

Generic Risk Assessment Report

TASK: Bolt Tensioning (Generic)		Job No:	Page 1 of 4			
TECHNICIAN COMPLETING TASK:	LOCATION:	Assessed By:	Date:			
		Reviewed By:	Date:			
<p>MINIMUM REQUIRED PERSONAL PROTECTIVE EQUIPMENT:</p> <p>Hydratight Approved: Coveralls, Steel toe Cap Boots, Safety Glasses, Stout Gloves, Head Protection and any other Site Requirements</p>						
BASIC STEPS OF THE JOB	POTENTIAL HAZARDS	PERSONS AT RISK	CONTROL MEASURES IN PLACE	LIKELIHOOD 1-5	SEVERITY 1-5	RESULT

1.0 Presence on Site							
1.1	Report to the client contact to assess permit and site requirements.	Inadequate permit or permit missing. No Induction.	Technician	Liaise with client to ensure correct permits and inductions.	2	3	6
		Site Emergency	Technician General Public Others in Area	Ensure correct site induction has been attended; know where muster point/refuge is located. Ensure emergency telephone number is known. Know the correct procedure for raising the alarm	2	2	4
		Taking vehicles onto site	Technician Others in Area	Ensure vehicles are road worthy. Obtain the correct vehicle passes in line with site requirements. Vehicles only to be driven by competent personnel. Obey site speed limits. Wear seat belts at all times	1	3	3
1.2	Review bolt tensioning task and location	Incorrect equipment for the job	Technician	Review job requirements and liaise with Hydratight Supervisor/Engineer	1	3	3
		Incorrect identification of task, equipment or location	Technician Others in Area	View workscope with clients representative to ensure correct task, equipment and location have been identified	1	3	3
		Proximity to protruding plant or equipment	Technician	Liaise with client to ensure there is sufficient room to mount equipment	2	3	6
		Proximity to other work parties	Technician Others in Area	Consider staggering work activities; raise awareness of both parties if it is essential to work in close proximity. Barrier off immediate work area and post warning signs.	2	3	6
		Poor work location	Technician	Discuss with client to arrange alterations, i.e. lagging removal, air movers, etc.	2	3	6

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1.0 Presence on Site (continued)

1.2	Review bolt tensioning task and location (continued)	Working in confined space or areas with restricted access	Technician	Ensure all in the work party are aware of escape routes in the event of an emergency. Ensure equipment can be operated safely, taking into account any moving parts. Consider posting a standby man to raise the alarm in event of an emergency	1	4	4
		Working at height	Technician	Scaffold to be erected by main contractor. Check that it is tagged and has been inspected within the last seven days Carry out a visual inspection to ensure that the scaffold is fit for the purpose required.	1	4	4
		Manual Handling of Equipment	Technician	Use trolleys etc to move equipment into the area required. Consult scaffolding and rigging authorities for access at height. Carry out a manual handling assessment	1	2	2
		Areas barriered off	Technician Others in Area	Never cross or remove barriers erected by other work groups. Consult with permit authority if barriers restrict access and/or egress to work site.	2	3	6
		Other local hazards	Technician Others in Area	Carry out a Job Specific Risk Assessment	-	-	-

2.0 Set up Equipment

2.1	Fit tensioners onto the workpiece	Manual handling	Technician Banksman Others in Area	Carry out a manual handling assessment. Use certified lifting aids if required. Cranage and slinging to be done by trained, competent personnel using appropriate certified lifting equipment.	1	3	3
		Defective equipment	Technician Others in Area	Carry out a visual inspection of equipment prior to use. Any defective equipment should be quarantined, awaiting removal from site.	1	3	3
2.2	Connect air supply to pump	Air connectors coming undone	Technician Others in Area	Always use whip checks and pins on all air connections. Ensure all air fittings are compatible and no jubilee clips are fitted. Carry out a visual inspection of the fittings and hose	2	3	6
		Trailing hoses	Technician Others in Area	Ensure all air hoses are routed where they will not get damaged or cause a trip hazard	2	2	4

2.0 Set up Equipment (continued)

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2.2	Connect air supply to pump (continued)	Pump not connected to the correct power supply	Technician Others in Area	Ensure compressed air supply is properly identified prior to connection	2	3	6
		Foreign bodies in air hose	Technician	Check with client before borrowing hoses to ensure that they are compressed air hoses and have not been used for any other medium	2	2	4
2.3	Connect hydraulic hose	Incompatible/faulty hydraulic fittings leading to leakage of hydraulic fluid	Technician	Use correct and compatible connections at all times. Check that the correct ratings of fittings are being used. Change or repair faulty fittings	2	2	4
		Slip hazard	Technician Others in Area	Clean up any spilt hydraulic fluid at once using absorbent granules or similar. Always dispose of oil and equipment used to clean up spills in line with site procedures	2	3	6
3.0 Carry out the work							
3.1	Carry out the agreed task to the agreed standard	Ejected puller/release of hydraulic fluid	Technician Others in Area	Ensure there is sufficient thread engagement for the puller (minimum 1 x bolt diameter) Check that the puller is a good fit on the threads and not "sloppy". Never exceed the maximum working pressure of the system being used. Do not exceed maximum stroke of the tool being used. Do not stand in line with the direction of force of the puller whilst the system is under pressure. Ensure the tensioner is sitting square on the flange. Follow Hydratight procedures at all times. Barrier off immediate work area to keep out unauthorized personnel. Erect no-entry signage.	2	3	6
		Noise Hazard	Technician Others in Area	Ensure all silencers are fitted to the pump. Wear hearing protection appropriate to the noise generated by the equipment.	1	3	3
		Dropping of tooling during the tensioning process	Technician Others in Area	Restraint ropes to be used on hand tools. If working at height, Barrier off the area below and post no-entry signage. Do not place hand tools on top of workpiece	1	4	4
		Use of hydraulic oil	Technician	Handle and use in line with COSHH data sheet. Clean up any spilt hydraulic fluid at once using absorbent granules or similar	2	3	6
3.0 Carry out the work (continued)							

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3.1	Carry out the agreed task to the agreed standard (continued)	Slipping while using the "tommy bar" to tighten the nut	Technician	Always tighten in a direction away from the body. Never use a worn tommy bar. Ensure the holes in the socket are not worn. Do not apply excessive force to tommy bar.	2	2	4
		Leaving equipment unattended	Others in Area	Isolate the pump from the air supply. Remove the link hose from the pump to the tensioners	2	2	4
3.2	Maintain a clean working environment during the tensioning operation.	Slips, trips and falls	Technician Others in Area	Always keep work area tidy. Do not stack tensioners when not in use.	1	4	4
4.0 Pack away the equipment							
4.1	Remove tensioning equipment	Manual handling	Technician Banksman Others in Area	Carry out a manual handling assessment. Use certified lifting aids where possible. Cranage and slinging to be done by trained, competent personnel using appropriate certified lifting equipment. Use gloves when handling the tensioners	1	3	3
5.0 Complete the Required Documentation							
5.1	Complete all necessary documentation and have them signed by a customer representative.	Incorrectly filled out documentation can lead to poor traceability and may lead to incorrect mobilization of equipment should the job occur again.	Technician	Take care when filling out data, any details that are not clear should be checked with the client representative.	1	3	3

Required Actions: All technicians to abide by the contents of this risk assessment and relevant procedures.
Only trained and competent personnel to undertake this activity
All technicians to carry out a Job Specific Risk Assessment on form **F-SAF-0045**

Target Dates & Priority: