

## Risk Assessment for Waste Oil Burners

<b>Site</b>	
<b>Process carried out</b>	
<b>Date</b>	

	Yes	No	N/A	Score	Comments
<b>Table A: Compliance</b>					
(a) Incident leading to justified complaint but no breach of any permit condition	0	0			
(b) Incident leading to a justified complaint	5 per incident	0			
(c) Breach of permit not leading to formal action	10 per incident	0			
(d) Incident leading to formal caution, Enforcement Notice or prosecution	15 per incident	0			
(e) Incident leading to a Prohibition Notice or Suspension Notice	20 per incident	0			
<b>Table B: Monitoring, maintenance and records</b>					
(a) Are emissions monitored as required in the permit?	0	10	0		
(b) Process operation modified where any problems indicated by monitoring?	0	5	0		
(c) Does the operator have records showing that each appliance has been serviced regularly in accordance with the manufacturer's instructions?	0	5	0		
(d) Are there records of servicing for a minimum of three years prior to inspection?	0	5	0		
(e) All relevant documents forwarded to the authority by the date required?	-5	10	0		
<b>Table C: Management, Training, Responsibility</b>					
(a) Are clear instructions available at all times on or near the appliance detailing the correct operation and maintenance of the equipment ?	0	5	0		

(b) Are nominated trained members of staff exclusively permitted to operate the appliance?	0	5	0		
(c) Is list of staff permitted to operate the appliance available?	0	5	0		
(d) Are records kept of training received by operating staff?	0	5	0		
(e) Are staff nominated to operate the appliance on site while appliance is in use?	0	5	0		
(f) Is an 'appropriate' environmental management system in place and working effectively?	-5	0	0		
<b>Overall Score</b>				0	
<b>Category (&lt;30pts:low, 30-55pts:medium, &gt;55pts:high)</b>					

## Risk Assessment for Petrol Stations

<b>Site</b>	
<b>Process carried out</b>	
<b>Date</b>	

	Yes	No	N/A	Score	Comments
<b>Table A: Compliance</b>					
(a) Incident leading to justified complaint but no breach of any permit condition	0	0			
(b) Incident leading to a justified complaint	5 per incident	0			
(c) Breach of permit not leading to formal action	10 per incident	0			
(d) Incident leading to formal caution, Enforcement Notice or prosecution	15 per incident	0			
(e) Incident leading to a Prohibition Notice or Suspension Notice	20 per incident	0			
<b>Table B: Monitoring, maintenance and records</b>					
(a) Are emissions monitored as required in the permit? Are emissions and emissions monitoring recorded as required in the permit?	0	10	0		
(b) Process operation modified where any problems indicated by monitoring?	0	5	0		
(c) Fully documented and adhered to maintenance/service plan in line with permit? Has a written maintenance programme been provided to the regulator with respect to pollution control equipment?	0	5	0		
(d) Full documented records as required in permit available on-site? Is there a log book at the authorised premises incorporating details of all maintenance, examination and testing, inventory checking, installation and repair work carried out?	0	5	0		
(e) All relevant documents forwarded to the authority by the date required?	-5	10	0		
<b>Table C: Management, Training, Responsibility</b>					

(a) Are procedures in place to ensure proper management, supervision and training for process operations, proper use of equipment and effective preventative maintenance on all plant and equipment concerned with the control of emissions to the air?	0	5	0		
(b) Are all staff aware of their responsibilities under the permit?	0	5	0		
(c) Does the operator maintain, and make available on request, a statement of training requirements for each operational post?	0	5	0		
(d) Does the operator keep and make available a record of the training received by each person whose actions may have an impact on the environment?	0	5	0		
Is there a competent trained person who remains near the tanker during unloading? (delivery drivers may be trained as the competent person)	0	5	0		
(f) Is an 'appropriate' environmental management system in place and working effectively?	-5	0	0		
<b>Overall Score</b>				0	
<b>Category (&lt;30pts:low, 30-55pts:medium, &gt;55pts:high)</b>					

