

**Risk  
Rating**



## Risk Assessment & Method Statement

**Task/ activity:** News Screen Separator Operations

**Task/ activity description:**

Safe use, maintenance and cleaning of News Screen Separator (ONP)

**Likely to be effected:** Operatives, visitors

**Risk Scoring = multiply severity by probability SxP=R**

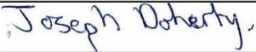
| Severity                                                   | Probability     | Risk Category |
|------------------------------------------------------------|-----------------|---------------|
| 5 Fatality or disaster                                     | 5 Highly likely |               |
| 4 Major injury, damage or loss                             | 4 Very likely   | High = 15-25  |
| 3 Reportable injury or occurrence                          | 3 Likely        | Medium = 9-14 |
| 2 Minor injury, less than 3 days lost time or minimal loss | 2 Unlikely      | Low = 1-8     |
| 1 Minor injury, no lost time or damage                     | 1 Very unlikely |               |

| Hazard                                                                                                                                                                                 | Control measures to be taken to reduce risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Risk scoring |   | Risk Rating |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---|-------------|
|                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | H            | M |             |
| <b>Contact with Machinery</b> <ul style="list-style-type: none"> <li>Fatality/ Major injury from contact with active machinery.</li> <li>Crush injury.</li> <li>Amputation.</li> </ul> | <ul style="list-style-type: none"> <li>Machine operated, repaired and cleaned by trained, authorised staff, having the correct knowledge, experience and risk awareness.</li> <li>Fixed guards in place all the time to enclose the dangerous parts of machinery.</li> <li>For maintenance and cleaning purposes interlock safety devices must be in use to ensure that the machine cannot start before the guard is closed and cannot be opened while the machine is still moving.</li> <li>No maintenance or removal blockages to be carried out without stop and lock out procedures in place.</li> <li>Access to the machine only through the door with interlock devices fitted.</li> <li>Whenever direct access to the dangerous parts are required, lockout procedure must be followed: source of energy isolated with Castel Key at the Machine, padlock/hasp and tagged at the Gate by the Plant Operator.</li> </ul> | 5            | 2 | 10          |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |    |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----|
|                                        | <ul style="list-style-type: none"> <li>Emergency stop buttons accessible from various locations at the machine so they can be reached by anyone working in the area.</li> <li>CCTV system in operation to monitor surroundings. Plant operator must make sure that all maintenance/cleaning works were finished, and all operatives left the area before plant starts &amp; replace Lock on the Gate.</li> <li>Plant Room door must remain locked. Only authorised persons to have the Keypad Code.</li> </ul> |   |   |    |
| <b>Entanglement</b>                    | <ul style="list-style-type: none"> <li>Moving parts fully enclosed to eliminate risk of entanglement when machine in operation.</li> <li>Fixed guards in place, inspected on regular basis.</li> <li>Operatives must not have loose clothing, long hair and jewellery that may get caught.</li> </ul>                                                                                                                                                                                                          | 5 | 2 | 10 |
| <b>Falls from height</b>               | <ul style="list-style-type: none"> <li>Suitable work platforms, ladders and guarding provided to prevent falls from height.</li> <li>Access through the Doors &amp; Ladder Access</li> </ul>                                                                                                                                                                                                                                                                                                                   | 5 | 2 | 10 |
| <b>Electricity</b>                     | <ul style="list-style-type: none"> <li>All power cables and switches to be visually checked for signs of damage.</li> <li>All safety devices fully operational. Access to the Plant Room strictly limited.</li> <li>Main energy supply to the machine must be isolated and check for stored energy must be carried out before maintenance/cleaning starts.</li> <li>Area must be free of water.</li> </ul>                                                                                                     | 5 | 2 | 10 |
| <b>Slips/trips</b>                     | <ul style="list-style-type: none"> <li>Safety footwear to be worn at all times.</li> <li>When maintenance/cleaning is finished, all debris must be cleaned up to maintain safe access and egress.</li> </ul>                                                                                                                                                                                                                                                                                                   | 3 | 2 | 6  |
| <b>Personal injury /Cuts/Abrasions</b> | <ul style="list-style-type: none"> <li>Protective gloves Cut 5 provided, to be worn at all times, arms to be covered.</li> <li>First Aiders on site, first aid boxes</li> </ul>                                                                                                                                                                                                                                                                                                                                | 3 | 2 | 6  |

