



# Weekly Safety and Environmental Tasks

SITE & LOCATION	PB Leiner	REFERENCE	H60075
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This method statement has been prepared for persons carrying out the work detailed below and should be read in conjunction with a suitable and sufficient written risk assessment.

Those carrying out the work must read, understand, and work to the approved Safe Systems of Work including the wearing of any personal protective equipment, following local site rules and the implementation of any Permits for Work.

JOB / TASK DESCRIPTION	
<b>Weekly Safety &amp; Environmental Checks</b>	
SAFE SYSTEM OF WORK – PERMIT TO WORK	
Permit required Y/N	N/A

PERSONAL PROTECTIVE EQUIPMENT	
PPE	PPE
Long sleeved attire	
Safety Boots	
Hearing Protection	
Hard hat/bump cap	

SPECIAL PRECAUTIONS
Lock off / Isolation / Description and Permit for Work and Serial Number
Harness / Fire Prevention
etc.
N/A

Risk Assessments	
Assessment Description	Assessment Reference
Site access	H60075/ARA001
Boiler House access	H60075/ARA002

COSHH Assessments	
Substance	Assessment Reference
Janitol Plus	3789657
Orange Squirt cleaner spray	3789652



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PLANT AND EQUIPMENT (All equipment must carry an 'in date' inspection where applicable)	
Plant	Description
Vacuum Cleaner	110VAC Vacuum cleaner if required for cleaning capsules

All plant and equipment must be inspected before use. Where certificates are applicable these must be within date and be available for scrutiny.

SPECIALIST COMPETENCE REQUIRED	
Individual & / or Company Name	Requirement / Experience / Qualification etc.
Veolia Site Personnel	Suitably trained and experienced in this task

JOB / TASK SEQUENCE
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- Weekly Safety and Environment Tasks are to be conducted in accordance with the guidance below.
- Weekly Safety and Environment Task sheets are to be completed.
- Once the check sheet is complete the site log book is to be completed to this effect and signed.

## WEEKLY SAFETY & ENVIRONMENTAL TASKS GUIDANCE

Weekly Safety Tasks	
1	<p><b>All Machines and Moving Parts Protected:</b></p> <ul style="list-style-type: none"> <li>Machine guards should be securely clamped or bolted down to prevent contact with dangerous rotating or otherwise moving parts.</li> <li>Mesh guards should have holes small enough to prevent fingers from passing through them.</li> <li>Machine guards must require a tool to be able to remove them (no quick release fasteners)</li> </ul>
2	<p><b>Fire Safety Equipment in place and operational:</b></p> <ul style="list-style-type: none"> <li>Fire safety equipment includes fire hose reels, fire blankets and fire extinguishers.</li> <li>The inspection label should bear an inspection date not more than twelve months old.</li> <li>Fire safety equipment should be clearly visible, unobstructed and sufficient to meet foreseeable needs.</li> <li>Used or damaged firefighting equipment must be removed from service and replaced.</li> <li>The fire safety risk assessment, local fire brigade officer or fire maintenance company will advise if required.</li> </ul>
3	<p><b>Ladders, Platforms and all Access Sound and Unobstructed:</b></p> <ul style="list-style-type: none"> <li>Fixed ladders should have hoops above 2.5 metres from the ground except where a risk assessment has determined that other measures are adequate.</li> <li>Platforms and gantries should be sound and have guardrails of at least 950mm above the edge from which a person can fall, and intermediate rails or barriers. An up-stand (toe boards) shall be fitted around the platform edges at floor level to prevent objects falling over the edge.</li> <li>Platforms and gantries should be clear of debris, tools and any other trip hazards. Debris or tools must be removed where found.</li> <li>Ladders and platforms should be free from grease, oil, and slippery substances.</li> </ul>

