RISK ASSESSMENT

Title:	Perimeter House COMAH			**Date of Assessment**:	15/11/22	**Risk Assessor**:	Ian Warne
Reference Number:	RA50	**Version Number**:	2	**People involved in making this assessment**:		Ian Warne and Sarah Newman	
Task/Process:	COMAH Risk to Perimeter House			**People at Risk**:	Employees, contractors, visitors and members of the public (and the environment)		
Documents Associated with this Risk Assessment:	SSW WHS 08 Spillage Training, SSW WHS 9 How to Use Dammit, SSW WHS 10 Introduction to Chemical Training, TBT 01 Tool Box Talk – Hazardous Correct Load Containment and TBT02 Tool Box Talk – Safe Loading of Vehicles, Environment Agency Flood Map for Planning.						
Review Date:	30/07/24	**Reviewer**:	Ian Warne			**Next Review Date**:	30/07/25

Hazard: Fire	Employees, contractors, visitors and members of the public (and the environment)
Control Measures:	
1.	2-hour fire wall segregates chemical storage from the rest of building to control fire spread
2.	Water Treatment Department is located in two separate buildings (one of which is off site) – chemical packing takes place in these two buildings.
3.	Water Treatment Department's fire alarms notifies the call monitoring department that this is a chemical related fire. Which generates a different response from ESFRS.
4.	Regular Fire Drills – one of which will always be a chemical fire drill
5.	Every 6 years a full exercise with ESFRS, EA is undertaken
6.	Regular table top exercises with ESFRS are undertaken
7.	All relevant information has been passed to ESFRS
8.	Team of Fire Wardens do weekly fire extinguisher and fire door checks
9.	Fire Wardens and Fire Officers have received Fire Warden training by ESFRS (reviewed as required)
10.	Fire Wardens have received site specific training (reviewed as required)
11.	Four Fire Officers, two of which have a NEBOSH Fire Certificate.
12.	Monitor our chemical stock levels to ensure we remain within the correct parameters for each site
13.	COMAH briefing for new starters as part of the induction process
14.	3 year fixed wiring test and routine maintenance
15.	Heating regularly serviced by a Gas Safe Engineer
16.	Air conditioning serviced by a qualified engineer
17.	Portable heaters PAT tested as and when required
18.	Electrical Supply - Incident reporting procedure if any faults

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19.	Electrical Supply - Installations are completed to the correct standards by suitably qualified contractors
20.	Forklifts - Planned preventative maintenance
21.	Forklifts - Regularly serviced
22.	Forklifts - Only used by trained, authorised employees
23.	Forklifts - Parked in Timber Products are parked away from flammable material and switched off
24.	Forklifts - Not continuously parked inside, only overnight
25.	Only trained and authorised staff to install gas bottles
26.	Empty gas bottles removed and stored outside
27.	Empty gas bottles separated from full
28.	Full gas bottles kept outside in a locked, secured cage
29.	Empty gas bottles collected by an authorised contractor
30.	Forklift trucks are kept away from immediate ignition sources
31.	No smoking policy
32.	Forklift trucks are stored inside overnight to prevent arson attack
33.	Electrical Equipment - Planned preventative maintenance
34.	Electrical Equipment - PAT tested if and when required
35.	Ensure the electrical equipment is suitable for the task
36.	Equipment generating a heat source - Only used by trained and authorised employees
37.	Equipment generating a heat source – Ensure working space is free of flammable materials and has plenty of light and space
38.	Equipment generating a heat source - Work on this equipment stops 1 hour before close of business
39.	Equipment generating a heat source - Suitable fire fighting equipment located close by
40.	Equipment generating a heat source - PAT tested as and when required
41.	Equipment generating a heat source - Majority of welding undertaken in an isolated room
42.	Equipment generating a heat source - Abrasive work undertaken away from flammable material
43.	Equipment generating a heat source - Hot Work Permit issued where applicable
44.	Smoking is banned in and around the building and a separate smoking area is provided away from the building
45.	Visitor Policy explains no smoking rules
46.	Arson - Security fencing to prevent unauthorised access
47.	Arson - CCTV
48.	Arson - Challenge strangers
49.	Arson - Any flammable material is stored at a minimum of 2m away from the building and perimeter fence
50.	Arson - Vehicles parked inside the building overnight
51.	Flammable materials stored away from ignition sources

