assessment
7.	Refer to H&S 09 Mental Health and Wellbeing Policy
8.	Instruction, information, training and supervision.

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

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HOW TO CALCULATE A RISK RATING

SEVERITY

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

LIKELIHOOD

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk

Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk Assessment Form

Assessment number	Plastica COSHH 01
Location of work	Plastica
Process/Activity under assessment	Potential exposure from hazardous materials

Description of process/activity and operating conditions

Filling of liquid containers from IBCs



All Water Treatment personnel carry out this activity and sometimes personnel from other departments.

People at risk

Office staff		Maintenance staff		Cleaning staff		Contractors	✓
Emergency services personnel		Water Treatment staff	✓	Visitors		Others	✓

Hazard identification

Identify the hazards, health effects and routes of entry

Substance/mixture	Workplace Exposure Limit (WEL)	Health effects	Routes of Exposure
015 Spa and Hot Tub Flush	Sulphuric acid - WEL (long term) 0.05 mg/m ³ Orthophosphoric acid - WEL (short term) 2 mg/m ³ - WEL (long term) 1 mg/m ³	<ul style="list-style-type: none"> Causes severe skin burns and eye damage 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
025 Vinyl Polish Cleaner	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
028 Microcide and Algaecide	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
031 Algae Eliminator	Copper sulphate - WEL (short term) 2 mg/m ³ - WEL (long term) 1 mg/m ³	<ul style="list-style-type: none"> Causes skin irritation Causes serious eye damage 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
033 Summerlong and Winterlong	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.

Substance	Workplace Exposure Limit (WEL)	Health effects	Routes of Exposure
034 Relax Algicide	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
035 Concentrated Blue Algicide	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes serious eye damage Causes skin irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
037 Standard Winterclean	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
038 Concentrated Winterclean	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes serious eye damage Causes skin irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
044 Concentrated Clarifier	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
048 Tile & Liner Cleaner	Propan-2-ol - WEL (short term) 1250 mg/m ³ - WEL (long term) 999 mg/m ³ Orthophosphoric acid - WEL (short term) 2 mg/m ³ - WEL (long term) 1 mg/m ³	<ul style="list-style-type: none"> Causes severe skin burns and eye damage 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
052 Filter and Cartridge Concentrated Cleaner	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes skin irritation Causes serious eye irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
056 Relax Stain and Scale Inhibitor	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes skin irritation Causes serious eye irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
060 Relax Leak Sealer	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes serious eye damage Causes skin irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
062 Spa No Foam	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
064 Sauna Fragrance	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
066 Spa Stain and Scale Inhibitor	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes severe skin burns and eye damage 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.

Source of exposure

Times/places/activity, specify agent and route of entry

Activity	Agent	Route of entry	Exposure time
Filling containers from IBCs	All chemicals identified above	<ul style="list-style-type: none">Absorption through the skin and eyes.Ingestion.Inhalation of spray/vapour.	7 hours/day

Evidence of contamination

None

Assessment of Risk

Please complete the risk rating using the scoring key below: -

(A) SEVERITY

10	Fatal
5	Major injury/Serious damage
2	Minor injury/Minor damage
1	Negligible/Near miss

(B)

LIKELIHOOD OF OCCURRENCE

20	Certain (Most likely to happen)
10	Likely (Not surprised if it happens)
5	Possible (Could happen sometime)
1	Remote (only a small chance it will happen)
0.5	Improbable (probability close to zero)

(C) PEOPLE AFFECTED

1	1-5 people affected
2	6-50 people affected
3	>50 people affected
3	Vulnerable people or the public affected

RISK LEVEL

<10	Acceptable (A)
10-19	Low (L)
20-49	Medium (M)
>50	High (H)

Risk Rating					
Hazard	Severity A	Likelihood B	People affected C	Risk rating A x B x C	Risk Level H/M/L/A
Filling containers from IBCs	5	1	2	10	L

Engineering etc controls

Guarding	✓	LEV/Vapour Recovery Systems		Interlocks		Enclosure	✓
Standard Operating Procedure (SOP)							
Work Instructions							
Permits to work							
N/A							
Other relevant information (monitoring/testing etc)							
Annual Health Questionnaire to be introduced							

Personal Protective Equipment (PPE)

Eyes-face	✓	Hand-arm	✓	Feet-legs	✓	Respiratory	
Body		Hearing		Other (specify)			
Specify when item(s) of PPE must be worn The following PPE is required to be worn when filling liquids: <ul style="list-style-type: none"> • Approved chemical safety goggles. • Safety boots. • Disposable overalls/acid resistant gloves. 							

