



**31, Wimborne Road,
Barry Dock, Barry,
South Glamorgan CF63 3DH**

**Bespoke Permit Number (to be added)
Vehicle Dismantling
Metal Recycling**

Working Plan - Operations Manual and Procedures 2018

Contents

Section 1 – Fire & Spillage Procedures

Section 2 – Operational Procedures

Section 3 – Hot Work Policy and Procedures

Section 3 – Risk Assessments

Chubb Fire have provided the following fire extinguishers to the appropriate areas due to risk of fire for relevant waste materials.

- Blue (Powder) - For all fire Risks.
- Red (Water) - For paper, wood, textiles and fabric only.
- Black (CO2) - For flammable liquids, flammable gases and electrical hazards only.
- Cream (Foam) - For paper, wood textiles, fabric, flammable liquid and vehicle protection.

South Wales Exports Limited
31, Wimborne Road, Barry Dock, Barry, South Glamorgan CF63 3DH Tel. 01446 732 220

Operations Manual
Section 1
Fire & Spillage Procedures

South Wales Exports Limited

Fire Procedures

Introduction

This procedure has been compiled to enable the safe management of incidents of fire at the Facility for the Scrap Metal / Vehicle dismantling. These procedures are designed to prevent harm to all employees and visitors to the site and prevent damage to the facility itself. These procedures should be read in full and if there is anything that you do not understand contact the site manager who will instruct you what you should do in the event of a fire.

When a fire is detected

When you are aware of a fire at the facility you must inform the site manager and Fire Marshall Nathan Curtis immediately of the fire, check that there is no one within the vicinity, if there are make sure that they are instructed to leave the area and assemble at the fire assembly point. If the fire is relatively small and can be extinguished using the on-site extinguishers, use the extinguisher to quell the fire. Should the fire be too large to be dealt with using the site equipment sound the alarm and keep the site manager informed, the site manager or most senior person on site will then contact the local fire authority to ask for attendance. Follow the Site Emergency Procedures that are attached to this document.

Instruct all employees and any other persons on the site to assemble at the designated fire assembly point, located adjacent to the site offices outside the building near the main entrance to the facility. The site manager or most senior person will then undertake a head count to ensure that all personnel are accounted for. He will record this for record keeping purposes and so that the fire authority will know that there is no one in the building. Below are simple instructions to follow in the event of a fire.

- Raise the alarm when the fire is first noticed.
- If the Site Manager/Fire Marshall Nathan Curtis is unavailable and the fire cannot be tackled by the sites own equipment telephone the Fire Brigade by dialling 999.
- When giving the details of the fire to the operator talk slowly and clearly stating the address of the Facility i.e. 31, Wimborne Road, Barry Dock, Barry. CF63 3DH the telephone number that you have used to phone and your name.
- Do not hang up until the operator has confirmed all the details of the fire and the address of the facility.

Note: If you do not feel confident in the use of a site fire extinguisher, do not use it.

When evacuating the Facility

Leave the facility as quickly as possible and go directly to the fire assembly point avoiding the area of the facility that is on fire. Do not enter the area that is on fire to collect any personal items or equipment. Close any doors that may prevent the fire from spreading to other areas of the facility before leaving your work area. The site manager should collect the visitor's book if possible so he can check it for visitors and account for them when the head count is done. Assist any person who needs help when leaving the facility.

Assembling at the Assembly Point.

When making your way to the Assembly Point Outside Main Gate and at the back gate near to the Waste Transfer station and make your way quickly down to Outside Main Gate, walk quickly and directly to it and direct all others to the Assembly Point. When you arrive at the Assembly Point wait quietly and orderly so that the Site Manager or his representative can quickly check that everyone is there. Do not re-enter the facility until you have been advised to do so by the Senior Fire Officer of the local Fire Brigade. Only leave the Assembly Point when you have been instructed to do so by the Site Manager, either go to your home until further instructed or undertake other instructions requested by the Site Manager.

Responsibilities of the Site Manager or Senior Supervisor.

