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Risk assessment worksheet

The law requires you to assess the risks of all the activities associated with the delivery, storage and dispensing of petroleum-spirit on your site.

You do not have to use this document, but you may find it a helpful way to record your risk assessment.

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Date of risk assessment:

DELIVERY (and venting)

Pages 17-19 in **DISPENSING PETROL**

Page 17

Weighting factor

Page 18

Location of the fill points (including any off-set fill)

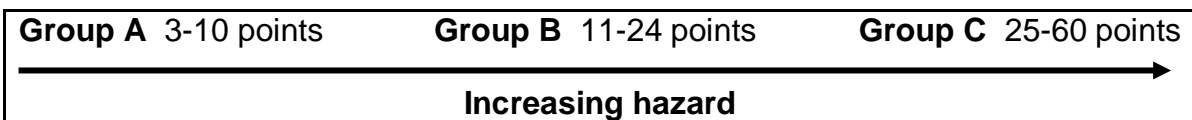
Tanker access/exit (including the road tanker standing area)

Site features in respect of spillage

Total (3 scores added together)

Overall rating

Weighting factor X *Total (3 scores added together)* =



Page 19 gives examples of control measures which may be appropriate to your site.

*This document is based on the Health & Safety Executive's guidance document
DISPENSING PETROL – Assessing and controlling the risk of fire and explosion
at sites where petrol is stored and dispensed as a fuel
[HS(G)146]*

The following are control measures normally required at all sites:

Delivery

- Adequate illumination for fill area for safe working security
- Maintenance of interceptor (where applicable) including frequent removal of spillage and its safe disposal
- Work systems plus emergency procedures
- Training of competent persons on work systems, including off-loading procedures
- Emergency equipment provided to include, for example:
 - Sand or other means to contain spill
 - Fire extinguishers
- Fill-pipe connection caps secure against vandalism etc
- Warning notices provided i.e. "No Smoking" sign
- Fill-pipe connections should be clearly marked to show to which tank they relate (and therefore the working capacity) and the type of liquid being stored e.g. unleaded etc
- Appropriate drainage to capture spilt petrol
- Segregation of the site.** Consider closing all or part of the site to visitors when delivery is taking place or arranging deliveries for times when other people will not be about e.g. night deliveries. All activities with the potential to create an ignition source should be excluded from around both the delivery and vent areas
- Fire separation measures and reducing ignition sources.** Consider fire separation for occupied buildings and/or public thoroughfares, e.g. construction of building to be such as to allow occupants at least half an hour for escape or the construction of an impermeable protective wall (local fire authority or local authority building control inspector can advise)

Venting

- Siting of vent pipes.** For all categories of site it is essential that vent pipe outlets are 3 metres or more (2 metres if a vapour recovery system is fitted) from potential ignition sources or from openings in buildings where vapours could enter and accumulate. Where this is not the case consideration should be given to resiting the pipe or redesigning its upper section to achieve this. All ignition sources must be excluded from the hazardous area around the pipe while tanker deliveries are taking place
- Flame arresters should be fitted to all vent outlets and vapour return lines (where fitted)
- Warning notices should be provided i.e. "No Smoking" signs
- Segregation of the site.** See above under **Delivery**.

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[HS(G)146]

STORAGE

Pages 21-23 in **DISPENSING PETROL**

Page 21

Weighting factor

Page 22

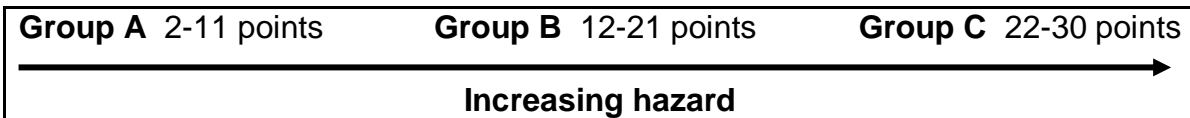
Age of tank(s)

Construction of tank(s)

Total (2 scores added together)

Overall rating

Weighting factor X *Total (2 scores added together)* =



Page 23 gives examples of control measures which may be appropriate to your site.

PIPEWORK SYSTEMS

Pages 25-27 in **DISPENSING PETROL**

Page 25

Weighting factor

Page 26

Age of lines

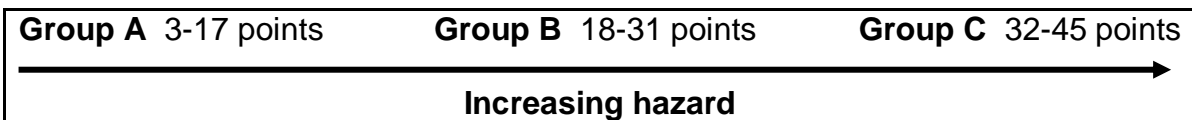
Construction

Type of system

Total (3 scores added together)

Overall rating

Weighting factor X *Total (3 scores added together)* =



Page 27 gives examples of control measures which may be appropriate to your site.

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DISPENSING

Pages 29-31 in **DISPENSING PETROL**

Page 29

Weighting factor

Page 30

Safety standard to which dispenser is certified

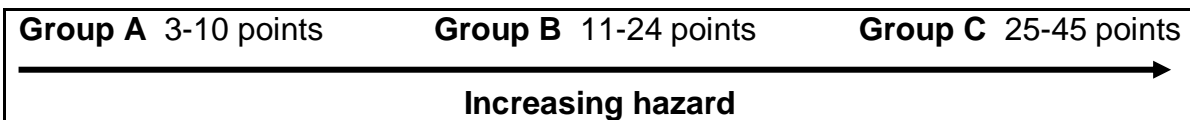
Siting of vehicles being refuelled

Siting of dispensers

Total (3 scores added together)

Overall rating

Weighting factor X *Total (3 scores added together)* =



Page 31 gives examples of control measures which may be appropriate to your site.

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The following are control measures normally required at all sites:

Dispensing

- For all categories of site it is essential that ignition sources are strictly controlled within a 4-metre radius of the dispenser
- Inspection / maintenance of dispensers and hoses on a regular basis for signs of wear and tear
- To avoid danger from vehicle collision consider whether:
 - There is sufficient room for vehicles to pass through
 - There is a need to protect dispensers
 - The removal of other obstacles, such as vehicles parked for other site activities, is necessary
- Adequate illumination of dispensing area
- Electrical equipment is inspected regularly
- Impervious surface and adequate drainage of spill product to a safe place – i.e. slopes, channels, grids, retaining walls adequate to contain spillage or direct it to a safe place
- Drainage system (where present) maintained on a regular basis
- Instructions to and training of staff in all aspects of dispensing operation, including dealing with spills and other incidents
- Adequate instruction and warning notices
- Control of minor spills – availability of sand
- Layout of dispensers to allow forward exit of vehicles in the event of a fire
- Maintenance of dispensers carried out by competent persons
- Materials used to clean dispensers have anti-static properties
- Fire-fighting equipment

In addition, the following may be required for unattended sites:

- Emergency cut-off switch
- Emergency telephone for summoning assistance
- Limit on the amount served and time period a dispenser can operate during one transaction
- Use of unlatched safety nozzles