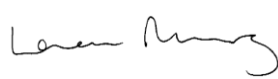
Further Control Measures (e.g. supervision, training requirements, special emergency procedures, health surveillance etc.)

Further Control Measures Required	Complete by (date)
<ul style="list-style-type: none"> • Ensure eye baths/wash are provided. • Give information and instructions on the hazard exposure to all operators by making them aware of this assessment and by showing them the Safety Data Sheets where available. • Annual Health Questionnaire to be introduced 	

Additional information (e.g. guidance documents, Approved Codes of Practice etc)

http://www.hse.gov.uk/coshh INDG136 'Working with substances hazardous to health: A brief guide to COSHH' INDG352 'Read the label'
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Assessment made by:

Signature		Role	Regulatory Consultant, ChemRegs (UK) Ltd
Name	Lorna Murray	Date	06 November 2013

Review of Risk Assessment:

Date for Review	Carried out by	Role	Signature
November 2015	Ian Warne	Finance & Operations Director	
May 2023	Ian Warne	Finance & Operations Director	

Risk Assessment Form

Assessment number	Plastica COSHH 02
Location of work	Plastica
Process/Activity under assessment	Potential exposure from hazardous materials

Description of process/activity and operating conditions

Emptying powder/granules from 25kg bags/drums into a hopper and filling small containers.



Method:

1. Ensure the floor level grill/grate is safely in place.
2. Turn on the dust extractor, open front and rear door – ensure the barrier for the front door is in place.
3. Wear PPE - gloves, boots, overalls and full-face powered respirator.
4. Empty the material into the hopper, either slitting open 25kg bags, or tipping out 25kg drums.
5. Once the hopper is loaded, go downstairs and run the material through the machine.
6. Set the machine up and programme it for the desired weight/material.
7. The dust extraction on the machine is a vacuum cleaner, make sure the vacuum and the flexible pipe are clean and there is a fresh bag in it.
8. Open the valve from the bottom of the hopper.
9. When filling wear PPE i.e. overalls, eye goggle and gloves. Dust mask is to be worn towards the end of a run as the last of the material can be dusty and after 6 hours of sucking the vacuum can be a bit full.
10. The containers are filled by the machine, the operator removes them and puts the lids on, then passes to another person who boxes and palletises the goods.
11. The pallet is then wrapped and either stored in the rack or moved over to the main warehouse.

All Water Treatment personnel carry out this activity and sometimes personnel from other departments.

People at risk

Office staff		Maintenance staff		Cleaning staff		Contractors	✓
Emergency services personnel		Water Treatment staff	✓	Visitors		Others	✓

Hazard identification

Identify the hazards, health effects and routes of entry

Substance/mixture	Workplace Exposure Limit (WEL)	Health effects	Routes of Exposure
001 Sodium Dichloroisocyanurate Dihydrate Granules	Sodium Dichloroisocyanurate Dihydrate - WEL (short term) 0.5 ppm - WEL (short term) 1.5 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. Causes serious eye irritation. May cause respiratory irritation. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
002 Multi-Pool Granules	Sodium Dichloroisocyanurate Dihydrate - WEL (short term) 0.5 ppm - WEL (short term) 1.5 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. Causes serious eye irritation. May cause respiratory irritation. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
010 Shock Granules	Calcium Hypochlorite - WEL (long term) 1 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. Causes severe skin burns and eye damage. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
012 Quick Dissolve Calcium Hypochlorite	Calcium Hypochlorite - WEL (long term) 1 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. Causes severe skin burns and eye damage. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
013 Spa Bromine Granules	Sodium Dichloroisocyanurate Dihydrate - WEL (short term) 0.5 ppm - WEL (short term) 1.5 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. Causes serious eye irritation. May cause respiratory irritation. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
021 pH Minus	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes serious eye damage. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
022 pH Plus	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes serious eye irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
023 TA Plus	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
027 Non Chlorine Shock	Pentapotassiumbis (peroxymonosulphate) bis(sulphate) - MEL / LTEL (respirable dust) 4 mg/m3 - MEL / LTEL (inhalable dust) 10 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. Causes severe skin burns and eye damage. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
041 Granular Floc and Kibbled Alum	Aluminium sulphate - WEL (long term) 2 mg/m3	<ul style="list-style-type: none"> Causes serious eye damage 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
087 Multi Functional Cal-Hypo Granules	Calcium Hypochlorite - WEL (long term) 1 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. 	<ul style="list-style-type: none"> Absorption through the skin and eyes.