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	<ul style="list-style-type: none"> <li>● Portable ladders should have slip resistant feet, be sound (no damage to rungs or stiles) and free from grease, oil, or slippery surfaces. They must be cleaned where found to be in an unsuitable condition.</li> <li>● Ladders should display a valid ladder tag bearing its registration number.</li> <li>● Ladders and stepladders must be stored securely locked when not in use.</li> </ul>
4	<p><b>Chemicals Correctly Stored and Identified:</b></p> <ul style="list-style-type: none"> <li>● Chemical drums should be stored away from drains, preferably in bunded areas.</li> <li>● Drum and container tops should be securely screwed down.</li> <li>● Acids and alkalis should be stored separately where possible, and in any event should not be allowed to mix.</li> <li>● Information on chemical drums and containers should agree with information on posted data sheets and all chemicals, including testing reagents should be within expiry date</li> <li>● Point of Use COSHH data sheets must be available at the point of use.</li> </ul>
5	<p><b>Protective/Safety Equipment available where necessary:</b></p> <ul style="list-style-type: none"> <li>● Protective/safety equipment is any equipment provided for health and safety and includes Personal Protective Equipment (PPE) such as face masks, visors, goggles, safety glasses, safety helmets, ear plugs, ear defenders, heat resistant gloves and aprons, overalls and foot protection.</li> <li>● This equipment need not necessarily be kept on site, provided that it is carried by personnel or they have easy access to it.</li> <li>● Hearing protection must be available at point of entry to all boiler capsules. Containers must be restocked in good time to prevent running out of supplies.</li> </ul>
6	<p><b>General Housekeeping satisfactory:</b></p> <ul style="list-style-type: none"> <li>● General housekeeping includes cleanliness, tidiness, and the removal of trip/slip hazards both inside and immediately outside the boiler house or plant room, and cleaning up spills of water, chemicals and fuel etc.</li> <li>● The office/entrance lobby/toilet area floor is to be swept clean and mopped every week.</li> <li>● All capsules floors to be swept/vacuumed every week.</li> <li>● No loose lagging jackets/blankets anywhere.</li> <li>● No scraps of gasket material or paper towels to be left.</li> <li>● Remove any loose materials with the potential to be drawn into the burner fan casing.</li> </ul>
7	<p><b>Lighting Clean and Working:</b></p> <ul style="list-style-type: none"> <li>● Are all lights clean and in working order?</li> <li>● Replace tubes where necessary or otherwise plan in the work.</li> <li>● Remember high level lighting in capsules.</li> <li>● Exterior lighting will need to have the daylight sensors covered to confirm operation.</li> </ul>
8	<p><b>Electrical supply in good order, no open panels:</b></p> <ul style="list-style-type: none"> <li>● All electrical control and distribution panel doors should be closed and secure.</li> <li>● All panel isolators must be engaged and capable of isolating the supply.</li> <li>● Permanent electrical installations must be secure within trunking with lids on, secured to cable trays and flexible conduit properly connected, and no water dripping on panels, distribution boards, terminal boxes and other electrical equipment etc.</li> </ul>
9	<p><b>Lifting Tackle in Good Order:</b></p> <ul style="list-style-type: none"> <li>● Lifting tackle includes chain blocks, rope blocks, turfors, jacks, chains, slings, lifting beams and their attachments (eyebolts, shackles etc.).</li> </ul>

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	<ul style="list-style-type: none"> <li>• Lifting tackle should bear the current inspection tag or colour (where this is used as a means of identification); and records of inspection must be available.</li> <li>• Lifting tackle must be marked with the safe working load (SWL).</li> <li>• Equipment not bearing the correct colour code tag must be quarantined in the quarantine bin and the log sheet filled in.</li> </ul>
10	<b>Thermal Insulation in Good Condition:</b> <ul style="list-style-type: none"> <li>• Thermal insulation should be undamaged with no missing sections in areas where hot surfaces are accessible.</li> </ul>
11	<b>Door locks operational:</b> <ul style="list-style-type: none"> <li>• All door locks must be operational and capable of securing the building.</li> <li>• The site must be left secure when unattended.</li> </ul>
12	<b>Feedwater modulating valves fully closing:</b> <ul style="list-style-type: none"> <li>• All feedwater modulating valves must close fully when there is no demand from the boiler. These boilers do not have any protection from overfilling and subsequent flooding of the steam header. This is a critical safety check.</li> <li>• Any faults must be rectified immediately.</li> </ul>
13	<b>Emergency eyewash stations:</b> <ul style="list-style-type: none"> <li>• All emergency eyewash stations must be fully stocked and the contents in date.</li> <li>• Stock must not be allowed to expire. Replace any bottles that become due within 1 month of this check.</li> <li>• Stations are located in the site office and capsule 4 entry doorway.</li> </ul>
14	<b>Flushing of Water outlet in Capsule 3:</b> <ul style="list-style-type: none"> <li>• Flush the bib tap outlet in Capsule 3 for 60 seconds, on a Monday and Thursday.</li> <li>• Ensure that the water does not create a slipping or tripping hazard, especially when carried out in Winter months, where low temperatures could lead to freezing.</li> <li>• Sign off paperwork held within the Veolia office.</li> </ul>

