Over the next few pages you will find a generic format for a suggested risk assessment. It is not intended that you will complete the actual document provided. However, the layout and the suggested headings and control measures contained within will enable you to consider the measures you have in place at your site and to perform and complete a similar assessment that accurately reflects the working practices at your site.

### Table 1 - Controlling the Risks from Off-loading and Venting

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| --- | --- | --- | --- | --- | --- |
| **Activity**  | **Risk**  | **Control Measure**  | **Findings/Actions**  | **Target Date**  | **Suggested Review Date**  |
| Tanker access   | Collision whilst moving on site or during offloading.  | * Provide and maintain a dedicated clear route. Where possible, arrange that the tanker can be driven off the site in a forward direction.
* Locate tanker-standing area away from other traffic.
* Cordon off the tanker standing area.
* Where necessary, provide supervision or assistance to the driver whilst the tanker is manoeuvring.
* Provide the delivery firm with advance information on site layout and systems, etc.
* Ensure adequate lighting when necessary.
* Take deliveries at quiet periods eg at night.
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| Off-loading process  | Leak from connection or rupture of hose.  | * Ensure staff are trained and the driver follows the correct procedures.
* Have emergency procedures in place.
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|  | Overfilling storage tank or compartment.  | Checking tank ullage. * Ensure siphon pipes are closed down during the delivery.
* Provide and maintain an overfill prevention device.

Make sure that any dispensers close to the offloading area are switched off during deliveries. * Ensure site operative is trained and tanker driver follows the correct procedures.
* Make provision for containing and controlling any spillage eg sloping ground, drains/interceptors.
* Make provision for retaining spillages that occur in the tank fill point chamber (brick built chambers can be unreliable in retaining spillages).
* Draw up emergency procedures and ensure staff are trained in how to deal with a fire, a spillage and an overfill situation.
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| Venting & Vapour Emission Controls | Accumulation of vapour.  | • Consider location of vent pipes if changes to the layout of the site are made. • Check height of pipes and extend if necessary. • Repair or replace corroded or damaged pipes. • Make sure that the resistance of the road tanker standing area surface does not have a resistance 8 exceeding 10 Ω • Make sure that the storage tanks and associated pipework are properly earthed and bonded to the delivery pipework. • Where the vapour recovery hose is kept at the site, ensure that it is checked by a competent person for electrical continuity. • Provide employees with anti-static footwear (for driver assisted deliveries). |  |  |  |
| Static electricity | Ignition of vapour.  | * Consider location of vent pipes if changes to the layout of the site are made.
* Check height of pipes and extend if necessary.
* Repair or replace corroded or damaged pipes.
* Make sure that the resistance of the road tanker standing area surface does not have a resistance 8 exceeding 10 Ω.
* Make sure that the storage tanks and associated pipework are properly earthed and bonded to the delivery pipework.
* Where the vapour recovery hose is kept at the site, ensure that it is checked by a competent person for electrical continuity.
* Provide employees with anti-static footwear (for driver assisted deliveries).
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| Thermite reaction | Ignition of vapour.  | * Make sure that non-ferrous safety platforms are fitted in deep fill point access chambers.
* Make sure that fill pipe caps are fitted with captive devices.
* Make sure that any fixed steel items in close proximity to the fill points are treated to prevent corrosion; eg drainage channels.
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| General  |  | * Control ignition sources in hazardous areas.
* Provide suitable fire extinguishers and keep them ready for use.
* Draw up emergency procedures and train staff.
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Assessment Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_