**Energy General Risk Assessment**

**Issue**

**January 2023**

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| **UNIT:** |  |
| **ASSESSMENT COMPLETED BY:** | **DATE:** |  |
|  |  |  |
| **REVIEWED BY:** |  | **DATE:** |  |
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**GUIDANCE NOTES FOR COMPLETION**

The objective of this procedure is to identify the hazards in the work place and ensure that appropriate action is taken to remove the hazard or contain the risk and prevent harm.

The Energy General Risk Assessment is a generic document, developed from the initial identification of offshore hazards which have been trended over the many years of ESS offshore operations, both locally and internationally.

The hazards identified, which include risks to occupational health, safety and the environment, have been risk assessed and scored, with an initial score calculated without any forms of control in place, control measures to reduce risk rating detailed, with a final residual risk score calculated once controls are implemented.

The Energy General Risk Assessment will be sent to all offshore locations annually, for review by the Unit Manager, in conjunction with team members on board.

Any changes to the document, following review, should be entered on the Unit Specific Assessment Report. This is then sent into the HSE Manager, who will then review the changes, then create an Energy General Risk Assessment specific for that location, incorporating the relevant changes.

This document will then be sent back offshore to the unit for sign off by the Unit Manager. This will be kept on board until the next annual review, or at time of significant change.

The Unit Manager is responsible for the review of the Energy General Risk Assessment and the completion of the Unit Specific Assessment Report in accordance with the following detailed procedure. It is recommended that he/she involve the crew in making the assessment.

1. For each hazard, review who may be harmed and how, and consider the control measures actually in place at your unit. Tick those in place, score out any that do not apply and add any applicable others.
2. If a particular task is not carried out at your unit, draw a line through the entry and insert N/A in the final column.
3. Use the risk assessment matrix to plot the realistic potential severity and likelihood. **Multiply** the two together to calculate the overall residual risk. The product for each plotted position is shown in the risk rating matrix on page 5.
4. Review the result against the risk rating matrix and take action according to the colour code.
5. Identify any other hazards specific to your unit and add them to section 8.0 of the Energy General Risk Assessment. Complete all columns and enter the risk rating calculation, both initial and residual.

**References:**

The following risk assessment documents are referenced within the Energy General Risk Assessment and must be completed by the Unit Manager:

* COSHH Assessments completed for each task involving hazardous materials.
* Working at Height Risk Assessment completed for any task in this category.
* Generic Manual Handling Assessments completed in respect of the unit.
* DSE Assessments completed for all operators of display screen equipment.
* Generic Stress Risk Assessments completed in respect of the unit.
* Working Beyond Tour of Duty for extended work cycles.
* HACCP

**Training Note:**

The Energy General Risk Assessment features as part of induction of new staff and annual refresher training for all staff. Ensure that this aspect is covered and that all staff know the location of the document.

**RESIDUAL RISK RATING**

The ratings shown below shall be applied to the risks identified as remaining **after** taking into account the Control Measures in place.

**Multiply *Likelihood of Occurrence* and *Hazard Severity* scores to calculate the risk rating, e.g. a task with Likelihood (3) Medium and Severity (2) Low gives us the calculation *3 X 2 = 6* as shown in the relevant box on the matrix and is shaded green.**

The key below the matrix describes the action necessary for each level of rating.

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|  | Hazard Severity |
| Low (1) | Low (2) | Medium (3) | Medium (4) | High (5) |
| Negligible injury no absence from work | Minor injury requiring first aid treatment | Injury leading to a lost time accident | Involving single death or serious injury | Multiple deaths |
| **Likelihood of Occurrence** | Low (1) | A freak combination of factors would be required for an incident to result | **1** | **2** | **3** | **4** | **5** |
| Low(2) | A rare combination of factors would be required for an incident to result | **2** | **4** | **6** | **8** | **10** |
| Medium(3) | Could happen when additional factors are present but otherwise unlikely to occur | **3** | **6** | **9** | **12** | **15** |
| Medium(4) | Not certain to happen but an additional factor may result in an incident | **4** | **8** | **12** | **16** | **20** |
| High(5) | Almost inevitable that an incident would result  | **5** | **10** | **15** | **20** | **25** |

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| **1 - 6** | Risk may be acceptable. However, review task to see if risk can be reduced further. |
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| **7 – 14** | Task should only proceed with specific management action. Where possible the task should be redefined to take account of the hazards involved or the risk should be reduced further prior to task commencement |
|  |
|  |
| **15 - 25** | Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement |

**1.0 Prohibited Tasks**

The following tasks are prohibited by ESS as they are considered to present unacceptable levels of risk. Acceptable ways of achieving the same result are shown.

