

**Risk
Rating**



Risk Assessment & Method Statement

Task/ activity: OCC Disc Screen Card Separator

Task/ activity description:

Safe use, maintenance, and cleaning of OCC Disc Screen Card Separator



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	Scoring		Risk rating
		S	P	
Contact with machinery (Accidental restart of machinery) - Fatality - Major Injuries - Crushing - Cutting - Entanglement	- Only trained and competent personnel are authorised to perform any task to this machinery. - Fixed guards are in place and inspected by competent personnel on regularly bases. - Any maintenance task that includes removing the guards must be adequately planned by using the LOTTOTO procedures. - Access to the machine is permitted only through the door with castell key	5	2	10

	system to ensure it is isolated before accessing. - Operatives are instructed on the location of emergency stop buttons which are located on both sides of the hooper. - Only approved mean of access must be used while performing task to OCC screen in compliance LOTTTO procedures. - All safety devices must be functional and tested at suitable intervals by a competent person. - Physical props provided must be properly fitted, ensure it is secure before accessing the OCC. - The machine cannot be restarted until the responsible person confirms the machine is cleared of all personnel, props, tools have been removed and all guards are secured. - Proper PPE must be used when cleaning or other maintenance activities are in place, loose clothes, hair, and jewellery is not permitted.			
Entrapment (During replacement of parts) - Fatality - Loss of body parts - Major Injuries	- Maintenance activities must be planned and assessed by competent person. - Replacement of large or heavy parts must be performed using mechanical means of lifting. - All lifting equipment must be suitable for the task. - People involved in maintenance work must be fully familiar with Plant and must have sufficient job specific knowledge about design and purposes of machinery and tools they use. - Lifting equipment must be inspected by a competent third party at appropriate intervals. - Load must be handled from safe distance using guiding ropes or suitable tools. - Never lift a load over a person. - Ensure to fit the props securely to prevent the shaft from turning.	5	2	10

Falls from height	• Suitable work platforms, ladders and guarding provided to prevent falls from height. • Operatives to wear safety harness and attach to the safety line, if working 1.5 meter from the drop to the conveyor. • Operative must take time to clear the access and egress to be kept clear at all times.	4	2	8
Electricity	• Only competent electricians are authorised to work on electrical systems. • All power cables and switches to be visually checked for signs of damage. All safety devices fully operational. • Access to the Plant Room strictly limited. • Main energy supply to the machine must be isolated and check for stored energy must be carried out before maintenance/cleaning starts. Area free of water.	4	2	8
Slips/Trips	• Approved safety footwear to be worn at all times. • Safety boot must be properly laced up with appropriate ankle support. • The operative must ensure the access is cleared from any slip or trip hazard prior to work. • Take care routing cables for power tools. • When maintenance/cleaning is finished, all debris needs to be cleaned up to maintain safe access and egress.	4	2	8
Personal injury/Cuts	• Protective Cut 5 gloves to be worn at all times, arms to be covered. • First Aiders on site, first aid boxes available. • Take care working with cutting tools. • Never cut towards yourself.	3	2	6

Fire	- All staff trained in fire safety procedures. - Fire warden on site. High concentration of firefighting equipment at the location, including fire hoses and various sorts of fire extinguishers. - All Fires, no matter how small, must be reported to Supervisor. - Two-way radios must be used to alert of a fire. - Operatives must not put themselves in danger, always proceed to the safest exit.			10
Hit by ejecting materials	- Machine fitted with mesh screen to prevent from ejecting small loose objects. - Safety Glasses must be worn.	3	2	6

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:	2
Date of next review:	Apr 2025, or as an when required		

PPE Requirements

- 2-way radio, safety glasses, safety boots, hi-vis clothing, cut-5 gloves,

Training:

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

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:

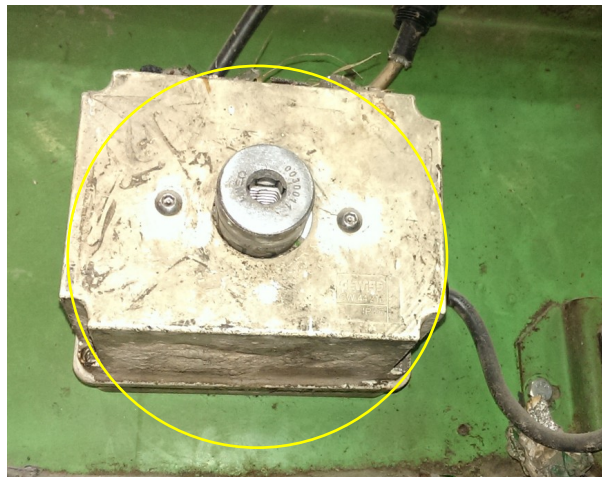
OCC Key in Operational Position



Door Lock in Operational Position

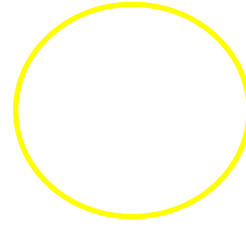
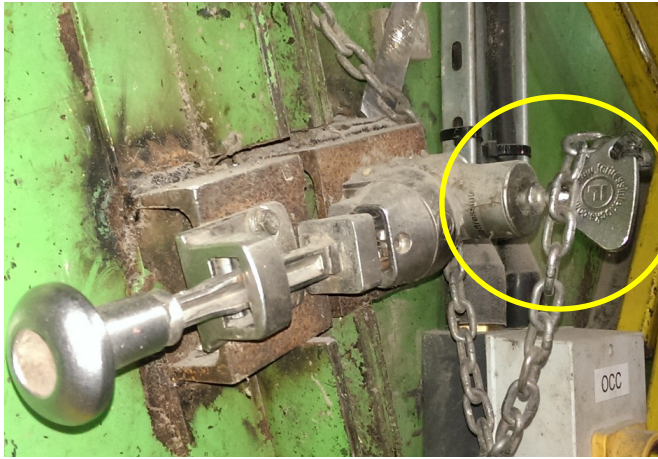


- Turn Isolation Switch Off & Place a Padlock on the Switch to Prevent Restart
- Remove the Key from the Isolation Switch



Key Removed from Isolation Switch

- Place Key in the Door to the OCC to Open



- Open the Door to place the Shaft Anti Rotation Bar in Place



Access to the OCC for Maintenance & Cleaning



Shaft Anti Rotation Bar

- Place the Shaft Anti Rotation Bar firmly on the Shaft of the OCC to prevent Rotation while cleaning of Carrying out Maintenance



Correct Fit – Firmly down Both Sides of the Shaft ✓



Correct Fit – Firmly down Both Sides of the Shaft ✓



Incorrect Fit – NOT Placed Firmly around the Shaft X

- When the Shaft Anti Rotation Bar firmly in Position Operatives can enter the OCC to Clean or Carry Out Essential Maintenance

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 OCC & Key place back in position
- Shaft Anti Rotation Bar is removed from the Machine & back in position

- Check Inside the Machine & the Cameras to be certain No One is still in the OCC