	SAFE WORKING PROCEDURE	Document Number
		CRUK-SWP-OPS-004-01
	Plant, Vehicle and pedestrian movements	Review Period: 2 Years
		Review Date Due: 01.06.2025
		Owner: Operations Manager

Revision History

Review Team Date of Review	Name & Position	Name & Position	Name & Position	Name & Position
27.03.2023	Andreu Dorca Scrap Yards Manager	Michael Kethro Safety Officer	Richard Thomas Plant Manager	Chris Griffiths Maintenance Manager

Rev Number	Reason for Revision	Revision Author	Reviewed By	Authorised By	Date
01	Draft for implementation	R Connick	M Kethro	A Dorca	27.03.2023

1. Purpose and Scope

This safe working procedure will cover all potential hazards that may occur with Vehicle and Pedestrian Movements.

These may include but will not be limited to - interactions with plant machinery, heavy and light vehicles, cyclists and pedestrians - either visitors or staff. All the groups mentioned may interact with each other in different way. This SWP will detail how to work safely with all the types of interactions.

This procedure applies to all CRUK sites

2. Risk Assessment Reference

CUK-GRA-013 Traffic movements

3. Glossary of Terms

PPE	Personal Protective Equipment
SWP	Safe Work Procedure
RA	Risk Assessment
MH	Material handler
Plant	All operational vehicles – Material handler, excavator, tele handler, forklifts, skid steer
Pedestrians	Any persons on foot


4. Personal Protective Equipment and Tools required




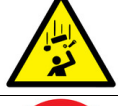



PPE Required	Tools Required
<ul style="list-style-type: none"> Celsa standard PPE requirements – Hard Hat with a chin strap, safety glasses, High Visibility clothing, cut resistant gloves, Safety boots. Ear protection 	<ul style="list-style-type: none"> Handheld radio – open channel Site induction Spare PPE stores Visitor book

5. Preconditions


Satisfy the Preconditions		
No	Check	Tick
1.	All Celsa and permanent contractors to Clock in via Kronos	
2.	Visitors and drivers PPE check.	
3.	Visitors are to be signed into visitor book.	
4.	Visitors and drivers to be inducted onto site.	
5.	Open channel radio	
6.	Supervision by Celsa staff who is trained and competent	



6. Significant Hazards & Precautions



Hazard	Precautions
	<p>Injury from moving machinery</p> <ul style="list-style-type: none"> Plant on plant collisions Plant on HGV collisions Plant on pedestrians interactions HGV on HGV collisions HGV on Light vehicles collisions HGV on Pedestrian collisions

	<ul style="list-style-type: none"> Noise Dust Vibrations Road traffic Rail traffic
	<ul style="list-style-type: none"> Rotating plant operate through out operational area Rotating plant do not have 360 degree vision and you may be unseen
	<ul style="list-style-type: none"> Telehandlers and forklifts operate in operational areas Have capabilities to have a rapid change direction
	<ul style="list-style-type: none"> Falling object from being handled Falling objects from Vehicles
	<ul style="list-style-type: none"> Entrapment Collisions with mobile objects Collapse and movement of materials
	<ul style="list-style-type: none"> No unauthorized access to operational areas
	<ul style="list-style-type: none"> Slips trips and falls

7. Step by Step Procedure

Step	Description	Done?
1	<p>Step 1: Vehicle entrances for HGV, light vehicles, cyclist and pedestrians.</p> <ul style="list-style-type: none"> 1.1 All HGV entrances shall be kept separate from Light vehicles, cyclists and pedestrians. 1.2 Light vehicles shall only reverse park in designated parking areas. 1.3 Pedestrians shall always stick to marked footpaths unless none are available. If none available always position yourself as far away from vehicle routes and operational areas. 1.4 Cyclists shall dismount on entry of any gate, the bicycle are to be left at the entrance of sites. 1.5 If pedestrians encounter any type of vehicle, they are to stand still and make yourself known to driver. Once driver has acknowledged your presence and either passed or isolated the machine by placing machine attachment on the floor, you may continue on the route. <p> All vehicles and machinery must give way to pedestrians and all pedestrians must give way to vehicles and machines.</p> <ul style="list-style-type: none"> 1.6 All site staff, visitors and others shall obey all site signage. 	

	<p>All pedestrians must either be clock into site via Kronos or signed in on the sites visitors' book. A visitor is anyone that does not work in the site on a day to do basis.</p> <div data-bbox="516 216 1122 636">  </div> <p>It is critical that site signage is correct and in the best location to be informative to enable visitors to enter site safely without supervision from Celsa staff.</p>	
2	<p>Step 2: Haulage drivers and all non-regular visitors inducted onto site.</p> <p>2.1 Drivers and Visitors are to be inducted onto site with site 'Site induction', this is to be completed bi-annually. An electronic record of inductees' details are to be stored.</p> <p>Information on site induction shall be site specific and cover the following as a minimum. Security, Vehicle movements, Pedestrian movements, Fire safety, First aid, conduct, smoking, accidents and incidents, PPE and Dock/Rail specific information</p> <p>2.2 PPE check of visitors and drivers is to be conducted. Failure to produce satisfactory PPE, site stores may be used for the visit.</p> <p>2.3 Celsa staff are to supervise all non Celsa staff at all times.</p> <p>2.4 Celsa staff are to ensure they have working radio.</p>	
3	<p>Step 3: Pedestrian routes and crossings.</p> <p>3.1 Limited access to operational areas shall be enforced by barriers from non-operational areas where reasonably practicable.</p> <p>3.2 Crossing points shall be clearly sign posted, pedestrians shall always give way to all plant and vehicle.</p> <p>3.3 Pedestrian traffic shall be directed away from crossing points after blind spots or building entrances. This can be achieved by crowd barriers and routing.</p>	
4.	<p>Step 4: Drivers and Visitors in operational areas.</p> <p>4.1 Plant shall halt ALL operations when drivers and visitors are in the area. This is to be communicated via the radio and with visual confirmation of attachment on</p>	

 	<p>the floor and production has halted. Only then may pedestrians enter the operational area.</p> <p>4.2 Celsa staff must keep visual watch over all drivers and visitors.</p> <p>4.3 Safety distances shall be maintained when plant is operational.</p> <ul style="list-style-type: none"> • Material Handlers – 21meters. If handling material, 2m shall be added for every 1m in height. • Excavators – 14m. If handling material, 2m for every 1m in Height. If a shear attachment is used a 30m radius around the excavator shall be enforced. • Tele handlers – 20m • HGV and ROLO – 12m • Baler shears and engines – 15m • Baler shear mouth – 25m <p>These are minimum safety distances. Extra distance should be given to moving plant and vehicles to account for unplanned changes of direction and away from pinch points.</p> <p>All drivers and Visitors shall be supervised by Celsa staff on entry of operational areas.</p> <p>Celsa staff to Control Operational areas to ensure distances are kept and there are no unauthorised pedestrians in the area. If these are not met, an immediate shut down of operations should happen by shouting STOP,STOP,STOP verbally and over the radio.</p>	
<p>5</p>	<p>Step 5: Plant, Vehicles and pedestrian movements with use of a banksman.</p> <p>5.1 All vehicles that enter site shall be inducted and banksman brief shall be given on every entry onto site.</p> <p>5.2 Follow procedure CRUK-SWP-OPS-001-01 Unloading of Scrap Vehicles</p> <p>5.3 When banking vehicles into unloading position, be in a position away from the direction of travel.</p> <p>5.4 Working machinery shall be contacted via radio, stating what you intend to do in the area.</p> <p>5.5 Only start banksman activity once all working machines in the area have acknowledged your intent.</p> <p>5.6 Always remain in constant eye contact with driver.</p> <p>5.7 The direction if travel shall be constantly reviewed for a change of situation. If at any point the area has changed, banksman activity shall cease.</p> <p>Remember - never to interact with plant machines. They do not have 360 degree vision and may not see you.</p>	
<p>6.</p>	<p>Step 6: Pedestrian yard staff interacting with machines and how to safely move around the yard.</p> <p>General yard movements</p> <p>6.1 Pedestrian yard staff must obey all safety distances from processing areas and machines.</p>	