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| Prohibited task  | Reason | Alternative/ Solution |
| ⦸ Boiling or steaming tins of condensed milk to make caramel | Tins may explode if pan boils dry | Purchase caramel fudge from supplier Make caramel in pan |
| ⦸ Deep frying in bratt pan | Unacceptable risk of hot oil spill resulting in serious burns. High risk of hot oil ignition and resultant fire. | Use fryer for deep frying Refer to OOM Equipment Instruction (Brat Pan) for correct use of bratt pan |
| ⦸ Decanting hot oil from fryer / bratt pan | Risk of serious burns from spilling hot oil | Add cold oil from jug for pan frying/sautéing etc. |
| ⦸ Use of mandolin | Serious cuts to hands have resulted from use of this piece of equipment – return to beach | Slice by knife wearing protective glove. Ref: Galley Knife Policy. |
| ⦸ Slicing cucumber etc. on food slicer blade | Serious cuts to fingers have resulted from misuse of this piece of equipment | Slice by knife wearing cut resistant glove. Ref: Galley Knife Policy. |
| ⦸ Opening tinned meat using key provided | Serious cuts to hands and fingers have resulted from the very sharp edge created when opening by key provided. | Open both ends fully and push meat out. Dispose of lid in safe manner. |
| ⦸ Galley stewards cutting white cabbage / Swede -Turnip | Serious cuts to hands have resulted from applying too much pressure in cutting these awkward vegetables | Competent chefs and cooks carry out task, wearing cut resistant gloves.Use Robo Coups. |
| ⦸ Filling flask direct from water boiler tap | Inability to place flask under tap in a stable position have resulted in flask slipping, resulting in scalding. | Fill jug from tap and decant into flask. |
| ⦸ Tumble drying galley/colour coded cloths | Oil residues in cloths have self ignited causing cloths to smoulder. | Wash and spin only. Place damp cloths in bag before returning to work area. |
| ⦸ Tumble drying shower curtains | Risk of fire, due to the type of material. | Wash and spin only. Re-place damp. |
| ⦸ Opening cruet sets with table knives and other utensils | Blunt instruments may break, or slip off surface and cause damage and weaken sets or cause serious injury.  | Replace cruet sets with screw on tops. |
| ⦸ Using galley knives for other than their intended purpose | Knife blade may break or slip off surface and, while out of control, strike operator or adjacent person. | Carry out risk assessment before commencing task.Use recognised tools for task. Use knives only for tasks described in galley knife policy. |
| ⦸ Using shelving above eye level in ovens and steamers | Removing trays with hot oils or liquids may spill and cause serious burns to hands arms face and upper body. | Review Energy General Risk Assessment, silicone trays to be used where appropriate,Chefs to wear sleeves down, Baker’s mitts / gloves to be sourced and used.  |
| ⦸ Falling Knives | Catching falling knives could cause amputation or cuts to fingers, hands, arms lower body parts. | Allow knife to fall and come to rest before picking up. |
| ⦸ Transporting of knives on top of chopping boards. | This has resulted in cuts to fingers needing stitches. | Knives to be transported through the galley held point downwards, blade pointing backwards. |
| ⦸ Ceramic Knives  | Ceramic Blade could easily cut through the “Cut Resistant Glove. | Traditional Steel Blade knives. |

2.0 Hazards most commonly resulting in accidents

(These hazards have resulted in accidents in the past five years. They are listed in order of significance and are highlighted in yellow where LTIs have resulted.)