		<ul style="list-style-type: none"> Causes severe skin burns and eye damage. May cause respiratory irritation. 	<ul style="list-style-type: none"> Ingestion. Inhalation.
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Source of exposure

Times/places/activity, specify agent and route of entry

Activity	Agent	Route of entry	Exposure time
Opening bags and drums and emptying into the hopper	All chemicals identified above	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation of powder/dust. 	1 hour/day
Filling containers from the hopper	All chemicals identified above	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation of powder/dust. 	7 hours/day

Evidence of contamination

Slight dust at end of run

Assessment of Risk

Please complete the risk rating using the scoring key below: -

(A) SEVERITY

10	Fatal
5	Major injury/Serious damage
2	Minor injury/Minor damage
1	Negligible/Near miss

(B)

LIKELIHOOD OF OCCURRENCE

20	Certain (Most likely to happen)
10	Likely (Not surprised if it happens)
5	Possible (Could happen sometime)
1	Remote (only a small chance it will happen)
0.5	Improbable (probability close to zero)

(C) PEOPLE AFFECTED

1	1-5 people affected
2	6-50 people affected
3	>50 people affected
3	Vulnerable people or the public affected

RISK LEVEL

<10	Acceptable (A)
10-19	Low (L)
20-49	Medium (M)
>50	High (H)

Risk Rating					
Hazard	Severity A	Likelihood B	People affected C	Risk rating A x B x C	Risk Level H/M/L/A
Opening bags and drums and emptying into the hopper	5	1	2	10	L
Filling containers from the hopper	5	5	2	50	H

Engineering etc controls

Guarding	✓	LEV/Vapour Recovery Systems	✓	Interlocks		Enclosure	✓
Standard Operating Procedure (SOP)							
Work Instructions							
Permits to work							
N/A							

Other relevant information (monitoring/testing etc)

LEV's tested and have Thorough Examination every year.
Annual Health Questionnaire to be introduced

Personal Protective Equipment (PPE)

Eyes-face	✓	Hand-arm	✓	Feet-legs	✓	Respiratory	✓
Body		Hearing		Other (specify)			

Specify when item(s) of PPE must be worn

The following PPE is required to be worn when filling the hopper:

- Approved chemical safety goggles.
- Safety boots.
- Disposable overalls.
- Gloves.
- Powered respirator with hoods/helmet to BS EN 12941 (fit test not required)

The following PPE is required to be worn when filling containers:

- Approved chemical safety goggles.
- Safety boots.
- Disposable overalls.
- Gloves.
- If exposure is below WEL no respirator required. Otherwise, disposable half mask FFP3 respirator to BS EN 149 (fit test required).

Further Control Measures (e.g. supervision, training requirements, special emergency procedures, health surveillance etc.)

Further Control Measures Required	Complete by (date)
<ul style="list-style-type: none"> • Replace the vacuum cleaner extractor in the filling area with a ventilated enclosure around the filling operation with an inward airflow of at least 1 metre per second. • Measure levels of the chemicals in air to check the exposure is below the WEL for each chemical. Refer to G409 'Exposure measurement: Air sampling'. • Give information and instructions on the hazard exposure to all operators by making them aware of this assessment and by showing them the Safety Data Sheets where available. • Annual Health Questionnaire to be introduced. • Ensure face fit testing is carried out for each person for the half mask respirator. 	

