

Method Statement And Risk Assessment for

Task:	Routine Servicing – Oil Water Separator & Alarms
Xylem Ref:	RAMS 4.4.5X/Xylem/Services/10/

Appointment	Date	Name	Signature
Originator			
Approver			
Health & Safety Review Required?		Yes/No	No

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1.0 Introduction

This Method Statement has been produced to show the detailed work procedure and forms the basis for a Safe System of Work. Minor changes to the safe system of work can be approved by the Lead Engineer but any significant change will require the approval of the originator of this document and/or the Client

The work procedures laid out in this detailed method statement and risk assessment must be followed at all times.

Note: The risk assessment attached to this document is generic for the tasks undertaken. The risk assessment will take into account general assumptions for the safe work practices but it is Xylem Water Solutions policy that the engineer, before work commences, will review the assessment against the environment found at the work site and agree the risk assessment or amend the assessment to the environmental findings.

2.0 Responsibilities

2.1 Operations Manager

The Operations Manager/Department is responsible for the implementation, review and application of this Method Statement and Risk Assessment ensuring an approved copy is with the Lead Engineer on site.

All enquiries regarding Health, Safety, Environmental and Quality matters should initially refer to the Operations Department or the Operations Manager. In matters of severe non-conformance to safety rules or procedures contact with the Group Safety Health Environmental and Quality Department on CSTeam1@xylem.com

His responsibilities are:

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Advising of any changes to the Method Statement.

Assessing the Method Statement prior to commencement of work and ensuring no work is started until the Method Statement is accepted by the Client or their representative.

Carry out or arrange for unplanned Site Inspections to ensure that the work is being carried out in accordance with the Method Statement.

To identify further hazards and risks and take measures to mitigate them as they occur on site.

2.2 Lead Engineer

His responsibilities are:

- To ensure all documentation and operatives' certificates of competency are on site while the work is being carried out.
- To ensure all activities under his control are carried out professionally and safely and, in accordance with the Method Statement.
- Ensure the correct First Aid Equipment is available.
- Ensure that all Emergency Procedures are followed.
- Ensure the Xylem (and Client's) PPE Policy is being followed.

In addition to the above the Lead Engineer shall:

Keep a copy of the approved Method Statement and Risk Assessment available for inspection.

Ensure that all works are carried out in accordance with the approved Method Statement and Risk Assessment

Brief the work force on the Method Statement, Risk Assessments and Safe Working before work commences.

Identify any changes that may be necessary to the Xylem Manager/Department.

3.0 Scope of Work

3.1 The work package comprises of undertaking a Routine Service to the Clients Oil Water Separator and Alarms. This method statement and risk assessment covers the servicing aspects only and does not include any remedial works or major component changes.

3.2 Under this method statement and risk assessment no work shall take place unless:

- A safe system of work can be established
- Safe work area around the oil separator can be established.
- Hazards outside the scope of this method statement are identified and mitigated.

Before Work Commences: An assessment is to be undertaken before work commences that all risks are identified and mitigated in the generic risk assessment. Any new risks are to be assessed before work commences.