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| Hazard | Who May be Harmed | How | Initial risk rating | Control Measures  | Residual risk rating | Further actions (all tasks with a total rating greater than 6) |
| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
| 2.1 Galley Knives / Food Processors | Chef and galley steward | - Cuts to hands- Cuts to abdomen- Cuts to lower limbs from dropped knives | 4 | 4 | 16 | * Avoid knife use where there are alternatives e.g. pre-prepared, food processor
* Restricted knife use related to training and assessed competence – Ref: Knife Policy and Knife Competency within OOM.
* Wear chain mail/ cut resistant gloves
* Take a knife Time-out
* Cut resistant gloves to be worn under rubber gloves.
* Hands to be free of grease when using knives or scrapers
* Store knives in an enclosed wall mounted rack.
 | 4 | 1 | 4 |  |
| Chef and galley steward | - Cuts to hands- Injury from moving parts- Damage to equipment | 3 | 4 | 12 | * Isolate machine before cleaning
* Training in safe use, isolation and emergency procedure
* Blades washed separately by operator
* Cut resistant gloves to be worn under rubber gloves
 | 3 | 2 | 6 |  |
| 2.2 Sharp Edges | Steward | - Cuts, lacerations to hands | 2 | 4 | 8 | * Recognise and avoid loose and damaged surfaces
* Wear cut resistant gloves for cleaning areas difficult to inspect
* Report loose lamination, door plates etc. for repair
 | 2 | 2 | 4 |  |
| All galley staff | - Cuts to fingers in contact with raw edges of stainless steel – shelves, table edges, drawers, canopies, racks, etc. | 2 | 4 | 8 | - Inspect new equipment for sharp edges- Buff off sharp edges- Be alert to damage, broken drawers, doors, etc. remove from use and report for repair | 2 | 2 | 4 |  |
| **2.3 Operation and Use of Heavy Equipment in galley.** | All personnel | - Burns / Scalds when removing or moving hot pans /receptacles. Spillage of hot liquids- Splash / spit from hot roasting trays | 3 | 4 | 12 | * Correct use of oven gloves / oven cloths / oven mitts, check for any wear and tear /holes - fraying
* Never overfill any cooking basket /pots/pans/baking trays/ tilting kettles
* Use equipment only for its’ specified task.
* Always tilt trays / kits back into steamer to discard any surface water
* Chefs to wear sleeves down
 | 3 | 2 | 6 |  |

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| **2.4 Working in restricted space and below hose reels etc.** | All personnel  | - Bruising/cuts to head during task or when withdrawing | 2 | 4 | 8 | - Pre-job risk assessment- Awareness to surroundings- Spatial Awareness- Bump caps to be worn | 2 | 2 | 4 |  |
| **2.5 Moving supplies** | Catering staff | - Cuts, Grazes | 2 | 4 | 8 | - Wear gloves when unloading containers and moving supplies- Keep hands inside barrows etc.- Inspect route and lay down point before task | 2 | 2 | 4 |  |
| Catering staff | - Strains, Sprains | 2 | 4 | 8 | - Never stow heavy items on top shelves- Avoid manual handling where possible- Use barrows and trolleys- Decant to manageable amounts- Get assistance Ref. Manual Handling Assessment and SWP | 2 | 2 | 4 |  |
| **2.6 Walking on wet surfaces** | All personnel | - Slips and falls which can result in broken bones / head injuries | 2 | 4 | 8 | - Barrier off area when washing deck- Erect warning signs and remove when area is dry- Company issue footwear- Mop up spillages immediately- General awareness | 2 | 3 | 6 |  |
| **2.7 Slips & falls while ascending and descending stairs or bunk ladders** | All personnel | - Strains - Sprains- Broken Bones- Bruising- Cuts | 3 | 4 | 12 | - Company issue footwear- No trailing shoelaces- Hold hand rail at all times- Look where you’re going- General awareness- Pick up / mop up spills etc.- Descend bunk ladders facing bunk  | 3 | 2 | 6 |  |
| **2.8 Use of Food macerator** | Chefs / Galley Steward | - Bruising- Cuts- Grazes- Amputations- Electrical Shock | 3 | 3 | 9 | - Adhere to machine loading and operating instructions (notices)- cleaning schedule & maintenance routines- Do not use faulty machines isolate and report for repair - Training – Only trained and competent personnel to use | 3 | 2 | 6 |  |
| **2.9 Tumble Dryer fire** | All personnel | - Burns- Asphyxiation- Fire spread to other areas | 3 | 4 | 12 | - Adhere to machine loading and operating instructions.- Be aware of both maximum and minimum load restrictions- No cooling cycle machines must be manned whilst in operation- Adhere to lint filter cleaning schedule & maintenance routines- Do not use faulty machines isolate and report for repair - Operate coverall pockets *‘****all clear*’** procedure | 3 | 2 | 6 |  |
| **2.10 Faulty equipment** | Catering staff | - Struck by loose parts**-** Electric shock- Scalded by escaping water | 4 | 4 | 16 | - Check before use- Report faults and loose connections- Do not use, isolate and report for repair | 4 | 1 | 4 |  |

