

**Risk
Rating**



Risk Assessment & Method Statement

Task/ activity: Fuel tank drainage

Task/ activity description:

Maintenance regimes in Re-Gen Waste may require the need to drain fuel tanks from vehicles at intermittent times.



Likely to be effected: Operatives, Subcontractors, 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	
Vehicle overturning (uneven ground)	- Place the vehicle is on level ground. - Ensure engine is switched off and keys removed from ignition and disconnect electrical system at the battery. - Vehicle must be safely parked using the safe parking procedures.	3	2	6
Explosion/fire	Fire extinguishers to be located and visually checked before starting drainage.	5	2	10

	- Remove any equipment not designated for use in a flammable atmosphere. - No smoking in and around the workshops is to be allowed and signs placed out. - Do not use inspection lamps - even low voltage units may ignite petrol vapours. - Drainage procedures must never take place around flammable materials.			
Inhalation of fumes	Good ventilation during any unavoidable indoor tank drainage.	4	2	8
Asphyxiation	- Ensure that drainage of a tank is never completed over or near a vehicle pit. - Operators are instructed to undertake drainage procedures only in well-ventilated areas.			L
Slip, Trips and Falls	- Operators involved in the task must maintain housekeeping at all times. - Proper PPE such as safety boots must be worn to minimize the risk of slipping. - Drainage of the fuel must be undertaken only from a suitable location. - Any spillage must be actioned immediately.	4	2	8
Contact with moving vehicles	- Drainage task must be completed only in designated location. - Five meter rule must be followed at all times. - Communication to be maintain at all time , when suitable radio control and eye contact with other drivers to assist this procedure.	5	2	10

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		

Minimum PPE Requirements

- Hi-vis clothing, safety boots

Training:

- The persons completing the draining are to be made aware of the hazards and the emergency procedure to adopt

Method statement**Planning:**

- Suitable and sufficient materials are to be made available for the work to be done.
- Sufficient trained and competent persons to be made available before work starts.
- COSHH assessments are to be made available for the substances being drained.
- Fire equipment to be in place before work starts.

Physical:

- Place the vehicle is on level ground. Ensure engine is switched off and keys removed from ignition and disconnect electrical system at the battery.
- Allow the engine to cool down.
- Correct signage is placed in and around vehicle to be drained.
- Fire extinguishers to be in place before starting drainage.
- Remove any equipment not designated for use in a flammable atmosphere.
- No smoking in and around the workshops is to be allowed and signs placed out
- Do not use inspection lamps - even low voltage units may ignite petrol vapours.
- Ensure a minimum of 6m is given from any fixed electrical plant, e.g. operated drills, grinders etc. (avoid use if at all possible).
- No 'hot work' is being carried out in the vicinity of the vehicle being drained.
- Shield or insulate any fuel lines that may be vulnerable to nearby 'hot work' etc.
- Correct PPE is worn prior to starting work on vehicle, gloves, overalls, safety footwear, glasses and safety helmets.
- Drainage is to be controlled and avoid methods that could result in uncontrolled spillage.
- A fuel retriever with hand pump should be used where possible and ensure earthed before use.

- The collected fuel is not placed in opened containers and ensure the containers being used cannot be knocked over.
- Label and store the recovered fuel safely away from heat and ignition sources in a fireproof cabinet fuel store if possible.
- Ensure that no more than 50 gallons (11 litres) is stored in any workplace.
- Do not add drained fuel to the waste oil tank.
- Undertake drainage outside wherever possible.
- Good ventilation during any unavoidable indoor tank drainage.
- Ensure that drainage of a tank is never completed over or near a vehicle pit.
- First aid and welfare facilities to be made available,

Managerial/Supervisory:

- Fuel drainage is a dangerous activity this should be monitored at all times.
- Ensure that all the correct equipment is used at all times.
- COSHH assessments to be made available for the substances being drained.