4.0 Safe Method of Work

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Pre Work Checks

4.1

- 1 Check any safety equipment for serviceability and fitness for purpose.
 - 2 Ensure that the correct PPE is being worn as per Xylem standards and Clients requirements
 - 3 Check the communications system is in good working order by informing operations when you are on site.
 - 4 The maintenance team will usually consist of two men. When one man is working the 'Lone Working Procedure 3.24 applies.
 - 5 Erect safety barriers and all necessary safety and warning signs.
 - 6 Isolate electrical equipment as necessary (No live working permitted).
 - 7 Ensure you have Xylem Procedure 3.11 – Confined Spaces and the Xylem Permit-to-Enter (PTE) at appendix A of Procedure 3.11 if confined space work is planned.
- Following only applies to Confined Space workings (if required)**
- 8 Open as many access points as necessary to provide ventilation.
 - 9 Risk assess the Confined Space and if designated a 'High Risk' then ensure that arrangements for rescue are in place in the event of an emergency.
 - 10 If Confined Space is identified as high or medium risk, set out and prepare rescue equipment (such as breathing apparatus, rescue lines, winch, resuscitator, etc)
 - 11 Lower the Gas Detection equipment into the confined space and measure for 10 – 15 minutes. Take the level readings of oxygen, methane, hydrogen sulphide etc and enter readings onto the PTE.
 - 12 Test the atmosphere of all entry points.
- Warning:**
- 13 If atmosphere tests show harmful levels of gas continue with the ventilation of the Confined Space for a further ten minutes and retest atmosphere. If harmful gasses are still present close access points and withdraw. Review the Confined Space risk assessment and the method statement.
 - 14 If gas levels satisfactory, visually check ladders, step irons, platforms or landings.
 - 15 Ensure that no naked flames or smoking is permitted on or near the Confined Space.
 - 16 Entry into the Confined Space will only be made by trained and competent operatives wearing a harness, appropriate safety equipment and attached to a life line.
 - 17 A competent person will be positioned outside the confined space all the time operatives are working inside in order to contact the emergency services if an emergency arises.
 - 18 The Lead Engineer is to complete and sign the PTE form from Xylem Procedure 3.11 Appx A

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4.2	Detailed Work Procedure for Routine Servicing	
	19	Report to customer on arrival at site. Discuss with customer any problems with the systems operation.
	20	Review generic risk assessment against hazards found at sight. If new hazards exist undertake additional assessment of risk.
	21	Ensure all barriers/cones are set up around the working area.
	22	Ensure any station details that are not present on Report Sheet are documented on sheet, to enable client records to be updated.
	23	Observe status of all panel indicators, recording on Service Sheet any failures found.
	24	Carry out a general inspection of the exterior of the tank and access covers. Ensure damage and/or shortages are recorded on the service sheet.
	25	If Telemetry exists simulate alarm and check with operations office that it has been received.
	26	Check operation of high liquid probe, oil probe and silt probe (if fitted). Clean and reinstall.
	27	Check and ensure all terminals within the control panel are tight and undamaged.
	28	Check that all cables and tank fittings are secure and undamaged.
	29	Clean off any oil build up around tank fittings.
	30	Check junction box(s) is adequately sealed and that cable glands are secure
	31	Check earth bonding status including sump/kiosk and integrity of incoming supply.
	32	Ensure alarm enclosure is tidy and clean. Oil locks and hinges. Remove all cleaning materials and rubbish. Check that cable duct is adequately sealed, reseal if necessary.
	33	Recheck that power is switched on and system is left operational.
	34	Leave site secure and tidy

5.0 Welfare Facilities

All Xylem vans are equipped with hand washing facilities which includes barrier cream, antiseptic gel, hand cleanser and moisturiser after work cream.

The Xylem engineers will be equipped with a first aid kit and will have undertaken first aid training as part of the Confined Space training

6.0 Personal Protective Equipment

The minimum PPE to be worn at site is listed below. Additional PPE may be required to meet the Clients requirements. PPE will be kept serviceable and clean by the PPE owner. Any defective PPE is to be replaced immediately on a one for one basis.

Safety Glasses (when site requires them)	BS EN 166.1F	Safety Boots with mid sole Protection	BS EN 345
Gloves	BS EN 388	Overalls	BS EN 465
Goggles	BS EN 166.1B	Hard Hat	BS EN 397
Ear Defenders	BS EN 352	Hi Vis Waistcoat	BS EN 471

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7.0 Equipment List

The equipment list below is not exhaustive and general in nature. The equipment will be inspected by the team before use and any unserviceable equipment is to be reported to the Contract Manager/Engineer as soon as possible for replacement. All equipment will have serviceability or testing certificates available on the service team vehicle.