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| **2.11 Passing through / using doorways** | All personnel | - Crushing /amputation of fingers - Trip/slip on threshold- Struck by swinging doors | 3 | 4 | 12 | - Keep floor in clear view- Do not stand on threshold- Move at sensible pace- Open and close doors by handle- Get assistance if carrying objects through doors- Be aware of HVAC pressure | 3 | 2 | 6 |  |

3.0 GENERAL

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| Hazard | Who May be Harmed | How | Initial risk rating | Control Measures in place at this unit(tick/add/delete) | Residual risk rating | Further actions (all tasks with a total rating greater than 6) |
| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
| 3.1 Unloading Containers | All personnel | - Struck by falling items on opening container door- Strains and sprains due to lifting and handling- Trapped fingers- Using pallet trucks  | 4 | 4 | 16 | - Discuss SWP before starting- Complete Written Think Plan - OOM, Section 3- Use of Barrows / Trolleys / Pallet - Limit loads / work within personal capability- Get assistance- Wear identified PPE- Barrier of area- Deck crew to site container free from obstructions to doors  | 4 | 1 | 4 |  |
| 3.2 Balance affected by vessel motion | All personnel | - Trapped fingers in door- Falls- Struck by flying objects | 3 | 4 | 12 | - Follow vessel guidance / procedures- Company issue footwear- Doors hooked back or closed- Hold handrails- Restrain loose objects- Fix fiddle bars on range | 3 | 2 | 6 |  |
| 3.3 Struck by falling objects  | Steward | - Cuts and contusions | 3 | 4 | 12 | - Make safe or barrier off loose /unstable shelves, report for repair.- Maintain inspection schedule of TV and other fixings at height- Keep locker tops clear.- Gym equipment / free weights | 3 | 2 | 6 |  |
| 3.4 External alleyways and stairwells | All personnel | - Striking protrusions cuts, bruises to head- Lacerations to hands on sharp edges etc.- Tripping on stopovers resulting in falls- Struck by other activities | 4 | 4 | 16 | - Avoid unaccompanied journeys away from normal routine- Wear PPE: hard hat and gloves- Follow marked walkway routes, obey barriers and signs- Awareness of surroundings | 4 | 1 | 4 |  |

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| 3.5 Loose drain / scupper covers | All personnel | - Broken bones as a result of trips and falls- Bruising, contusions- Strains, sprains | 3 | 4 | 12 | - Safety observation & reporting for repair- Barrier off / warning signs- Awareness of surroundings | 3 | 2 | 6 |  |
| 3.6 Obstructions, e.g. trolleys, discarded objects | All personnel | - Blockage of emergency and escape routes- Collision, trips | 3 | 4 | 12 | - Don’t leave items over or behind doors- Put stores and equipment away- Barrier off work areas- Post warning signs & remove when route is clear | 3 | 2 | 6 |  |
| 3.7 High Level cleaning | All personnel | - Fall from height- Over reaching resulting in strains- Cleaning material in eyes / on skin | 3 | 3 | 12 | - Pre-job risk assessment- Work from floor level if possible- Safe access and working platform- Assess the need for additional personnel- Awareness to surroundings- Goggles, Face visor PVC gloves | 3 | 2 | 6 |  |
| 3.8 Operation of compactor and cardboard bailer | All personnel | - Trapped fingers and hands resulting in broken bones or amputation- Back injury- Muscle strain | 3 | 3 | 9 | - Do not operate unless fully trained- Follow safe operating procedure- Work within personal lifting capability- Ask for assistance | 3 | 2 | 6 |  |
| 3.9 Helideck access in windy and wet conditions | All personnel | - Slips on deck- Trip on net or Pad  Eyes- Blown over- Struck by blown items | 4 | 4 | 16 | - Adhere to Induction & pre-flight briefing- Follow HLO/HDA instructions- Awareness of surroundings- Take your time | 4 | 1 | 4 |  |