The Site Manager or his representative must ensure that any incidents of fire are dealt with in the correct manner both quickly and efficiently. Once a fire has been detected he should evacuate the facility and assess if the fire can be dealt with using the on site equipment. If the fire is too large to deal with using the site equipment he should insure that the local fire brigade is contacted following the above procedures. The Site Manager or his representative will be responsible for liaison with the Fire Brigade and also for checking that all employees and others have safely evacuated the facility. He will also be responsible for confirming that all persons have been accounted for and that all records have been completed once the incident has been dealt with.

Following the incident, the Site Manager will undertake an investigation as to why the fire started and advise Senior Management of the Company what changes should be made to prevent a reoccurrence of the incident.

South Wales Exports Limited

Spillage Procedures

Introduction

This procedure has been compiled to enable the safe management of incidents when a spillage occurs at the Facility. These procedures are designed to prevent harm to all employees and visitors to the site, protect the environment and also prevent damage to the facility itself. These procedures should be read in full and if there is anything that you do not understand contact the site manager who will instruct you what you should do in the event of a spillage.

When a spillage has occurred

When you are aware of a spillage at the facility you must inform the site manager immediately of it, check that there is no one within the vicinity, if there are make sure that they are instructed to leave the area and unless they are to help with the clear-up operation. If the spillage is relatively small and can be cleared using the absorbent materials stored on site, spread the absorbent material over the spillage. Once the absorbent material has been used place it in a secure container, so it can be removed from site for proper disposal. Inform the Site Manager that absorbent material has been used and where it has been stored so he can arrange the proper disposal for the material. Follow the Site Emergency Procedures that are attached to this document.

Larger spills that cannot be properly dealt with the materials held on site should be cleared using a professional contractor. When a large spillage occurs immediately inform the Site Manager. Whilst you are waiting for assistants, bund around the spillage area to prevent it spreading further. Secure drains to prevent the spillage leaking into them. Hand over responsibility of the incident to the Site Manager. The Site Manager will contact Natural Resources Wales and Fire Service if their assistance is required, he will also contact a suitably experienced business that is able to collect the spillage and remove the material off site for disposal. The contract company who clears the spillage will be responsible for the disposal of the spillage.

To stop any further spillage, stop the source of the spillage leaking any further; if it is a faulty tap close it off, if it is a hole in pipe close off the supply to the pipe, if it is a hole in a tank try to close up the hole. If you can stop further leakage make sure that you do not endanger yourself or the environment. Wear safety clothing suitable for the purpose when dealing with a spillage.

Make sure that no one is not authorised does not enter the area where the spillage is. If anyone has been affected by the spillage needs medical attention, then request that the nearest First Aider Nathan Curtis is contacted to deal with the injured person.

Below are contact phone numbers for Natural Resources Wales and Fire Service.

- Raise the alarm when the fire is first noticed.
- If the Site Manager is unavailable and the fire cannot be tackled by the sites own equipment telephone the Fire Brigade by dialling 999, Natural Resources Wales 0300 0653000
- When giving the details of the fire to the operator talk slowly and clearly stating the address of the Facility i.e. 31, Wimborne Road, Barry Dock, Barry CF63 3DH, the telephone number that you have used to phone and your name.
- Do not hang up until the operator has confirmed all the details of the fire and the address of the facility.

Note: If you do not feel confident in the use of a site fire extinguisher, do not use it.

When evacuating the Facility

Leave the facility as quickly as possible and go directly to the fire assembly point avoiding the area of the facility that is on fire. Do not enter the area that is on fire to collect any personal items or equipment. Close any doors that may prevent the fire from spreading to other areas of the facility before leaving your work area. The site manager should collect the visitor's book if possible, so he can check it for visitors and account for them when the head count is done. Assist any person who needs help when leaving the facility.

Assembling at the Assembly Point.

When making your way to the Assembly Point, walk quickly and directly to it and direct all others to the Assembly Point. When you arrive at the Assembly Point wait quietly and orderly so that the Site Manager or his representative can quickly check that everyone is there. Do not re-enter the facility until you have been advised to do so by the Senior Fire Officer of the local Fire Brigade. Only leave the Assembly Point when you have been instructed to do so by the Site Manager, either go to your home until further instructed or undertake other instructions requested by the Site Manager.

