

Twyford Waterworks Trust Risk Assessments (3)
Restoration / Operation
Internal Combustion Engine Restoration / Operation
Storage and use of oils, lubricants, fuels, solvents & cleaning materials

Date	Reviewer
September 2015	Graham Feldwick
February 2017	Geoff Bailey/Ray Caine

Process: Storage and use of oils, lubricants, fuels, solvents & cleaning materials			
Specific part of process and details: 1. Storage			
<p>Risks: Leakage or spillage from containers which could pollute the water source</p> <p>Incorrect use of materials due to insufficient labelling</p> <p>H& S issue due to inhalation,</p>	<p>Risk Owner & deputy Ray Caine Alan Down Geoff Bailey</p>	<p>Risk Rating M</p>	<p>Control(s): Stock containers greater than 1 litre in volume should always be stored in the correct designated place: Rectifier House oil store, either over the bunded area or within a bunded tray</p> <p>Oil absorbing sheets / oil spill kit should be available at all times</p> <p>Decanting to smaller containers should always be made over a bunded area. Decanting from drums should be made using the hand pumps provided.</p> <p>All containers brought to the main site should contain only sufficient material for the task required, and should be conveyed within another container, and wherever possible within a purpose made carrier, to act as a bund in case of spillage.</p> <p>All containers brought to the main site should be kept within a bund provided for that purpose .</p> <p>Spillages, however minor, should be attended to immediately using purpose made absorbent materials and reported to the H&S Manager or Person In Charge.</p> <p>All containers should be fit for purpose and adequately labelled. They must <u>not</u> be used to hold</p>

<p>ingestion, or contact with skin and/or eyes</p>			<p>other products without full relabeling. An inventory of the oil storage area should be reviewed every 6 months.</p> <p>Each stock container should have a relevant COSHH Product Safety Data Sheet (filed in Mess Room). Personnel dealing with these products should be familiar with the H&S issues set out in the data sheets and the PPE recommendations therein should be followed at all times.</p> <p>Cleaning materials: domestic cleaning materials should be used by following the instructions supplied, and should be kept inside a bund in a locked cupboard between uses.</p>
<p>Control Status: Effective</p>			
<p>Risk Assessment Review Period: Annual</p>			

Storage and use of oils, lubricants, fuels, solvents & cleaning materials

<p>Process: Storage and use of oils, lubricants, fuels, solvents & cleaning materials</p>			
<p>Specific part of process and details: 2. Use</p>			
<p>Risks: Leakage or spillage from containers which could pollute the water source</p>	<p>Risk Owner & deputy Ray Caine Alan Down Steve Smith Geoff Bailey</p>	<p>Risk Rating L</p>	<p>Control(s): All oils, lubricants, fuels, solvents and cleaning materials must only be used from small containers, filled as required from stock containers held in the oil storage area.</p> <p>Oil absorbing sheets / oil spill kit should be available at all times</p> <p>All containers brought to the main site should contain only sufficient material for the task required, and should be conveyed within another container, and wherever possible within a purpose made carrier, to act as a bund in case of spillage.</p> <p>Fuel tanks should be filled from the 5 litre metal jerry-cans provided, taking care not to cause any spillage by, using the equipment provided (eg: pump, funnel).</p>

<p>Incorrect use of materials due to insufficient labelling</p> <p>H& S issue due to inhalation, ingestion, or contact with skin and/or eyes</p>			<p>Where any oils, lubricants or fuels are added to machinery or equipment, checks should be made regularly for leaks, and appropriate action taken immediately if this is found.</p> <p>All containers brought to the main site should be kept within a bund provided for that purpose .</p> <p>All containers should be fit for purpose and adequately labelled. . They must <u>not</u> be used to hold other products without full relabeling.</p> <p>Spillages, however minor, should be attended to immediately using purpose made absorbent materials and reported to the H&S Manager or Person In Charge.</p> <p>As for Section 1 Storage</p> <p>Cleaning materials: domestic cleaning materials should be used by following the instructions supplied, and should be kept within a bund in a locked cupboard between uses.</p>
Control Status: Effective			
Risk Assessment Review Period: Annual			

Storage and use of oils, lubricants, fuels, solvents & cleaning materials

Process: Storage and use of oils, lubricants, fuels, solvents & cleaning materials			
Specific part of process and details: 3. Disposal			
<p>Risks: Leakage or spillage from containers which could pollute the water source</p>	<p>Risk Owner & deputy Ray Caine Alan Down Geoff Bailey</p>	<p>Risk Rating: L</p>	<p>Control(s): All oils, lubricants, fuels, solvents and cleaning materials that are no longer required, together with all waste oils, lubricants, fuels, solvents and cleaning materials, should be taken to the Rectifier House Oil Store and clearly labelled with the exact contents with a note 'For Disposal' and the date. They must always be stored either over the bunded area or within a bunded tray.</p>

<p>H& S issue due to inhalation, ingestion, or contact with skin and/or eyes</p>			<p>Arrangements should be made for the waste materials to be collected by a waste disposal company.</p> <p>It may be possible to dispose of small amounts of waste material through the local council waste point. In these circumstances the container(s) should be placed inside a further container before the materials are transported away from the site.</p> <p>Cleaning materials: domestic cleaning material containers should be disposed of off-site by following the instructions supplied.</p> <p>As for Section 1 Storage</p>
<p>Control Status: Effective</p>			
<p>Risk Assessment Review Period: Annual</p>			

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<p>Process: Storage and use of oils, lubricants, fuels, solvents & cleaning materials</p>			
<p>Specific part of process and details: 4. Receipt of new stock materials</p>			
<p>Risks: Leakage or spillage from containers which could pollute the water source</p> <p>Incorrect use of materials due to insufficient labelling</p> <p>H& S issue due to inhalation, ingestion, or contact with skin and/or eyes</p>	<p>Risk Owner & deputy Ray Caine Alan Down Geoff Bailey</p>	<p>Risk Rating: L</p>	<p>Control(s): All new stocks should be obtained from a designated supplier. Offers of materials from other sources can only be accepted after inspection and passing of the containers and production of relevant Safety Data Sheets.</p> <p>All new stocks should be delivered directly to the Rectifier House oil store, and placed in a bunded area.</p> <p>All new stocks should be checked for correct and adequate labelling, and the relevant Safety Data Sheet should be obtained for it, either with the consignment or downloaded from the internet. Sheets must be filed into the Safety Data Sheet folder in the green container within one week</p>

			<p>of arrival of the new stock.</p> <p>Correct PPE should be worn at all times when handling / unloading the new stock materials.</p> <p>See also H&S for Section 1 Storage</p>
Control Status: Effective			
Risk Assessment Review Period: Annual			