4.0 Accommodation & laundry

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| Hazard | Who May be Harmed | How | Initial risk rating | Control Measures in place at this unit(tick/add/delete) | Residual risk rating | Further actions (all tasks with a total rating greater than 6) |
| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
| 4.1 Sharp Edges | Steward | - Cuts, lacerations to hands | 3 | 4 | 12 | - Recognise and avoid loose and damaged surfaces- Wear cut resistant gloves for cleaning areas difficult to inspect - Report loose lamination, door plates etc. for repair- Complete accommodation check list | 3 | 2 | 6 |  |
| **4.2 Items left in coverall pockets** | Laundry StewardAll personnel | - Puncture wounds / cuts to hands.- Tumble dryer drum snagged leading to fire in dryer | 3 | 5 | 15 | - Active ‘Coverall pockets all clear’ procedure.- Cut resistant gloves - gauntlets- Steward alert to items such as screwdrivers, hacksaw blade. Section 5, Offshore Operating Manual | 3 | 2 | 6 |  |
| **4.3 Cleaning materials** | Steward | - Dermatites, skin irritation- Eye irritation /damage | 3 | 3 | 9 | - Dispense cleaning materials as instructed- Avoid skin contact- Wear rubber gloves for prolonged exposure to materials- Do not spray in restricted spaces to avoid breathing in mist- Wear goggles – face visor when cleaning above shoulder height Ref. COSHH Assessments / Diversey Disk | 3 | 2 | 6 |  |
| **4.4 Making top bunk** | Steward | - Over reaching causing strains and- Fall from height- Cuts / Bruising | 3 | 3 | 9 | - Safe access to bunk – ladder or footstool- Move ladder/stool down bunk Don’t reach / stretch.- Fit sheet from on top – moving top down and finish off from ladder/stool- Correct size of fitted sheet for mattress.- General awareness | 3 | 2 | 6 |  |
| **4.5 Turning top bunk mattress** | Steward | - Over reaching or over exertion causing strains | 3 | 3 | 9 | - Two person task – get help- Safe access as 2.4* Ref: Manual handling assessment
* Working at Height Assessment
 | 3 | 2 | 6 |  |

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| **4.6 Buffing machine** | Steward | - Back strain caused when lifting the machine- Contusions caused when striking bulkheads etc.- Strains caused when operating machine | 3 | 3 | 9 | - Buffer dedicated to each level required- Do not carry up/down stairs- Get assistance when going through doorways- Do not use until fully trained- Follow operating procedures | 3 | 2 | 6 |  |
| **4.7 Carrying laundry in bulk** | Steward | - Back strain caused by excessive loads- Slips & falls caused by no free hand or restricted vision  | 3 | 3 | 9 | - Use laundry haversack – limit load to personal capability- Keep one hand free for the hand rail | 3 | 2 | 6 |  |
| **4.8 Spontaneous combustion of laundry removed from tumble dryer** | All personnel | - Burns- Asphyxiation- Fire spread to other  areas | 4 | 4 | 20 | - Use full cooling cycle- Don’t mix types of laundry (different drying times)- Wash galley cloths at 950C- Do not tumble dry galley/colour coded cloths- Train laundry stewards to adhere to displayed loads & timings- Adhere to laundry guidance displayed- Adhere to section 5.4.1 Offshore Operating Manual (Laundry Fires) | 4 | 1 | 4 |  |
| **4.9 Blood-borne viruses in the workplace** | All personnel | - Direct exposure to infected blood or other bodily fluids contaminated with infected blood- Soiled linen- Contact with sharps, needle stick etc. | 4 | 3 | 12 | - Do not attempt to clean these spills yourself - Consult Medic if any blood spills are found and follow advice- Ensure correct PPE is used when cleaning area, i.e. rubber gloves, face mask, paper boiler suits | 4 | 1 | 4 |  |