## Weekly Environmental Tasks

1	<b>Emissions from chimney:</b> <ul style="list-style-type: none"> <li>• Visually check the emissions from the chimney. Emissions should be clear, however if there are visible emissions they should be no darker than 2 on the Ringelmann Chart. In the event that visible emissions are identified, please follow <b>Emergency Procedure H60075/EP03</b> and notify the Contracts Manager immediately.</li> <li>• Ensure boilers are running before carrying out the check.</li> </ul>
2	<b>Change to noise levels within plantroom(s):</b> <ul style="list-style-type: none"> <li>• Noise levels that extend beyond the boiler house/plantroom boundary may potentially be a nuisance to neighbouring properties.</li> <li>• Where practicable make an assessment of the noise levels external to the boiler house/plantroom. If you suspect the noise levels are increasing, notify your line manager who will arrange to have an evaluation carried out.</li> <li>• This applies particularly to temporary work being undertaken which may be creating additional noise.</li> </ul>

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3	<p><b>Integrity of pipework:</b></p> <ul style="list-style-type: none"> <li>● Pipework should be visually inspected to confirm it is free from leaks or damage or potential problems.</li> <li>● This includes steam, water, oil, gas, chemical and any other pipework under our control.</li> </ul>
4	<p><b>No leaks (Oil &amp; Chemical):</b></p> <ul style="list-style-type: none"> <li>● Visually check all areas for signs of leaks and/or spillage, which could cause pollution. If any leaks are discovered, immediately follow <b>Emergency Procedure H60075/EP02</b> Report any instances immediately to the Contract Manager.</li> </ul>
5	<p><b>Integrity of bunded areas:</b></p> <ul style="list-style-type: none"> <li>● Visually check bund for damage/cracks that could cause bund contents to escape the containment area.</li> <li>● Visually check where pipes pass through bund walls to ensure they are sealed and secure.</li> <li>● Visually check to ensure there are no signs of spillage around the fill point.</li> <li>● Visually check the fill point containment facility is empty (including rainwater). Empty if required.</li> </ul>
6	<p><b>Contents of bunded areas:</b></p> <ul style="list-style-type: none"> <li>● Visually check the contents of the bunded area for rainwater</li> <li>● So far as is practicable, check to determine whether contaminants are present in the bunded area, i.e. oils, or pH test for chemicals, and arrange for emptying.</li> </ul>
7	<p><b>Substances likely to cause pollution stored safely:</b></p> <ul style="list-style-type: none"> <li>● There are many substances that could cause pollution if allowed to enter drains or soak into the ground.</li> <li>● Check to see if all substances that have the potential to cause pollution are kept in secure marked containers.</li> <li>● Check that all containers are kept in a secure location away from drains, i.e. in bunds or on suitable drip trays.</li> </ul>
8	<p><b>Content of spill kits complete:</b></p> <ul style="list-style-type: none"> <li>● Check for security of the tamper proof cable tie. (x1 Chemical spill kit, x1 Oil spill kit)</li> <li>● Where the kit is found open, check the contents against the contents list and replenish as necessary and secure.</li> <li>● Spill kits must be easily accessible and readily available for use in emergencies.</li> </ul>
9	<p><b>Waste materials segregated and stored safely:</b></p> <ul style="list-style-type: none"> <li>● All waste generated on site must be disposed of in accordance with the site waste plan.</li> <li>● Where possible, dry mixed recyclable waste must be segregated and disposed of in the appropriate bins on site.</li> <li>● WEEE must be disposed of in the appropriate bin (not in general waste).</li> <li>● Empty bins in office and capsule 4 and dispose of into the General Waste bin on site.</li> </ul>
10	<p><b>Water sources checked for pollution:</b></p> <ul style="list-style-type: none"> <li>● If drains in or around the boiler house/plantroom discharge to surface waters they could potentially become polluted from Veolia's operations.</li> <li>● Identify where discharge points from the boiler house/plantroom are located</li> <li>● Check at and around the discharge point (s) for any signs of pollution, i.e. oil, damaged vegetation, discolouration.</li> </ul>
11	<p><b>Oil tank stocks:</b></p> <ul style="list-style-type: none"> <li>● Record tank stocks on the sheet and compare to the previous week's sheet to determine if any oil has been lost. Check against the Site Log Book for usage and report any discrepancies immediately to the Contract Manager.</li> </ul>

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12	<b>Chemical tank stocks:</b> <ul style="list-style-type: none"><li>• Check and record the chemical dosing tank stocks in the Feedwater Log Book and calculate the usage for the previous week.</li><li>• Re-order stock where levels are below 200 litres.</li></ul>
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When the check sheet is complete, it must be signed and dated and then stored in the appropriate folder (Weekly S&E Tasks) in the site office.

PREPARED BY		
Print Name	Revision	Date
Jonathan Barwick	C	03/08/2021

**Revision Log:**

A - Initial issue 21/07/2020.

B - Issued 22/07/2020, added Feedwater mod valve requirement and Eyewash station checks.

C - Reviewed by J. Barwick. 03/08/2021 with Emergency Procedure details added.

**Review Log:**

30/01/2024 - M.Young *J.Barwick*