

Risk Assessment Template - Liquid Waste

This risk assessment must be used in conjunction with a site-specific method statement and any other relevant risk assessments.

Before arriving to site, this risk assessment must be read, understood and signed by the operator.

Site:			
Activity:			
Assessed by:		Assessment date:	
Authorised by:		Authorised date:	
Ref number:		Next review date:	

Risk scoring = multiply severity x probability (S x P = R)					
Severity (S)		Probability (P)	Risk Category (SxP)		
Fatality or disaster	5	Highly likely	5		
Major injury, damage or loss	4	Very likely	4	High	15-25
Reportable injury or occurrence	3	Likely	3	Med	9-14
Minor injury, less than 3 days lost time or minimal loss	2	Unlikely	2	Low	1-8
Minor injury, no lost time or damage	1	Very unlikely	1		

People at risk
✓ Operatives
✓ Subcontractors
✓ Visitors
✓ Children
✓ Members of the public
✓ Trespassers

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED

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TRAINING

- Operatives to be trained in the use of vehicle and equipment; and possess relevant plant/driving licences including Certificate of Professional Competence (CPC) requirements
- Operatives to complete training relevant to activity
- Operatives to have relevant Construction Skills Register (CSR) card
- Operatives to be instructed on the hazards and risks of working on or near roads including biological and physical hazards
- Operatives to be provided with training in safe lifting and manual handling techniques.

HAZARD ALERTS

- HA 01 – Sludge splash-back
- HA 02 – Hazard alert sludge splash-back
- HA 03 – Snaking of hose causing contact with sludge
- HA 04 – Handbrake fail on sludge tanker
- HA 05 – Lapse in concentration
- HA 06 – Loose wheels
- HA 07 – Extra vigilance when approaching roundabouts
- HA 08 – Unsecured fire extinguishers
- HA 09 – Strong winds
- HA 10 – Grass verge
- HA 11 – Overreaching from vehicle
- HA 12 – Sludge overnight in tanker
- HA 13 – Dangers of shunting
- HA 14 – Wheel nut checks
- HA 15 – The fifth wheel

SAFETY GUIDES

- SG 01 - Unauthorised carriage of passengers
- SG 02 – [Working near water](#)
- SG 03 – [Safety in the sun](#)
- SG 04 – [Winter driving](#)
- SG 05 – [Mobile phones while driving](#)
- SG 06 – [Safe driving](#)
- SG 07 – [Driving hours](#)
- SG 08 – [First aid](#)
- SG 09 – [Slips, trips and falls](#)
- SG 10 – [Slips, trips and falls \(winter\)](#)
- SG 11 – [Sharps](#)
- SG 12 – [Hoses and couplings](#)
- SG 13 – [Manual handling](#)
- SG 14 – [Duty of care](#)
- SG 15 – [Fire safety](#)
- SG 16 – [Spills](#)
- SG 17 – [Vehicle access to Scottish Water sites](#)
- SG 18 – [Noise at work](#)
- SG 19 – [Vibration](#)
- SG 20 – [Waste water hygiene](#)

Hazard	Risk (S x P)	Control Measures	Residual Risk
Falls into open tanks	5x3	<ul style="list-style-type: none"> Assess the conditions around the tank. If anything appears unsafe contact a supervisor for instruction If equipment is not working or in poor condition i.e. the standpipe fitted to the tank, contact a supervisor If it is not possible to insert the hose without going over the barrier, contact a supervisor Operatives should NEVER, under any circumstances, step over the safety barriers Operatives are NOT to enter a tank to retrieve someone who has fallen in and overcome by toxic gases Get help from personnel on site if manned, otherwise call for help. <p>(SG 02; SG 08; SG 09; SG 10; SG 11; SG 13)</p>	LOW
Pressurised systems	4x3	<ul style="list-style-type: none"> Pressure vessels and associated pipe work are subject to written scheme of periodic examination by a competent engineer In-house maintenance engineer to be competently trained and experienced Operatives to be fully trained on use of pressurised systems Visors to be in full-down position covering eyes, nose and mouth fully when operating pressurised systems Hearing protection to be worn, when required Operatives to be briefed on how to prevent kick-back of hose Operatives not to hold the hose while turning off the pump Operatives to use pump to remove the last m³ of load (if required) to remove residual sludge from hose and prevent manual handling issues. <p>(SG 08; SG 12; SG 13; SG 18; SG 19)</p>	LOW
Adverse weather conditions	4x3	<ul style="list-style-type: none"> Operatives to assess weather conditions before starting work and be prepared to be more vigilant Operatives to be briefed on precautions needed when undertaking tasks in frost and icy weather conditions Operatives to be briefed on safety in the sun. <p>(SG 03; SG 04; SG 10)</p>	LOW
Faulty vehicle / equipment	3x3	<ul style="list-style-type: none"> All vehicles to be maintained as per company maintenance schedule and statutory requirements Operatives to visually inspect their vehicle twice daily and again weekly; record issues and sign off on daily vehicle checklist Checklists to be submitted to the office at each week for review by management and garage mechanics Operatives to carry out daily pre-use equipment checks if relevant; and record on the weekly checklist that equipment is present in the vehicle and in good working condition All equipment to be maintained as per company maintenance schedule and statutory requirements. 	LOW