52.	Glues, paints and other solvents - Keep as low a stock level as possible
53.	Glues, paints and other solvents - Product segregation
54.	Glues, paints and other solvents - Spill kits and spill procedure
55.	Glues, paints and other solvents - Signage
56.	Glues, paints and other solvents - Products stored in suitable containers and correctly labelled
57.	Glues, paints and other solvents - Any solvent consumables used on a daily basis are stored in a rated fireproof cabinet overnight
58.	Furniture - Ensure it complies with Fire Safety Standards
59.	Furniture - Good housekeeping
60.	Furniture - Keep away from ignition sources where practicable
61.	Server Room - 3 year fixed wiring test and planned preventative maintenance
62.	Server Room - Additional cooling equipment provided
63.	Server Room - Restricted access
64.	Compressed Airline - Routine planned maintenance
65.	Compressed Airline - Turned off at night
66.	Information, instruction, training and supervision

Hazard: Flood	Employees, contractors, visitors and members of the public (and the environment)
Control Measures:	
1.	Procedure in place to cover surface water drainage with clay mats - SSW WHS 9 How to Use Dammit
2.	Interceptor tanks which are cleaned on a regular basis (annually)
3.	Water barrier can be deployed across the driveway by the Fire Wardens or ESFRS.
4.	Annual internal exercise to bund the car park using the water barrier to ensure full knowledge of the process and that it continues to function correctly
5.	Regularly check the site water bunding equipment as part of our Monthly Walk Throughs
6.	Contract with an external provider to remove excess fire water run off in the event of a fire (under direction of ESFRS)
7.	In the event of a burst pipe isolate the water main
8.	Evacuate a flooded area and bund if excessive flooding
9.	Turn off the water when building not occupied for a period of time (e.g. Christmas shut down – 1 week)
10.	Routine maintenance ensuring gulley's, downpipes and guttering is kept clear
11.	Regular maintenance of the test pool
12.	As of 30/07/24 the latest Environmental Agency Flood Map for Planning confirms that our Perimeter House site is in Flood Zone 1, an area with a low probability of flooding.
13.	Information, instruction, training and supervision

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Hazard: Spills	Employees, contractors, visitors and members of the public (and the environment)
Control Measures:	
1.	Approximately 85% of our stored chemical material is solid
2.	Liquid chemical storage is bunded
3.	In the event of a spill we have a trained Spill Team (regularly reviewed)
4.	Procedure in place to cover surface water drainage with clay mats - SSW WHS 9 How to Use Dammit
5.	IBC Emergency Spill Containers
6.	SSW WHS 08 Spillage Training
7.	SSW WHS 9 How to Use Dammit
8.	SSW WHS 10 Introduction to Chemical Training
9.	TBT 01 Tool Box Talk – Hazardous Correct Load Containment and TBT02 Tool Box Talk – Safe Loading of Vehicles
10.	IBC Spill Training and Refresher – Internal training by Warehouse Manager
11.	Monthly Check of Spill Kits and Drain Kits
12.	Information, instruction, training and supervision

Hazard: Accidental Mixing of Chemicals	Employees, contractors, visitors and members of the public (and the environment)
Control Measures:	
1.	Storage racks must not be loaded above their maximum weight limit
2.	Any damage caused to the racking must be reported to management immediately.
3.	Racking inspections undertaken regularly by a competent person
4.	12 monthly external contractor racking inspection by a competent contractor
5.	Any defects found during inspection to be rectified within the necessary timeframe
6.	Any defects noted or caused by any member of staff shall be reported and investigated immediately
7.	Damaged racking to be off loaded immediately and area quarantined until repaired or replaced
8.	Correct chemical segregation in the Warehouse
9.	Competent FLT drivers (regularly assessed by our internal FLT trainer) to prevent accidental damage by FLT
10.	Ensure working zones is clear, tidy and has plenty of light and space
11.	Regular maintenance of FLTs
12.	FLTs fitted with speed limiters
13.	Driver to ensure load is secure, not overweight and correctly loaded
14.	Driver to ensure terrain and environmental conditions are suitable and take any preventative action required
15.	Annual LOLER inspection by a competent contractor
16.	Narrow Aisle FLTs used in the racking area

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17.	SSW WHS 10 Introduction to Chemical Training
18.	TBT 01 Tool Box Talk – Hazardous Correct Load Containment and TBT02 Tool Box Talk – Safe Loading of Vehicles
19.	Information, instruction, 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: ……

RISK ASSESSMENT

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

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 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