Gas Detectors	BS EN 500/14/18/20/0	10 Minute Escape Sets	BS EN 1146
Safety Harness	BS EN 361	Rope	EN R1675
Manu Lift	BS EN 1496	Megger	
Clamp Meter			

8.0 Accident Reporting

All accidents and near misses will be reported to the Group SHEQ Manager by the quickest possible means. This can be by phone, email (CSTeam1@xylem-inc.com) or on delivery of the accident form in person. The Xylem Accident Form will be completed (Safety Form 5.4) and handed to the Operations Manager/Department for review and completion before being passed to the Group SHEQ Manager

In addition, completion of the Clients site accident book is also required.

Any follow up investigation will be undertaken by Xylem management and any subsequent reporting to the authorities such as a RIDDOR report will be undertaken by the Xylem SHEQ Manager.

9.0 Emergencies

Emergency Contact Details

During Office Hours	Position	Name	Telephone No
	Group SHEQ Manager		01252 513366
Out of Office Hours	Position	Name	Telephone No
	Group SHEQ Manager		01252 513366

10.0 Training

All Xylem Engineers are trained and competent to undertake the tasks in this Risk Assessment and Method Statement (RAMS). As a minimum they will have undertaken the following course:


- Site Induction (Client or Principal Contractor responsibility)
- CSCS trained (Lead Engineer will be to Supervisor level)
- Electrical competency authorisation
- Confined Space CP2 trained
- First Aid trained (Either as part of Confined Space Training or stand alone training)

11.0 Documentation & Completion

All documents, commissioning and test certificates, risk assessments and red lined drawings are to be delivered back to the Operations Manager/Department for incorporation into the Siclops and Clients folders.

The site is to be left clean and all rubbish and waste to be disposed of correctly and in accordance with the Clients requirements. Waste brought back to Xylem depot will be disposed correctly in the appropriate skip.

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	ACTIVITY: Routine Servicing – Oil Water Separator & Alarms	RISK ASSESSMENT N°: RAMS 4.4.5X/Xylem/Services/10/v1
COMMENTS: All activities to be under the supervision of the Xylem Lead Engineer. Tool box talks are to be given on high risk activities.		STAFF AT RISK: Xylem staff, Clients staff,
APPLIES TO:		OTHERS AT RISK: Members of the Public

Ref N°	Tasks	Hazard	Risk	Risk Rating Uncontrolled			Controls in Place	Risk Rating Controlled		
				L	S	R		L	S	R
1	Equipment Delivery	Crush Injuries	<ul style="list-style-type: none"> Reversing of vehicles 	2	4	8	<ul style="list-style-type: none"> Adequate supervision for reversing of vehicles. 	1	4	4
		Unloading of vehicles and lowering into position. (Spare Parts)	<ul style="list-style-type: none"> Falling loads Equipment Damage Lifting Equipment Failure Fall from height if on a flatbed vehicle or on roof of van Contact with overhead power lines 	3	5	15	<ul style="list-style-type: none"> Ensure that strops and slings are inspected and certificates are in date. Use a qualified Banksman to supervise the unloading of vehicles if a crane or hiab is used. Banksman to check proximity of any overhead lines Use a fall arrest line if working at height. Prevent unauthorised people from unloading area. 	1	5	5