Hazards when driving	4X3	<ul style="list-style-type: none"> • Drivers must have completed the correct training as per CPC regulations • Operatives to assess the weather and ground conditions and adjust driving accordingly. Careful route planning may be necessary in adverse weather • Daily and weekly vehicle checks to be completed and any issues recorded • Pre-start checks must be carried out by all drivers when driving a new vehicle to ensure that all equipment and documentation are available including a vehicle/driver manual, waste carrier's license, emergency procedure and risk assessments, PPE, fire extinguisher, first aid kit, wheel brace etc. Any missing equipment or documentation should be reported immediately to the office and/or supervisor and recorded on the pre-start checklist • Operatives must refrain from using a mobile phone or other device whilst driving • Operatives to ensure hoses are disconnected from the vehicle and securely positioned prior to moving off • Operatives to ensure hoses are loaded onto the vehicle; valves are in the closed position and securely locked; and caps fitted to outlet pipes prior to moving off • Operatives to be conscious of the additional braking distance required when driving with a load • Operatives to drive with vehicle sidelights on at all times • Operatives to exercise extra vigilance when approaching roundabouts - slow down; maintain distance from the vehicle in front; be prepared to stop; and always use indicators • Driver's cabin to be well ventilated using air conditioning or by opening the window slightly • Operatives to keep a pair of sunglasses in the cab and wear in bright sunlight to prevent glare • Operatives MUST ensure music is not too loud within the cab to enable traffic noise such as sirens and other road users using their horn to be heard • Cab and storage areas of vehicle to be kept tidy and all objects to be secured whilst in transit (including securing fire extinguisher in the designated bracket) • Operatives to be made aware that under NO circumstances should members of the public, family or friends enter or travel in a company vehicle • Drivers to ensure they have adequate rest between shifts to comply with driving and working time regulations. Operatives to disclose additional driving hours for other parties • Vehicles to be tracked and driving patterns monitored by management; drivers with highest mileage and young drivers to complete periodic online hazard perception driver awareness tests. (SG 01; SG 03; SG 04; SG 05; SG 06; SG 07; SG 17) 	LOW
Fire	4X2	<ul style="list-style-type: none"> • Naked flames to be kept away from any potential ignition sources • If refilling vehicles at a forecourt, operatives to refrain from smoking and keep mobiles inside vehicles or ensure they are switched off • If fuel gets on hands or clothing, wash and change clothing respectively • A 2kg fire extinguisher to be available in each vehicle and adequately secured within the vehicle • Operatives and supervisors to be trained in the use of fire extinguishers. (SG 15) 	LOW

Detaching of tanker	5x2	<ul style="list-style-type: none"> • Drivers must ensure they shunt forward 2 to 3 times to ensure the tanker locking mechanism is engaged • The lever must then be pushed in and the chain attached, ensuring the two holes are lined up • If it is safe and possible to do so, it would be considered good practice if drivers could take a photograph on their mobile phones of the tanker shunted into place correctly with a clear view of the lever, pin and chain • The lights and brakes must then be connected and checked • Any driver who notices any irregularities with the connecting plate, locking mechanism, wires, lever, pin or chain whilst connecting a new tanker must contact the office to allow all mechanisms to be inspected by a mechanic. 	LOW
Vehicular Traffic and Pedestrian traffic	5x3	<ul style="list-style-type: none"> • High Visibility PPE to be worn at all times • Check vehicle flashing beacon is in working order (if available) • Use reversing cameras (if available) to position vehicle accurately, but also be aware of the surrounding environment when reversing • Do not continue to operate if any unauthorised personnel enter the operating area. (SG 04; SG 06 & SG 17) 	MED
Loose wheels	4x3	<p>Daily wheel check procedures</p> <ul style="list-style-type: none"> • Operatives to adhere to wheel check briefing and hazard alerts • Operatives must carry out a visual check of wheels twice per day; checking for any bulges, cracks, flat tyres, low tread, examining wheel rims, looking for rust, elongated wheel nuts, holes etc • Any observations and timing of checks to be recorded on daily vehicle checklist twice daily and signed off. <p>Weekly wheel check procedures</p> <ul style="list-style-type: none"> • Weekly checks must be carried out every week and recorded on the weekly checklist • As part of the weekly check, drivers must tighten wheel nuts with a wheel brace and sign that it has been completed. <p>Change of wheel or movement of wheel nut indicators</p> <ul style="list-style-type: none"> • If a wheel is identified as being loose, tighten with wheel brace then bring to a garage to be torqued if safe to do so, and report to the office • For wheel changes (<i>all drivers are issued with spare red nut indicators</i>) <ul style="list-style-type: none"> - In the _____garage, a red wheel nut indicator will be fitted to act as a reminder that the wheel needs to be re-torqued at the 30-mile mark. Once re-torqued the driver must replace the red wheel nut indicator with a yellow wheel nut indicator - In an external garage, wheels must be torqued after each fitting and a red wheel nut indicator must be fitted by the driver, as a reminder that it must be re-torqued again in 30 miles. Once re-torqued the driver must replace the red wheel nut indicator with a yellow wheel nut indicator • All wheel changes and torquing must be recorded on the daily checklists 	LOW