|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |           |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------|
|                                                                                                                 | available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |          |           |
| <b>Hit by moving/falling object</b>                                                                             | <ul style="list-style-type: none"> <li>Bump caps to be worn at all times during all maintenance and cleaning works to prevent operatives from being hit by waste materials falling down.</li> </ul>                                                                                                                                                                                                                                                                                                                 | <b>3</b> | <b>2</b> | <b>6</b>  |
| <b>Fire</b> <ul style="list-style-type: none"> <li>Fatality</li> <li>Smoke inhalation</li> <li>Burns</li> </ul> | <ul style="list-style-type: none"> <li>All staff trained in fire safety procedures. Fire warden on site.</li> <li>Firefighting equipment at various levels around the Machine, including fire hoses and various sorts of fire extinguishers.</li> <li>All Fires, no matter how small, must be reported to Supervisor and Health &amp; Safety Manager.</li> <li>Two-way radios must be used to alert of a fire.</li> <li>Operatives must not put themselves in danger, always proceed to the safest exit.</li> </ul> | <b>5</b> | <b>2</b> | <b>10</b> |

### Approval and review

| Assessor:            | Signature:                                                                          | Position:               | Date:    |
|----------------------|-------------------------------------------------------------------------------------|-------------------------|----------|
| Wesley Jameson       |  | Health & Safety Manager | Apr 2024 |
| Approved by:         | Signature:                                                                          | Position:               | Date:    |
| Joseph Doherty       |  | Chief Executive Officer | Apr 2024 |
| Reviewed on:         | Apr 2024                                                                            | New version number:     | 3        |
| Date of next review: | Apr 2025, or as an when required                                                    |                         |          |

### PPE requirements

- Safety boots
- Bump caps
- Cut 5 gloves

### Training requirements

- Site inductions
- Applicable training for plant and equipment used

### Method statement

#### Planning:

- Only Operatives designated & trained by the Plant Operator can undertake cleaning & maintenance activities.

