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Risk Assessment Method Statement

Contract: *Customer*
Location: *Transformer location*
Date on site: *Date on site*
Activity: *Sample collection*
Eden Ref: *789.0000*
Compiled *Date created*
Neil Denbow, Director

Eden has specialised in the analysis, treatment and handling of electrical oils since 1985, during this time our procedures and equipment have evolved and been utilised in a wide range of industries and situations.

Whilst Eden has carried out services such as these for over a quarter of a century, we are not complacent and will welcome the opportunity to discuss this RAMS with Customer's site engineers and health & safety officers to make adjustments for any local site specific risks and sensitivities.

Neil Denbow, Director



Method Statement

Environmental Risks

As each site is unique, upon arrival at the transformer location Eden personnel will assess local risks to the environment such as drains, water table, and streams, rivers or lakes.

Precautionary spill containment will be located at the transformer pen. All Eden vehicles carry spill response kits.

People Risks

Physical barriers and signage will be placed to discourage access by unauthorised personnel.

If possible, after set-up gates to transformer pen will be closed (but not locked to allow emergency access)

Financial Risks

Eden are insured by Norwich Union to £2,000,000 for public and product risks. Policy numbers are available upon request.

Principle Activities

Upon arrival at site, Eden personnel will register with security / site engineer and attend any site or health and safety induction courses.

Drip trays and/or absorbent pads will be placed under the transformer valve.

Supply appropriate 500ml chemically clean, dry screw top containers for oil samples and or brown glass bottles with gas tight cap for Dissolved Gas Analysis (DGA) samples and clear glass bottles for Routine samples.

Clean the oil-sampling device to avoid cross contamination of samples.

Unscrew dust cap and clean pipe.

Fit a length of flexible tube on to sampling device.

Remove flanged plug.

Place "run off" container under tube. Unscrew plug on sampling device. Allow approx. 1-2 litres of oil to flow into container in order to 'purge' the system and ensure the sample is representative of the insulating liquid in the transformer. Close plug.

Place tube in sample container. Open plug and allow small quantity of oil into container whilst taking the oil temperature. Close

Rinse inside of sample bottle with oil and discard in to "run off" container.

Place the tube into the sample bottle so that the end of the tube is at the bottom of the bottle. Open plug and slowly fill with oil - do not adjust the slow unless absolutely necessary. Ensure that the tube end is always below oil level to avoid air bubbles contaminating the sample.

When container is full, close plug. Remove tube and seal sample bottle. Remove tube from oil sampling device and replace dust cap and flanged plug.

Clean oil from sampling device using Eden Impact Solvent Surface Wipe.

Record all transformer/switchgear equipment details on sample label. Transformer Make, kVA and voltage rating, Type and quantity of insulating liquid, Age of Unit, Sample Point, Date Sampled and Oil Temperature.

Visually inspect valves, radiator seams and cable box for evidence of leaks.

This method may be altered slightly to accommodate different types of sample valves, flanges and taps.

Run off oil will be removed from site. The work area will be left as found, clean, tidy and free from used consumables.

Director's signature

Director
789.0000



Risk Assessment

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Persons At Risk	<u>RISK ASSESSMENT</u>	
	YES	NO
Eden Employees	✓	
Sub-contractors		✓
Young Persons		✓
Other contractors		✓
Public		✓
Customer Employees		✓
Others		✓

POTENTIAL SEVERITY OF INJURY OR ILLNESS	1	2	3	4	5
1) FIRST AID 2) REPORTABLE 3) PERMANENT DISABLEMENT 4) FATAL 5) MULTIPLE FATAL	✓				

NUMBER OF WORKERS EXPOSED TO HAZARD	1	2	3	4	5
1) 1 2) 2-5 3) 6-20 4) 21-100 5) 100+		✓			

PROBABILITY OF INJURY OR ILLNESS	1	2	3	4	5
1) HAPPENS RARELY 2) HAPPENS EACH YEAR 3) HAPPENS ON MOST JOBS 4) HAPPENS REGULARLY ON MOST JOBS 5) CERTAIN TO HAPPEN	✓				

<u>CONTROL MEASURES</u>	YES	NO
Warning Sign		✓
Physical Barriers to vehicles and work area		✓
Pedestrian ramps over hoses and cable.		✓
Permit to work / Tagging system		✓
Spill containment	✓	
Supervision		✓
Specialist Training		✓
Competency Certificate		✓
Training / Information	✓	
Safetyman / Assistant	✓	
Other:		✓

CONTROL MEASURES/COMMENTS/REMARKS

- Customer will issue permit to work and or tag equipment
- Risk Assessment reviewed by Eden employees
- PPE to be used for all jobs as needed and required.
- Risk assessment has been read and understood by Eden Oil workers.
- All Eden vehicles and plant carry spill containment equipment.
- Emergency procedure preparations: a) Spillage containment booms, Absorbant pads and granuals. b) Cleaning of contaminated area. c) Removal of spillage. d) Inform relevant authorities if necessary. e) Incineration of waste.
- Correct PPE to be used by Eden employees. (As List).

<u>Significant Hazards</u>	YES	NO
Energised Transformer - High Voltage	✓	
Stepping On, Striking Against		✓
Manual handling		✓
Hand Tools	✓	
Hand Tools - Electrical		✓
Fire		✓
Lifting / Access Equipment		✓
Moving Parts of Machinery		✓
Slips, Trips, Falls		✓
Falls from height (>2 metres)		✓
Hot / Cold Objects		✓
Confined Spaces		✓
Access / Egress		✓
Falls of materials / plant		✓
Electrical		✓
Hardarous Substances (COSHH)		✓
Noise / Vibration		✓
Weather conditions		✓
Lone Working		✓

<u>EQUIPMENT NECESSARY</u>	YES	NO
Ladder		✓
Safety Harness (>3 metre working)		✓
Steps / Bandsstands		✓
Vacuum Filtration-Dehydration Unit		✓
Electric Oil Pumps		✓
Lifting Equipment (Eden hydraulic lift)		✓
Hoses		✓
Oil spill response kit	✓	
205 litre drums		✓
Trade Tools	✓	
Analysis Equipment	✓	
Task Lighting		✓
Sample Bottles	✓	
Fire Extinguisher		✓
Diesel generator		✓
Other:		✓

<u>PERSONAL PROTECTIVE EQUIPMENT</u>	YES	NO
Hard hat / bump cap	✓	
Protective footwear	✓	
Eye Protection	✓	
Face Visor		✓
Gloves	✓	
Hearing protection		✓
Body Harness		✓
Protective Clothing	✓	
Respirator		✓
Breathing Apparatus		✓
High Visibility Garments	✓	
Other:		✓

Compiled By: Director	Eden Ref: 789.0000 DATE: Date created
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Eden Staff:	Signed: _____	Date: _____	Comments: _____
	Signed: _____	Date: _____	_____
	Signed: _____	Date: _____	_____
Customer:	Signed: _____	Date: _____	_____