

Code of safe practice for contractors and retailers managing contractors working on filling stations

CODE OF SAFE PRACTICE FOR CONTRACTORS AND RETAILERS
MANAGING CONTRACTORS WORKING ON FILLING STATIONS

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FOREWORD

This publication supersedes two Energy Institute (EI) publications: *Code of Safe Practice for contractors and retailers managing contractors working on filling stations* and *Code of practice for entry into underground storage tanks at filling stations*.

This guideline takes into account current UK legislation and regulations, codes of practice and industry procedures. It provides information that is intended to assist all companies or individuals engaged as contractors and retailers (owners and/or operators of filling stations) managing contractors to ensure that work is carried out safely on filling stations.

This work could consist of regular maintenance and servicing of the filling station plant and equipment. It could involve repair work to site, plant or equipment as requested by the retailer. It might include modifications to the site, plant or equipment of a minor or major nature either directly managed by the contractor, or indirectly under the control of another contractor or other body.

This publication is intended to assist contractors and retailers to ensure that such works are carried out in a safe and legal manner and to prevent incidents and accidents of any kind during such works. However, the obligations to work safely and within the law rest at all times with the management and employees of the contractor and retailer.

Although the information in this publication is applicable specifically in the UK, including references to UK legislation and regulations, the principles may be applied in other countries, providing national and local statutory requirements are complied with.

The information contained in this publication is provided as guidance only and while every reasonable care has been taken to ensure the accuracy of its contents, the EI cannot accept any responsibility for any action taken, or not taken, on the basis of this information. The EI shall not be liable to any person or organisation for any loss or damage which may arise from the use of any of the information contained in any of its publications.

Suggested revisions are invited and should be submitted to the Technical Department, Energy Institute, 61 New Cavendish Street, London, W1G 7AR (technical@energyinst.org).

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The work was carried out by Peter Prescott (Forecourt Design Consultant), and steered by members of the Service Station Panel, who during the project included:

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Technical editing and project coordination were carried out by Kerry Sinclair (EI) and Marcela Betancur Diaz (EI).

1 INTRODUCTION AND SCOPE

This publication is intended for all contractors, subcontractors and self-employed persons who are required to carry out work on a filling station, and for retailers who are required to manage contractors whilst on their premises.

The intention is to focus on safety and good practice procedures whilst referencing relevant health and safety legislation.

Any work carried out should be undertaken by contractors who can demonstrate their competence and the competence of their personnel in having achieved an appropriate understanding of key safety, health and environmental risks, and mitigation measures.

It is intended to facilitate understanding of the inherent dangers and precautions necessary in such work, and therefore allow contractors to assess the risks involved to themselves, to their employees, and to others who may be affected by the work. Others could include other contractors, customers to the premises, the general public, and property owners in the vicinity.

This publication is also intended to highlight the dangers and best practices of dealing with the physical entry into empty but unclean underground or above ground horizontal petroleum storage tanks.

This publication covers all work likely to be carried out by specialist contractors (as used for the fuel infrastructure or tank entry) or general contractors trained for working in a service station environment, whether or not the normal operation of the filling station is affected. This could involve disturbance of any of the fabric of the site, the electrical systems, services of the tanks, pipework and dispensers. It could involve civil works of any kind, especially where such works include excavation within the curtilage of the premises, or in close proximity to it.

Work which is carried out while the filling station remains in operation, either wholly or in part, should be carried out in full recognition of the effect that such work may have on the staff and public using the filling station. In such circumstances additional protection should be provided.

Where a filling station is unstaffed, the retailer and the contractor should still adopt the principles of this code in the preparation and carrying out of the work. Additional risks arising from the absence of the retailer should be taken into account.

All work being carried out should be assessed for risk, using known information. Where necessary, the contractor should obtain further information from the client, or any other bodies who can provide it.

It is incumbent upon the retailer to make available the existing risk assessment for the site, together with any other relevant information applicable to the site's construction e.g. the Health and Safety File (HSF) for the site.

This publication does not cover other aspects of the operation of a filling station.