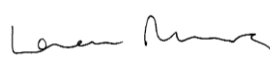
Additional information (e.g. guidance documents, Approved Codes of Practice etc)

<http://www.hse.gov.uk/coshh>

INDG136 'Working with substances hazardous to health: A brief guide to COSHH'

INDG352 'Read the label'

Assessment made by:

Signature		Role	Regulatory Consultant, ChemRegs (UK) Ltd
Name	Lorna Murray	Date	19 November 2013

Review of Risk Assessment:

Date for Review	Carried out by	Role	Signature
November 2015	Ian Warne	Finance & Operations Director	
May 2023	Ian Warne	Finance & Operations Director	

Risk Assessment Form

Assessment number	Plastica COSHH 03
Location of work	Plastica
Process/Activity under assessment	Potential exposure from hazardous materials

Description of process/activity and operating conditions

Picking individually wrapped tablets by hand out of a drum and placing them into smaller containers.



All Water Treatment personnel carry out this activity and sometimes personnel from other departments.

People at risk

Office staff		Maintenance staff		Cleaning staff		Contractors	✓
Emergency services personnel		Water Treatment staff	✓	Visitors		Others	✓

Hazard identification

Identify the hazards, health effects and routes of entry

Substance/mixture	Workplace Exposure Limit (WEL)	Health effects	Routes of Exposure
005 Trichlor Tablets	Trichloroisocyanuric acid - WEL (short term) 0.5 ppm - WEL (short term) 1.5 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. Causes serious eye irritation. May cause respiratory irritation. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
006 Multi-Pool Tablets	Trichloroisocyanuric acid - WEL (short term) 0.5 ppm - WEL (short term) 1.5 mg/m3	<ul style="list-style-type: none"> Harmful if swallowed. Causes serious eye irritation. May cause respiratory irritation. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
026 Relax Oxygen Tablets	Potassium peroxymonosulphate - MEL / LTEL (respirable dust) 4 mg/m3 - MEL / LTEL (inhalable dust) 10 mg/m3	<ul style="list-style-type: none"> Causes severe skin burns and eye damage. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
059 Scale and Metal Magnet	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.

Source of exposure

Times/places/activity, specify agent and route of entry

Activity	Agent	Route of entry	Exposure time
Opening drums of individually wrapped tablets and putting them into smaller containers	All chemicals identified above	<ul style="list-style-type: none">Absorption through the skin and eyes.Ingestion.Inhalation of powder/dust.	7 hours/day

Evidence of contamination

None

Assessment of Risk

Please complete the risk rating using the scoring key below: -

(A) SEVERITY

- 10 Fatal
- 5 Major injury/Serious damage
- 2 Minor injury/Minor damage
- 1 Negligible/Near miss

(B)

LIKELIHOOD OF OCCURRENCE

- 20 Certain (Most likely to happen)
- 10 Likely (Not surprised if it happens)
- 5 Possible (Could happen sometime)
- 1 Remote (only a small chance it will happen)
- 0.5 Improbable (probability close to zero)

(C) PEOPLE AFFECTED

- 1 1-5 people affected
- 2 6-50 people affected
- 3 >50 people affected
- 3 Vulnerable people or the public affected

RISK LEVEL

- <10 Acceptable (A)
- 10-19 Low (L)
- 20-49 Medium (M)
- >50 High (H)

Risk Rating					
Hazard	Severity	Likelihood	People affected	Risk rating	Risk Level
	A	B	C	A x B x C	H/M/L/A
Opening drums of individually wrapped tablets and putting them into smaller containers	5	1	2	10	L

Engineering etc controls

Guarding		LEV/Vapour Recovery Systems		Interlocks		Enclosure	
Standard Operating Procedure (SOP)							
Work Instructions							
Permits to work							
N/A							
Other relevant information (monitoring/testing etc)							
Annual Health Questionnaire to be introduced							

Personal Protective Equipment (PPE)

Eyes-face	✓	Hand-arm	✓	Feet-legs	✓	Respiratory	✓
Body		Hearing		Other (specify)			

Specify when item(s) of PPE must be worn

The following PPE is required to be worn when handling the wrapped tablets:

- Safety boots.
- Disposable overalls.
- Disposable gloves.