Responsibilities of the Site Manager or Senior Supervisor.

The Site Manager or his representative must ensure that any incidents of fire are dealt with in the correct manner both quickly and efficiently. Once a fire has been detected he should evacuate the facility and assess if the fire can be dealt with using the on site equipment. If the fire is too large to deal with using the site equipment he should insure that the local fire brigade is contacted following the above procedures. The Site Manager or his representative will be responsible for liaison with the Fire Brigade and also for checking that all employees and others have safely evacuated the facility. He will also be responsible for confirming that all persons have been accounted for and that all records have been completed once the incident has been dealt with.

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Following the incident, the Site Manager will undertake an investigation as to why the fire started and advise Senior Management of the Company what changes should be made to prevent a reoccurrence of the incident.

Operations Manual

Section 2 **Operational Procedures**

South Wales Exports Limited

Operational Procedures

Picking up Skips and Containers from Customers

Introduction

This Operational Procedure has been prepared to instruct employees how to safely load skips, bins and containers of Scrap, general waste, waste electrical and electronic equipment at customers sites onto lorries. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Before loading, always make sure that the skip/container is secure and level; make sure that all doors and locks are properly fastened. Make sure that the vehicle and container are positioned so that the loading operation can be carried out properly. Always wear high viz jacket or vest whilst out of the lorry cab. Always wear safety foot ware. Check the protective wear to make sure that they are not damaged and thus reduce their effectiveness for protection. Always wear a hard hat that has been provided while loading and unloading, if you have not got one ask for one immediately.
2. Ask site operatives to stop other vehicle movements around your vehicle and container when you are picking up the container. Make sure that someone is acting as a lookout for you so he can inform you of any problems when loading.
3. Secure loading mechanism to the container following the manufacturer's instructions. Once the container is securely attached to the lorry start loading operation.
4. When container is loaded onto the lorry insure that the container is locked into position with the locking system on the lorry.
5. Once the container is safely loaded onto the lorry cover the container if it is an open topped type with the onboard sheeting system that is on the lorry.
6. Clear any spillages that may damage the vehicle when it leaves the site, place these items in a location so that the site staff can place them in an appropriate container.
7. Before leaving the site insure that you have all the required paperwork necessary to meet the requirements of Waste Carriers and Waste Regulation duties. If in doubt telephone the office at Wimborne Road, Barry for instruction.
8. Check vehicle is safe to travel on public roads and remove anything that may obstruct the vehicle safety, your clear vision and may obstruct others.
9. Leave the site following the instruction of the site staff and rules of the site. Drive safely and in the limits of the law.
10. If you are in any doubt about your duties obtain further instruction from the Site Supervisor.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Loading and Unloading Scrap/ELV's/Waste Electrical and Electronic Equipment onto and off Lorries

Introduction

This Operational Procedure has been prepared to instruct employees how to safely load and unload Scrap/Elv's/waste electrical and electronic equipment onto and off lorries. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Before loading and unloading, always wear proper gloves and protective clothing that have been supplied. Check the protective wear to make sure that they are not damaged and thus reduce their effectiveness for protection. Always wear a hard hat that has been provided while loading and unloading, if you have not got one ask for one immediately.
2. Check items are in good condition and stored safely before moving them, if any are found to be damaged in any way assess if it can be moved safely or if assistance is required. When moving units check the area that you will be working in and check for any uneven surfaces, trip hazards and soft ground. If the area is littered clear the area before moving units. If the ground is uneven or soft obtain assists to move units, making sure that all possibilities of trips or falls are minimised, if in doubt do not move any units.
3. When lifting manually ensure that you lift then in accordance with the Manual Handling Regulations, do not over reach or strain yourself when moving units. If a unit is too heavy or difficult to move do not move it, obtain assistance to move and use mechanical lifting equipment
4. If mechanical loading equipment is used only fully trained personnel will be permitted to use this equipment. No one who has not been trained in the use of such equipment will be permitted to use the equipment.
5. Before loading items onto lorries ensure that the lorry or trailer are parked securely, that the brake has been applied to prevent the vehicle moving whilst loading and the vehicle is level. It may be advisable to remove the ignition key from the lorry whilst loading is taking place to prevent the lorry being moved whilst loading.
6. Stack the items safely on lorries so that they stand upright and vertically, they should be placed so they will not rock or move whilst in transit. Only place units on top of others if it is safe to do so and the lorry driver is satisfied that the load is safe to transport.
7. Clear any spillages in the storage area before moving other units and also clear any dropped material from the units whilst they are being loaded onto or