5.0 Galley

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| Hazard | Who May be Harmed | How | Initial risk rating | Control Measures in place at this unit(tick/add/delete) | Residual risk rating | Further actions (all tasks with a total rating greater than 6) |
| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
| **5.1 Operating mixing machine** | Chef and Baker | - Trapped fingers- Entanglement- Electric Shock | 3 | 4 | 12 | - Guard in place- Ensure no loose apron ties, etc.- No oven cloth tucked into apron- Trained in safe use, isolation and emergency procedure - Equipment inspection and isolation if faulty | 3 | 2 | 6 |  |
| **5.2 Hot surfaces** | Chef and stewardCustomers at counter  | - Burns to hands & forearms | 3 | 4 | 12 | - Chefs to wear sleeves down - Avoid the need to reach over hot surfaces- Heat resistant serving utensils- Warning notices | 3 | 2 | 6 |  |
| **5.3 Foreign objects in waste disposal** | All galley staff | - Struck by ejected items* Potential trapped limb
* Amputation
 | 4 | 4 | 16 | - Guard in place to prevent cutlery etc. falling in / ejecting out.- Visual inspection before use- Keep cutlery away from unit- Refer to equipment instruction (Waste Disposal Unit) for use & cleaning – Offshore Operating Manual Section 7- Don’t use until fully trained | 4 | 1 | 4 |  |
| **5.4 Removing filter above galley range for cleaning** | Galley steward | - Fall from height- Burns- Over reaching resulting in strains- Cut from sharp / unfinished edges | 3 | 4 | 12 | - Written Think Plan & Pre-job risk & WAH assessment- Safe access and working platform- Two man task- Stoves cooled down before starting task- Awareness to surroundings- Cut resistant gloves | 3 | 2 | 6 |  |
| **5.5 Slip in fridge or freezer** | All galley staff | - Slips on floor that is icy or damp with condensation | 3 | 4 | 12 | - Address any equipment faults that cause ice or condensation on floor or equipment malfunction break down.- Mop up spills and dry off-Work at a safe pace- Company issue footwear | 3 | 2 | 6 |  |

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| **5.6 Washing galley floor with hot water hose** | Operator, others in galley | - Scalds- Slips & falls | 3 | 3 | 9 | - Check hose and connections before task.- Barrier off area- Post warning signs and remove when floor is dry- Operator attention to task and direction of hose jet- Rubber gauntlets to be worn- Company issue footwear | 3 | 2 | 6 |  |
| **5.7 Washing fryer** | All galley staff | - Scalding of feet and lower limbs- Slipping on oily residues | 3 | 4 | 12 | - Allow oil/water to cool before emptying- Company issue footwear- Wear rubber apron / gloves- Follow equipment instruction (Deep Fat Fryer –Offshore Operating Manual, section 7- Company issue footwear | 3 | 2 | 6 |  |
| **5.8 Emptying and cleaning bratt pan / wet bain marie** | All galley staff | - Burns, scalds- Slipping on spilled oil or water | 3 | 4 | 12 | - Allow contents to cool before emptying- Position receiving receptacle at safe height on stable platform- Stand at side to empty- Follow equipment instruction (Brat Pan- Bain Marie) Offshore Operating Manual, section 7- Company issue footwear | 3 | 2 | 6 |  |
| **5.9 Operating and cleaning galley equipment** | All galley staff | - Electric shock- Contact with moving parts- Burns / Scalds- Chemical burns | 4 | 4 | 16 | - Equipment instructions for use & cleaning – Offshore Operating Manual, section 7- Trained in safe use / cleaning and isolation in emergency see SWP’s- Awareness to surroundings- Adhere to COSHH assessments- Wear cut resistant glove under rubber glove. | 4 | 1 | 4 |  |

5.1 Galley continued & Food Safety

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| Hazard | Who May be Harmed | How | Initial risk rating | Control Measures in place at this unit(tick/add/delete) | Residual risk rating | Further actions (all tasks with a total rating greater than 6) |
| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
| **5.10** **Operating dishwasher** | Galley Staff | - Contact with broken/ chipped objects / sharp edges- Electric Shock* Scalds
 | 3 | 3 | 9 | - Be alert when loading dishwasher and discard chipped/ cracked items.- Cut resistant gloves when handling broken or chipped crockery- Handle breakable items with care.- Follow equipment instruction (Dish Wash Machine) Offshore Operating Manual, section 7- Equipment inspection and isolation if faulty | 3 | 2 | 4 |  |
| **5.11** **Cut by sharp items in rubbish sack** | Galley staff | - Contact with broken crockery / tin lids etc.- Contact with knife blade | 3 | 3 | 9 | - Dispose of broken crockery etc. directly to skip (not bin)- Place tin lids back in tin and squeeze sides together.- Ensure paring knives are removed from peelings etc. before clearing up | 3 | 2 | 4 |  |
| **5.12** **Being trapped in freezer** | Galley staff | - Hypothermia- Panic attack | 4 | 3 | 12 | - Fix door open when working inside- Post ‘person in freezer’ card- Maintenance of internal door release- Alarm system checked monthly | 4 | 1 | 4 |  |
| **5.13** **Lone Working** | Night Cook Baker / Steward | - Long periods unaccompanied- Loneliness- Fatigue | 3 | 2 | 6 | - Periodic contact with control room- Regular breaks- Alarm system- Client Procedure- SWP –Lone Working | 3 | 1 | 3 |  |
| **5.14** **Sharp edges / Defective equipment** | All galley staff | - Cuts, lacerations to hands | 3 | 3 | 9 | - Recognise and avoid loose and damaged surfaces- Wear cut resistant gloves for cleaning areas difficult to inspect - Report all defective equipment immediately, never use | 3 | 2 | 6 |  |
| **5.15** **Passing of hot foods / liquids back into galley over hot press** | All personnel | - Burns / Scalds - Spillages of hot liquids- Slips trips falls | 3 | 3 | 9 | - Avoid the need to pass foods / liquids back over hot press- Allow contents to cool before transporting- Person passing receptacle at same height on flat surface | 3 | 1 | 3 |  |