The following PPE is required to be worn if the wrapping is damaged and the operator is exposed to the tablet:

- Approved chemical safety goggles.
- Safety boots.
- Disposable overalls.
- Disposable gloves.
- Disposable half mask FFP3 respirator to BS EN 149 (fit test required).

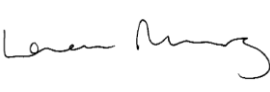
Further Control Measures (e.g. supervision, training requirements, special emergency procedures, health surveillance etc.)

Further Control Measures Required	Complete by (date)
<ul style="list-style-type: none"> • Give information and instructions on the hazard exposure to all operators by making them aware of this assessment and by showing them the Safety Data Sheets where available. • Annual Health Questionnaire to be introduced. • Ensure face fit testing is carried out for each person for the half mask respirator. 	

Additional information (e.g. guidance documents, Approved Codes of Practice etc)

http://www.hse.gov.uk/coshh INDG136 'Working with substances hazardous to health: A brief guide to COSHH' INDG352 'Read the label'
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Assessment made by:

Signature		Role	Regulatory Consultant, ChemRegs (UK) Ltd
Name	Lorna Murray	Date	17 December 2013

Review of Risk Assessment:

Date for Review	Carried out by	Role	Signature
November 2015	Ian Warne	Finance & Operations Director	
May 2023	Ian Warne	Finance & Operations Director	

Risk Assessment Form

Assessment number	Plastica COSHH 04
Location of work	Plastica
Process/Activity under assessment	Potential exposure from hazardous materials

Description of process/activity and operating conditions

Transferring powder/granules from 25kg drums by hand and filling small containers.



All Water Treatment personnel carry out this activity and sometimes personnel from other departments.

People at risk

Office staff		Maintenance staff		Cleaning staff		Contractors	✓
Emergency services personnel		Water Treatment staff	✓	Visitors		Others	✓

Hazard identification

Identify the hazards, health effects and routes of entry

Substance/mixture	Workplace Exposure Limit (WEL)	Health effects	Routes of Exposure
024 Total Hardness Plus	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> Causes serious eye irritation. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
029 Diatomaceous Earth FW-60	Cristobalite - Respirable Fraction 0.1 mg/m ³	<ul style="list-style-type: none"> May cause irritation. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
055 Chlorine Reducer	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
058 Multi Stain Remover	Oxalic acid - WEL (short term) 2 mg/m ³ - WEL (long term) 1 mg/m ³	<ul style="list-style-type: none"> Causes skin irritation. Causes serious eye irritation. 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.

Source of exposure

Times/places/activity, specify agent and route of entry

Activity	Agent	Route of entry	Exposure time
Transferring powder/granules from drums by hand and filling small containers.	All chemicals identified above	<ul style="list-style-type: none">Absorption through the skin and eyes.Ingestion.Inhalation of powder/dust.	7 hours/day

Evidence of contamination

Slight dust at end of run

Assessment of Risk

Please complete the risk rating using the scoring key below: -

(A) SEVERITY

10	Fatal
5	Major injury/Serious damage
2	Minor injury/Minor damage
1	Negligible/Near miss

(B)

LIKELIHOOD OF OCCURRENCE

20	Certain (Most likely to happen)
10	Likely (Not surprised if it happens)
5	Possible (Could happen sometime)
1	Remote (only a small chance it will happen)
0.5	Improbable (probability close to zero)

(C) PEOPLE AFFECTED

1	1-5 people affected
2	6-50 people affected
3	>50 people affected
3	Vulnerable people or the public affected

RISK LEVEL

<10	Acceptable (A)
10-19	Low (L)
20-49	Medium (M)
>50	High (H)

Risk Rating					
Hazard	Severity A	Likelihood B	People affected C	Risk rating A x B x C	Risk Level H/M/L/A
Transferring powder/granules from drums by hand and filling small containers.	5	1	2	10	L