	<p>6.2 Pedestrian yard staff shall ensure high risk areas like the Shear baler mouths, scissor cutting area, burning area and where machines operate are well controlled to eliminate access.</p> <p>6.3 Pedestrian yard staff to maintain radio contact throughout the yard.</p> <p>6.4 On approaching machines and operational area, contact shall be made before passing through or approaching any machines or production areas.</p> <p>Working with sea docks</p> <p>6.5 A safety distance of 2m shall be maintained at all times, this will be marked by a red line.</p> <p>6.6 Only trained and competent staff are to work beyond the 2m safety distance.</p> <p>6.7 Life vests and floatation devices are too be located on the dock side at all times.</p> <p>6.8 100% Supervision of all activities on the dock. This includes</p> <ul style="list-style-type: none"> • Movement of all plant and vehicles. • Loading and unloading of materials. • Vehicle drivers waiting in the area for loading or unloading. <p>All vehicles must be fully maintained, safe and suitable for the purpose for what they are used, regularly maintained, repaired and inspected to enable them to work on the dock side</p> <p>6.9 Further guidance on safely working with docks can be found in the link https://www.hse.gov.uk/pubns/priced/l148.pdf</p> <p>Rail sidings</p> <p>6.10 Only trained and competent staff to work to work near or on rail areas. This shall be a Network rail approved personal track safety course (PTS)</p> <p>6.11 A 3m safety distance shall be maintained at all times by all staff, contractors and visitors.</p> <p>6.12 A lineside barrier must be in place to work closer (1.25m) to the lines.</p> <p>6.13 To access 6 foot and 10 foot on foot, safeguarding must be applied for by the person in control from local signaller.</p> <p>6.14 Signage must be present on the tracks at least 150m away, warning any approaching trains of pedestrians on track.</p> <p>6.15 Pedestrian walkways should always be used where available</p> <p>Compliancy kills</p> <p>Experience and knowledge can you lead you into a false sense of security, this in turn can lead to bad practices which leads to accidents. If you aren't thinking about what could go wrong every day the chances of it going wrong is high. It your duty to ensure safety is at the forefront of all activities.</p>	
7.	Step 7: Working with machines	

	<div data-bbox="513 333 1203 1161" data-label="Complex-Block"> <div>  <div> CELSA™ GROUP </div> <div> 2nd RECYCLING COMPANY <i>in Europe</i> </div> <div>  </div> </div> <h3><u>Working with Machines-10 Cardinal Rules</u></h3> <ol style="list-style-type: none"> 1. Wear Correct High Visibility PPE, in line with Celsa Standards. 2. Site inductions must be given to all visitors, contractors and hauliers, prior to them entering the operational areas. 3. Give way to vehicles and never assume that the driver has seen you, always maintain machine safety distances, and never approach a vehicle unless you have been given clear approval by the operator. 4. Only trained and competent Celsa staff to conduct banksman operations. 5. Verbal communication should be via open channel radios. 6. Remain in visual contact (eye to eye) with all machine operators and vehicle drivers. 7. Always conduct banksman operations in a position opposite to the travel direction, away from any pinch points and a safe distance taking in account for an unplanned change of direction. 8. Before banking any vehicles, a brief of banksman operations stating hand signals to be used, with confirmation of understanding. Guidance can be found on the 'The Health and Safety (Safety Signs and Signals) Regulations 1996'. 9. Control operational areas to ensure that visitors and untrained staff members are always escorted. 10. Shout STOP STOP STOP verbally and on the radios, if you see an unsafe act. <div> <p>ALWAYS REMEMBER</p> <p>OPERATORS OF MOBILE PLANT DO NOT HAVE 360° VISION AND MAY NOT SEE YOU.</p> <p>ALWAYS MAINTAIN SAFE DISTANCES AND VISUAL CONTACT WITH THE DRIVER</p> </div> </div>	
	End of Procedure	

8. Appendices

<https://www.hse.gov.uk/pubns/priced/l148.pdf>