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2	Working in a Hazardous Area (if applicable)	Confined Space Hazard	<ul style="list-style-type: none"> • Oxygen depletion • Carbon Monoxide, Hydrogen Sulphide • Fall from height into well. 	3	5	15	<ul style="list-style-type: none"> • Engineers are to be trained in confined space and first aid. • Calibrated Gas Detector to be present in confined space at all times engineers are present. • Depending on confined space risk category a 10 minute escape set(s) to be used in confined space • Engineers to set up a system of communication with confined space entrants. • Full harness and rescue line to be attached to all personnel entering confined space. 	1	5	5
2a		Traffic Route	<ul style="list-style-type: none"> • Contact with moving Vehicles 	3	5	15	<ul style="list-style-type: none"> • Stop Traffic flow if possible • If unable to stop traffic use van as protective barrier • Use cones, barriers and warning signs to warn traffic of presence 	1	5	5
3	Working on Sewage Treatment Plant and/or contact with contaminated oil	Risk of contact with raw sewage and/or oil.	<ul style="list-style-type: none"> • Occupational health risk from contaminated faeces. • Oil is a known carcinogen 	4	3	12	<ul style="list-style-type: none"> • Prevent unauthorised persons from entering the risk area. • Ensure operatives are adequately trained and wearing appropriate PPE. • Wear 2 sets of neoprene gloves in case top pair splits while handling faeces or contact with oil. • Use hand protection creams – barrier, cleanser, anti-septic and after work moisturiser. • 	2	3	6
4	Civil Works (If appropriate)	Risk of interface with other aspects of construction works	<ul style="list-style-type: none"> • Contact with heavy construction vehicles • Falling materials from scaffold or height 	2	4	8	<ul style="list-style-type: none"> • Ensure Xylem staff are inducted to work site • Stay within authorised areas only • Wear all PPE as per Xylem Procedures and site rules 	1	4	4

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			<ul style="list-style-type: none"> • Excavations • Hazardous materials 							
5	Electrical Working	Electric Shock	<ul style="list-style-type: none"> • Incorrect wiring assembly • Accidental touching of live conductor 	3	5	15	<ul style="list-style-type: none"> • Only trained and competent engineers undertake electrical working. • No live working where possible – secure isolations • Test live before testing dead to confirm meter is working • Ensure work areas are separated by barriers to prevent unauthorised access. 	1	5	5
			<ul style="list-style-type: none"> • Live Working where authorised 	4	5	20	<ul style="list-style-type: none"> • Permit to Work system to be used. • Insulation mat and electrician gauntlets are to be used. 	3	5	15
			<ul style="list-style-type: none"> • Running of generator for power supply if required 	3	4	12	<ul style="list-style-type: none"> • Ensure that RCCD safety device is working. • Any extension leads used are to be PAT Tested, in date and in a good state of repair. • Generator is to be run and refuelled on a drip tray • Spill kit to be carried for environmental spill 	1	4	4
6	House keeping	Slips, Trips and Falls(STF)	<ul style="list-style-type: none"> • Risk of physical injury through STF • Site tidiness • Fluid spills • Tools and equipment strewn around increases trip hazard 	4	4	16	<ul style="list-style-type: none"> • Good housekeeping throughout the work site • Unused tools are to be returned to the van away from the work site. • Mop up fluid spills immediately. Use a drip tray to stand generator on for use and refuelling. • Ensure all tools are not located in the area of the wells (Falls from height) • Environmental Spill kit to be carried and used for spills • 	2	4	8

7	Using Chemicals	Risk of burns, irritant, asphyxiation, blindness.	<ul style="list-style-type: none"> No COSHH Assessment None, used or out of date eye wash. Correct RPE and PPE 	3	3	9	<ul style="list-style-type: none"> Ensure up to date COSHH assessment is available with the Material Safety Data Sheet. Wear the correct PPE/RPE as directed in COSHH assessment. Check that the first aid kit is complete and the eye wash has not been used and is in date. 	1	3	3
8	Driving	Road Traffic Accident	<ul style="list-style-type: none"> Tiredness Speeding Aggressive driving Vehicle maintenance 	3	5	15	<ul style="list-style-type: none"> Share the driving with your work colleagues. If driving alone, stop and take a rest. Drive within the law and be courteous to other road users. Do your pre-use vehicle checks each day and ensure your vehicle is maintained to the manufacturer's schedule. 	1	5	5
9		For the use of site specific Risk Assessment not covered above								
10		For the use of site specific Risk Assessment not covered above								
11		For the use of site specific Risk Assessment not covered above								



12							For the use of site specific Risk Assessment not covered above			