## Risk Assessment for Vehicle Resprayers

<b>Site</b>	
<b>Process carried out</b>	
<b>Date</b>	

	Yes	No	N/A	Score	Comments
<b>Table A: Compliance</b>					
(a) Incident leading to justified complaint but no breach of any permit condition	0	0			
(b) Incident leading to a justified complaint	5 per incident	0			
(c) Breach of permit not leading to formal action	10 per incident	0			
(d) Incident leading to formal caution, Enforcement Notice or prosecution	15 per incident	0			
(e) Incident leading to a Prohibition Notice or Suspension Notice	20 per incident	0			
<b>Table B: Monitoring, maintenance and records</b>					
(a) Are emissions monitored as required in the permit?	0	10	0		
(b) Process operation modified where any problems indicated by monitoring?	0	5	0		
(c) Is an appropriate maintenance schedule in place and available on request?	0	5	0		
(d) Does the operator keep records of inspections, tests and monitoring in relation to the provisions of the permit and make them available to the regulator on request?	0	5	0		
(e) All relevant documents forwarded to the authority by the date required?	-5	10	0		
<b>Table C: Management, Training, Responsibility</b>					
(a) Documented procedures in place ofr implementing all aspects of the permit?	0	5	0		
(b) Specific responsibilities assigned to individual staff for these procedures?	0	5	0		

(c) Does the operator maintain, and make available on request, a statement of training requirements for each operational post?	0	5	0		
(d) Does the operator maintain a record of staff training and instruction and make it available to the regulator on request?	0	5	0		
(e) Trained staff on site throughout periods where potentially air-polluting activities taking place?	0	5	0		
(f) Is an 'appropriate' environmental management system in place and working effectively?	-5	0	0		
<b>Overall Score</b>				0	
<b>Category (&lt;30pts:low, 30-55pts:medium, &gt;55pts:high)</b>					

## Risk Assessment for Dry Cleaners

<b>Site</b>	Magic Touch, 21 Norwich Road, Ipswich, Suffolk, IP1 2E
<b>Process carried out</b>	Dry cleaning
<b>Date</b>	06.04.11

	Yes	No	N/A	Score	Comments
<b>Table A: Compliance</b>					
(a) Incident leading to justified complaint but no breach of any permit condition	0	0		0	
(b) Incident leading to a justified complaint	5 per incident	0		0	
(c) Breach of permit not leading to formal action	10 per incident	0		0	
(d) Incident leading to formal caution, Enforcement Notice or prosecution	15 per incident	0		0	
(e) Incident leading to a Prohibition Notice or Suspension Notice	20 per incident	0		0	
<b>Table B: Monitoring, maintenance and records</b>					
(a) Are emissions monitored as required in the permit? Are loads weighed & weights recorded for all loads? Does the operator maintain a weekly inventory of solvent usage, product cleaned, and solvent waste sent for recovery or disposal?	0	10	0	0	
(b) Process operation modified where any problems indicated by monitoring?	0	5	0	0	
(c) Fully documented and adhered to maintenance/service plan in line with permit?	0	5	0	5	
(d) Full documented records as required in permit available on-site?	0	5	0	0	
(e) All relevant documents forwarded to the authority by the date required?	-5	10	0	-5	
<b>Table C: Management, Training, Responsibility</b>					
(a) Are all operating staff aware of where the operating manual for each dry cleaning machine can be found and do they have ready access to it ?	0	5	0	0	
(b) Are nominated trained members of staff exclusively permitted to operate the machines?	0	5	0	0	

(c) Are all operating staff trained in the operation of each dry cleaning machine and the control and use of dry cleaning solvents?	0	5	0	0	
(d) Are records kept of training received by operating staff?	0	5	0	5	
(e) Are suitably trained or experienced staff on site while machines are operating?	0	5	0	0	N/A based on (d)
(f) Is an 'appropriate' environmental management system in place and working effectively?	-5	0	0	0	
<b>Overall Score</b>				5	
<b>Category (&lt;30pts:low, 30-55pts:medium, &gt;55pts:high)</b>				LOW	