Biohazards and sharps (incl vermin, sewage and contaminated water)	4x3	<ul style="list-style-type: none"> Operatives to be briefed on biological/physical hazards and provided with advice card on Weils, Legionnaires and Tetanus Operatives to be instructed in the importance of exercising proper hygiene (handwashing after working near contaminated water or animals and especially before eating, drinking or smoking) Operatives to be made aware of hygiene and welfare facilities provided on their location Operatives to cover cuts or wounds with waterproof dressings Operatives to be generally fit and healthy and advised to get inoculations against Tetanus, Hepatitis and Diphtheria First aid kits, fresh water, medical wipes to be available at all times If sewage or other chemical gets in eyes, operators to use flowing tap water or fresh water provided in each vehicle to rinse it out for at least 15 to 20 minutes (remove contact lenses) Emergency contact numbers to be available at all times Operatives to be provided with appropriate PPE and trained in its use and application. <p>(SG 08; SG 11; SG 16; SG20)</p>	LOW
Accidental release / spillages	3x4	<ul style="list-style-type: none"> Any minor spillages must be dealt with immediately using the spillage kit provided or by hosing down the WWTW to the drains provided When filling, drivers must watch the sight glass and have two indicators as to when the capacity is nearly full and actually full. If in any doubt STOP FILLING! It is the driver's responsibility to stay with the vehicle when the load is being filled DO NOT FILL LOADS AND LEAVE OVERNIGHT. If a problem arises in between filling and off-loading, drivers must contact the office for further instruction Drivers must stop driving if aware of any leachate/sludge/septic leaking from the vehicle and report the incident to the office immediately. <p>(SG 12; SG 16; SG 20)</p>	LOW
Vapours, fumes, toxic gases	5x4	<ul style="list-style-type: none"> Operatives are NEVER to enter a tank for any reason Operatives are NEVER to put their head inside a tank Operatives are NOT to enter a tank to retrieve someone who has fallen in and overcome by toxic gases. Get help from personnel on site if manned otherwise call for help. <p>(See also confined spaces below)</p>	LOW
Violence at work	4x2	<ul style="list-style-type: none"> Operatives to keep calm when dealing with aggressive public; and calm the person if reasonably practicable Operatives threatened with violence MUST remove themselves from the aggressive situation, go to a safe place and contact a supervisor Operatives are not to retaliate with any violence or throwing of objects Operatives to report details of any incidents so that safe systems can be adopted to prevent future occurrences. 	LOW

Noise & vibration	3x2	<ul style="list-style-type: none"> Risks of noise and vibration to be assessed by a supervisor Where deemed a risk, noise and vibration levels to be monitored to ensure within legal limits and wear ear defenders Plant and machinery to be properly maintained and serviced to help reduce the noise and vibration Operatives to be briefed on dangers of exposure to noise and vibration and encouraged to report symptoms to supervisor Exposure to be limited by providing appropriate PPE and by restricting the exposure duration. (SG 18; SG 19) 	LOW
Slips, trips & falls	4x3	<ul style="list-style-type: none"> Operatives are not to overreach from vehicle when accessing swipe machines at site Operatives always to use steps and handholds provided on vehicle to ensure safe access and egress. Jumping from vehicles is not permitted All operatives to wear correct footwear and ensure that tread is not worn All operatives to keep the sole of shoes clean to reduce the risk of slipping Good housekeeping to be exercised in the cab and on site at all times Operatives to assess the ground conditions of the immediate work area before commencing work. (SG 09; SG10) 	LOW
Manual handling	3x3	<ul style="list-style-type: none"> Manual handling to be eliminated where possible All employees/sub-contractors to be issued with appropriate tools to complete manual handling safely All employees/sub-contractors to be provided with training in safe lifting and manual handling techniques. (SG 13) 	LOW
Lone working	4x3	<ul style="list-style-type: none"> All drivers must carry a mobile phone and ensure their correct number is recorded at head office Tankers to be tracked on the company tracking system All operatives to utilise lone working protocols. (SG 05) 	MED
Overweight vehicle	2x2	<ul style="list-style-type: none"> Operatives to be familiar with identifying approx. weight of load on the vehicle they are operating BEFORE starting to load Operatives to be aware of the different weight and visual levels of the load due to the viscosity of the sludge If the operative is unable to identify the approximate weight of the vehicle, they must contact a supervisor. 	LOW
Confined space working	5x4	<ul style="list-style-type: none"> Operatives MUST NOT UNDER ANY CIRCUMSTANCES enter a confined space. If there are issues, contact a supervisor. 	LOW

I acknowledge that I have read and understood this generic risk assessment and I am aware of the hazards, control measures, procedures involved as well as my duties and responsibilities.

I am aware that any site-specific hazards identified over and above those outlined above must be reported to a supervisor before work commences

Received and read by: Name	Signed	Date