Engineering etc controls

Guarding		LEV/Vapour Recovery Systems		Interlocks		Enclosure	
Standard Operating Procedure (SOP)							
Work Instructions							
Permits to work							
N/A							
Other relevant information (monitoring/testing etc)							
Annual Health Questionnaire to be introduced							

Personal Protective Equipment (PPE)

Eyes-face	✓	Hand-arm	✓	Feet-legs	✓	Respiratory	✓
Body		Hearing		Other (specify)			

Specify when item(s) of PPE must be worn
The following PPE is required to be worn when doing this operation:

- Approved chemical safety goggles.
- Safety boots.
- Disposable overalls.
- Gloves.
- If exposure is below WEL no respirator required. Otherwise, disposable half mask FFP3 respirator to BS EN 149 (fit test required).

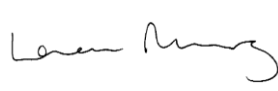
Further Control Measures (e.g. supervision, training requirements, special emergency procedures, health surveillance etc.)

Further Control Measures Required	Complete by (date)
<ul style="list-style-type: none"> • Remove the need for respirators by installing a ventilated enclosure around the filling operation with an inward airflow of at least 1 metre per second. • Measure levels of the chemicals in air to check the exposure is below the WEL for each chemical. Refer to G409 'Exposure measurement: Air sampling'. • Give information and instructions on the hazard exposure to all operators by making them aware of this assessment and by showing them the Safety Data Sheets where available. • Annual Health Questionnaire to be introduced. • Ensure face fit testing is carried out for each person for the half mask respirator. 	

Additional information (e.g. guidance documents, Approved Codes of Practice etc)

http://www.hse.gov.uk/coshh INDG136 'Working with substances hazardous to health: A brief guide to COSHH' INDG352 'Read the label'
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Assessment made by:

Signature		Role	Regulatory Consultant, ChemRegs (UK) Ltd
Name	Lorna Murray	Date	17 December 2013

Review of Risk Assessment:

Date for Review	Carried out by	Role	Signature
November 2015	Ian Warne	Finance & Operations Supervisor	
May 2023	Ian Warne	Finance & Operations Supervisor	

Risk Assessment Form

Assessment number	Plastica COSHH 05
Location of work	Plastica
Process/Activity under assessment	Potential exposure from hazardous materials

Description of process/activity and operating conditions

Moving IBC's to the filling area by FLT.



Only trained and nominated FLT drivers to carry out this operation.

People at risk

Office staff		Maintenance staff		Cleaning staff		Contractors	✓
Emergency services personnel		Water Treatment staff	✓	Visitors		Others	✓

Hazard identification

Identify the hazards, health effects and routes of entry

Substance/mixture	Workplace Exposure Limit (WEL)	Health effects	Routes of Exposure
015 Spa and Hot Tub Flush	Sulphuric acid - WEL (long term) 0.05 mg/m3 Orthophosphoric acid - WEL (short term) 2 mg/m3 - WEL (long term) 1 mg/m3	<ul style="list-style-type: none"> Causes severe skin burns and eye damage 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
025 Vinyl Polish Cleaner	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
028 Microcide and Algaecide	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
031 Algae Eliminator	Copper sulphate - WEL (short term) 2 mg/m3 - WEL (long term) 1 mg/m3	<ul style="list-style-type: none"> Causes skin irritation Causes serious eye damage 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion. Inhalation.
033 Summerlong and Winterlong	<ul style="list-style-type: none"> No exposure limits 	<ul style="list-style-type: none"> May cause irritation 	<ul style="list-style-type: none"> Absorption through the skin and eyes. Ingestion.