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| **5.16****Poor standards in food preparation, storage, handling and service** | All personnel | - Food poisoning- Allergen Issues | 4 | 3 | 12 | - Adhere to ESS HACCP procedures Ref Offshore Operating Manual, Section 7- Refer to HACCP wall chart- Follow SWP for Ecoli 0157- Allergen Controls | 4 | 1 | 4 |  |
| **5.17****Contamination of Food Production / Service Areas** | All personnel | - Failure of integrity of black water pipe-work over food production or storage areas | 4 | 3 | 12 | - Follow ESS Procedure and Guidelines for food spoilage- Complete unit specific Risk Assessment (Contamination of Food Production areas).- Follow SWP for Ecoli 0157 | 4 | 1 | 4 |  |
| **5.18****Undercooked red kidney beans**  | All personnel | - Toxin poisoning | 4 | 3 | 12 | - Pre-soak for 24 hrs and discard water and wash thoroughly- Cook thoroughly- Use canned kidney beans | 4 | 1 | 4 |  |
| **5.19****Dishwashing rinse temperature too low****(required 820 – 880C)** | All personnel | - Food poisoning | 4 | 4 | 16 | - Regular monitoring and adjustment of rinse temperature- Disposable plates / cutlery | 4 | 1 | 4 |  |

**See Hazard Analysis and Critical Control Points – HACCP process Offshore Operating Manual,**

**Section 7 for full identification of hazards and controls.**

6.0 miscellaneous

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| Hazard | Who May be Harmed | How | Initial risk rating | Control Measures in place at this unit(tick/add/delete) | Residual risk rating | Further actions (all tasks with a total rating greater than 6) |
| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
| **6.1 Lifting & carrying stretchers / sit up stretchers** | First aider | - Strains sprains- Bruising, abrasions- Further injury to IP | 3 | 3 | 9 | - Trained personnel only- Pre-job risk assessment- Co-operative communications- Call for rest stops as required | 3 | 2 | 6 |  |
| **6.2 Use of gym in off duty periods** | All users | - Falls from moving equipment- Strains from over exertion- Pulled muscles from overloading | 3 | 4 | 12 | - Check personal health with medic before starting programme- Obtain instruction before using equipment new to self- Follow equipment instructions- Pre-exercise warm up | 3 | 2 | 3 |  |
| **6.3 Working beyond the tour of duty** | Those required to work additional time due to ‘no show’ of back to back or adverse weather | - Distraction / inattention- To work resulting in possible injury to self and others | 3 | 3 | 9 | - Complete risk assessment- Address any issues of concern- Avoid hazardous tasks Ref: Working Beyond Tour of Duty Offshore Operating Manual, Section 3 | 3 | 2 | 6 |  |
| **6.4 Crew change in port by lift, climbing leg / boat transfer or hoist** | Transferring crew | - Vertigo / slips and falls resulting in contusions, broken bones or in extreme cases fatalities- Strains, pulled muscle | 5 | 2 | 10 | - Crew briefing prior to transfer Section 9, Offshore Operating Manual- Attention to instructions- Safe baggage transfer- Hold hand rails etc.- Ask for help if required- ‘Right to refuse’ if unhappy | 5 | 1 | 5 |  |
| **6.5 Segregating waste / tins / glass** | All personnel | - Cuts and lacerations | 3 | 3 | 9 | - Lids in tins and squeezed together- Separate sharps / broken glass and deal with individually- Cut resistant gloves, safety glasses | 3 | 2 | 6 |  |