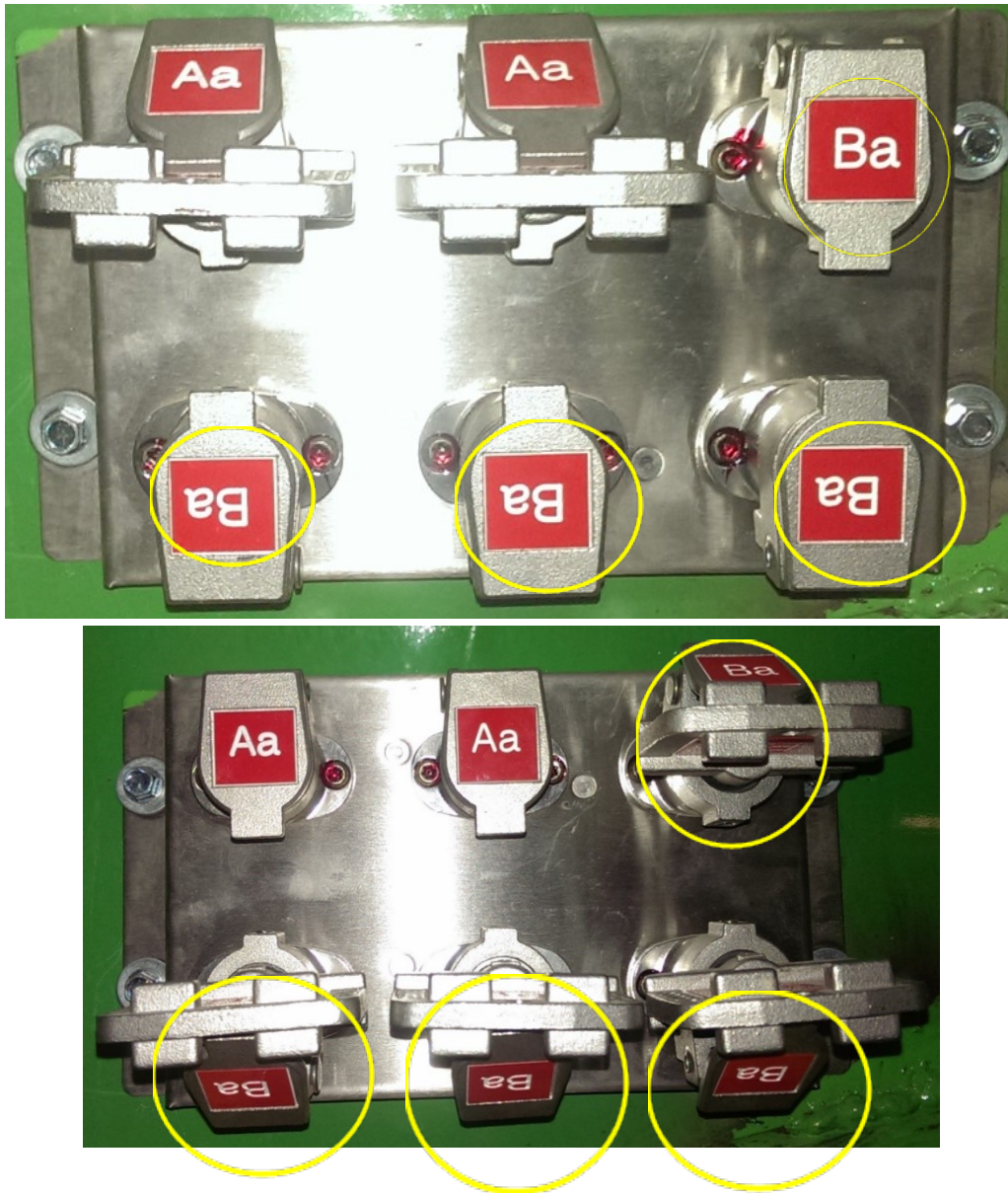
- Main energy supply to the machine must be isolated, isolators switched at the Castel Key System to lock out

**Physical:**

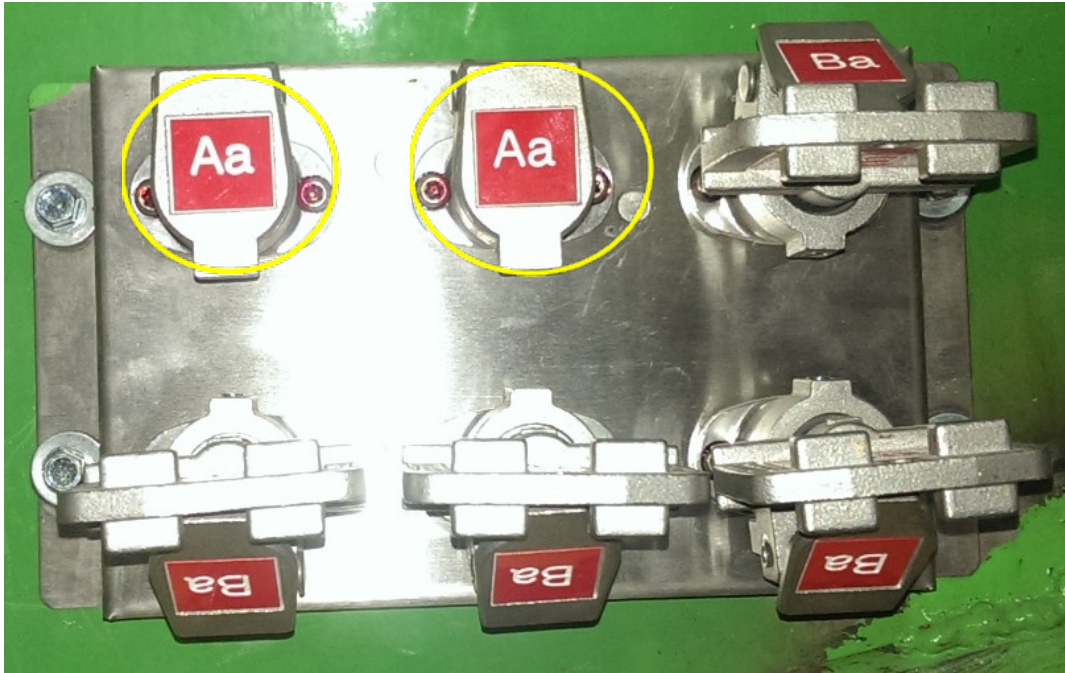
- All 4 Isolator keys **Ba** must be removed from Motors 1 – 4