			<ul style="list-style-type: none"> ▪ Inhalation.
Substance	Workplace Exposure Limit (WEL)	Health effects	Routes of Exposure
034 Relax Algicide	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ May cause irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
035 Concentrated Blue Algicide	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ Causes serious eye damage ▪ Causes skin irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
037 Standard Winterclean	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ May cause irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
038 Concentrated Winterclean	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ Causes serious eye damage ▪ Causes skin irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
044 Concentrated Clarifier	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ May cause irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
048 Tile & Liner Cleaner	Propan-2-ol - WEL (short term) 1250 mg/m3 - WEL (long term) 999 mg/m3 Orthophosphoric acid - WEL (short term) 2 mg/m3 - WEL (long term) 1 mg/m3	<ul style="list-style-type: none"> ▪ Causes severe skin burns and eye damage 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
052 Filter and Cartridge Concentrated Cleaner	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ Causes skin irritation ▪ Causes serious eye irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
056 Relax Stain and Scale Inhibitor	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ Causes skin irritation ▪ Causes serious eye irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
060 Relax Leak Sealer	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ Causes serious eye damage ▪ Causes skin irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
062 Spa No Foam	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ May cause irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
064 Sauna Fragrance	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ May cause irritation 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.
066 Spa Stain and Scale Inhibitor	<ul style="list-style-type: none"> ▪ No exposure limits 	<ul style="list-style-type: none"> ▪ Causes severe skin burns and eye damage 	<ul style="list-style-type: none"> ▪ Absorption through the skin and eyes. ▪ Ingestion. ▪ Inhalation.

Source of exposure

Times/places/activity, specify agent and route of entry

Activity	Agent	Route of entry	Exposure time
Moving IBC's to the filling area by FLT.	All chemicals identified above	<ul style="list-style-type: none">Absorption through the skin and eyes.Ingestion.Inhalation of spray/vapour.	1 hour/day

Evidence of contamination

None

Assessment of Risk

Please complete the risk rating using the scoring key below: -

(A) SEVERITY

- 10 Fatal
- 5 Major injury/Serious damage
- 2 Minor injury/Minor damage
- 1 Negligible/Near miss

(B) LIKELIHOOD OF OCCURRENCE

- 20 Certain (Most likely to happen)
- 10 Likely (Not surprised if it happens)
- 5 Possible (Could happen sometime)
- 1 Remote (only a small chance it will happen)
- 0.5 Improbable (probability close to zero)

(C) PEOPLE AFFECTED

- 1 1-5 people affected
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- 3 >50 people affected
- 3 Vulnerable people or the public affected

RISK LEVEL

- <10 Acceptable (A)
- 10-19 Low (L)
- 20-49 Medium (M)
- >50 High (H)

Risk Rating					
Hazard	Severity	Likelihood	People affected	Risk rating	Risk Level
	A	B	C	A x B x C	H/M/L/A
Moving IBC's to the filling area by FLT.	5	1	2	10	L

Engineering etc controls

Guarding	LEV/Vapour Recovery Systems	Interlocks	Enclosure
Standard Operating Procedure (SOP)			
Work Instructions			
Permits to work			
N/A			
Other relevant information (monitoring/testing etc)			
Annual Health Questionnaire to be introduced			

Personal Protective Equipment (PPE)

Eyes-face		Hand-arm		Feet-legs	✓	Respiratory	
Body	✓	Hearing		Other (specify)			
Specify when item(s) of PPE must be worn The following PPE is required to be worn when moving the IBCs by FLT: <ul style="list-style-type: none"> Safety boots. Disposable overalls. 							

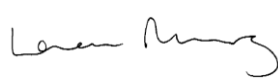
Further Control Measures (e.g. supervision, training requirements, special emergency procedures, health surveillance etc.)

Further Control Measures Required	Complete by (date)
<ul style="list-style-type: none"> Follow Emergency and Spill procedures if any leakage or damage occurs to the IBCs. Give information and instructions on the hazard exposure to all operators by making them aware of this assessment and by showing them the Safety Data Sheets where available. Annual Health Questionnaire to be introduced 	

Additional information (e.g. guidance documents, Approved Codes of Practice etc)

http://www.hse.gov.uk/coshh INDG136 'Working with substances hazardous to health: A brief guide to COSHH' INDG352 'Read the label'
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Assessment made by:

Signature		Role	Regulatory Consultant, ChemRegs (UK) Ltd
Name	Lorna Murray	Date	17 December 2013

Review of Risk Assessment:

Date for Review	Carried out by	Role	Signature
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May 2023	Ian Warne	Finance & Operations Director	