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| **6.6 Working in hot climates** | All personnel | - Heat cramps- Exhaustion- Heat stroke- Over exposure to sun leading to sunburn/melanoma | 3 | 2 | 6 | - Ensure plenty of fluids available- Mineral replacement supplements- Monitor fellow workers for signs- Frequent rest periods- Suncream / sunblock with high protection factor- Minimum exposure to sun | 3 | 1 | 3 |  |
| **6.7 The use of IPods, IPads, smart phones or net-books or similar at work** | All personnel | - Failure to hear instruction, alarm or warning of hazard- Slips, Trips & Falls- Awareness of surroundings | 4 | 3 | 12 | - All personal appliances (technology) are not to be used worn or played during working hours.  | 4 | 1 | 4 |  |
| **6.8 Noise induced hearing loss** | All personnel | - Working in a noisy environment. - Travel to and from offshore by helicopter | 4 | 3 | 12 | - Any noisy areas to be reported to management and referred to client- Full and correct use of PPE when travelling.- Obey all hearing signs when entering high level noise areas | 4 | 1 | 4 |  |

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| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
| 7.1 Working in areas of restricted space / access | Handyman | - Strains / sprains- Bruising/ lacerations to hands- Striking head | 4 | 3 | 12 | - Adhere to PTW - Pre-job assessment- Awareness to surroundings- Avoid undue force to shift nuts etc.- Wear cut resistant gloves and bump caps | 4 | 1 | 4 |  |
| 7.2 Sharp hand tools, e.g. Stanley knives, scrapers etc. | Handyman | - Cuts to hands, arms | 3 | 4 | 12 | - Pre-job risk assessment- Follow safe system of work- Wear cut resistant gloves- Put tools away safely after each use- Sign knife register if applicable | 3 | 2 | 6 |  |
| 7.3 Operation of tile cutter | Handyman | - Cuts to hands * Potential Eye Injuries
 | 3 | 4 | 12 | - Ensure guards in place throughout task- Wear cut resistant gloves * Wear goggles or glasses
 | 3 | 2 | 6 |  |
| 7.4 Handling of glues, paints etc. | Handyman | - Burn to eyes / skin- Respiratory difficulties- Unconsciousness | 3 | 3 | 12 | - COSHH assessment- Follow SWP’s- Wear PPE prescribed in COSHH assessment - Ensure area is well ventilated | 3 | 2 | 6 |  |

7.0 Handyman (DEM), Helideck & Medic Admin

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| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
| 7.5 Helicopter loading / unloading | HDA & HLO  | - Struck by rotor resulting in decapitation or loss of limb- Hearing damage- Hand injuries- Back injury / muscle strain | 5 | 3 | 15 | - Fully trained personnel only- Adhere to helideck procedures – safe areas- Await pilot instruction- Wear prescribed PPE – safety glasses/gloves/ FR Coveralls / Safety boots | 5 | 1 | 5 |  |
| **7.6 Helicopter refuelling** | HDA & HLO | - Struck by rotor resulting in decapitation or loss of limb- Hearing damage- Back injury* Fatalities

Fire/Explosion | 5 | 3 | 15 | - Heli-deck procedures- Follow Pilot instructions- Ensure clear access- Training- PPE – Safety glasses/ gloves/ FR coveralls/ boots | 5 | 1 | 5 |  |
| **7.7 Helideck activities in windy & wet conditions** | HDA & HLO | - Slips on deck- Trip on net- Blown over- Struck by blown items | 4 | 3 | 12 | - Induction & pre-flight briefing- Heli-deck procedures- Verbal and written communication as required for HDAs | 4 | 1 | 4 |  |

Helideck

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| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |

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| 7.8 Display screen equipment work | Administrator | - Eye Strain- Headaches- Repetitive Strain | 3 | 3 | 9 | - Refer to DSE work station risk assessment | 3 | 2 | 6 |  |

1. Unit Specific

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| Severity | likelihood | Total (SxL) | Severity | likelihood | Total (SxL) |
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REGISTER OF SIGNATURES

Confirmation that you have been involved in the assessment of identified hazards in this document

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| Name | Job Title | Signature |
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