**Ba Castel Key****Ba Castel Key Removed**

- Keys must be Placed in to the Ba section in order to remove the Isolator Key **Aa** for the Door to the ONP & the Ladder Access. All 4 **Ba** Keys must be in place



**Ba Castel Key in Position**



Ba Castel Keys in Position with Aa Keys removed

- Operatives can only get access to the machine through the access door with interlock device fitted.





1<sup>st</sup> Aa key to be placed in the ONP Door



- The Yellow Box Section must be removed from the Door & Placed inside on the Shaft to prevent Rotating while Cleaning
- Properly placed on to the Shaft



- Padlock indicates how many operatives are in the Machine



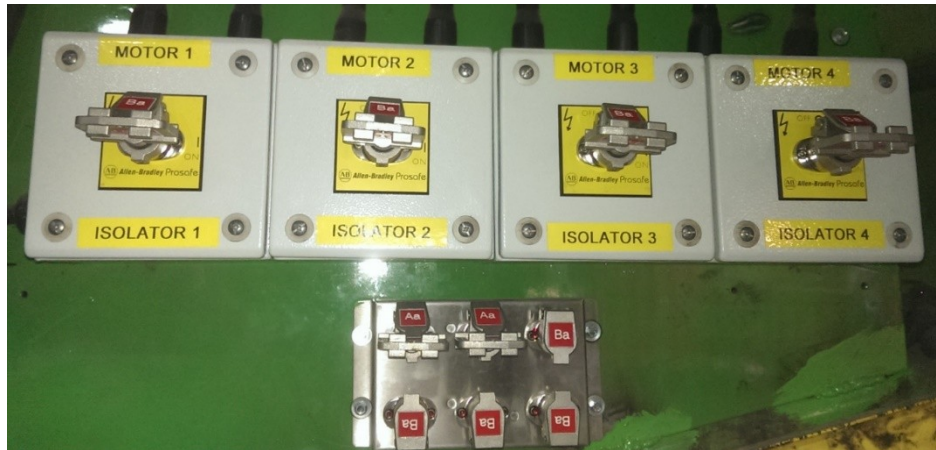


**2<sup>nd</sup> Key Aa to be placed on the Ladder Access to the top of the ONP**

- Padlocks on the Ladder Access indicates how many operatives are in the Machine on the Top



- Castal Key to be removed on Isolator on the Top & Placed in the Door before Entry to the ONP
  - Reverse the Procedure when Machine Cleaning is Finished



- All Keys returned to the Position of Aa & Bb for Plant to start Normal Operations

**Managerial/Supervisory:**

- Before plant starts again, Plant Operator must make sure that all operatives left the area of danger.
- All Padlocks are Removed from the Door to the OPN & to the Ladder Access
- Check Cameras to be certain No One is still in the ONP at Higher Level

**Training:**

- All Plant Managers / Plant Operators & all Organised to carry out Cleaning or Maintenance duties will be trained before Entering

**Contact details**

In case of an accident or emergency, call 999 immediately.

- Daisy Hill Hospital – 028 3083 5000