removed from the vehicle. Use the hand tools provided at the sites to sweep and collect material that cannot be collected by hand. It is your responsibility to ensure that working areas are kept clean.

8. When unloading lorries or trailers make sure that no unit is allowed to fall from the vehicle onto the ground. When the load has been removed from the vehicle clean the floor of the cargo bay and place the waste material in the waste skips at the site. Check that when opening lorry or trailer that no units have moved in transit so are un-secure and that no loose doors will fall, this check must be done carefully so nothing is able to fall and cause damage to persons or equipment. If a tail-lift is fitted to a lorry use it.
9. Stack unloaded items in the appropriate storage area. If any thing falls from them whilst moving them to the storage area clear it up before returning to the vehicle. Clear any liquids immediately with appropriate absorbent materials that are supplied at the facility.
10. Record all items that are delivered to site using the appropriate forms.
11. If you are in any doubt about your duties obtain further instruction from the Site Supervisor.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Loading Lorries/Trailers/Containers with Scrap Metal/ELV's

Introduction

This Operational Procedure has been prepared to instruct employees how to safely load lorries/Trailers/containers with Scrap Metal/ELV's items that can be reused. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Before loading, always make sure that the lorry/container is secure and level. Make sure that the vehicle is positioned so that the loading operation can be carried out properly. Always wear protective clothing including gloves, safety boots, high viz jacket or vest and a hard hat whilst undertaking this operation. Check the protective wear to make sure that they are not damaged and thus reduce their effectiveness for protection.
2. Materials will be loaded by either using a forklift truck or the telescopic loading equipment using forks, only operatives that are trained in their use will be permitted to use these machines.
3. Items will be typically stored on pallets and these pallets will be used to load the items onto the lorry. Items that are individually loaded will be done by using a fork lift truck to place the items close to the lorry and then personnel will load and stack the items into the lorry. No items shall be moved from a forklift until it has come to a standstill.
4. If material has to be loaded manually only lift them in accordance with the Manual Handling Requirements.
5. Once the lorry has been loaded insure that the required documentation is provided to the driver so that the load can be properly recorded.
6. If you are in any doubt about your duties obtain further instruction from the Site Supervisor.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Loading Scrap/ELV's/WEEE items need to check with SWE if this is required into the Processing Plant

Introduction

This Operational Procedure has been prepared to instruct employees how to safely load Scrap/ELV's/waste electrical and electronic equipment into the Processing Plant. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Always wear the protective clothing that has been provided, this includes gloves, hardhat, work wear, high visibility clothing and footwear. It is your responsibility to check the integrity of the items supplied; if there is any damage to them that will reduce its protection, they the item must be replaced.
2. The plant to be used for this operation is the scrap re handler/telescopic front-loading vehicle, only personnel trained in its use will be allowed to use this equipment.
3. Before use of the loading equipment, check that the equipment has no defects; check the tyres, hoses, oil reservoirs and fuel. If you need to top up the oils or fuel before commencing work do so.
4. Only remove Scrap//WEEE items that have been prepared for processing in the Plant, do not collect any items that have not been prepared. If you are in doubt about the items to collect, ask the supervisor.
5. Once a Grab/bucket full of items has been collected close up the clam to prevent any spillage. Transport the load to the primary shredder hopper; do not speed through the building as there are often personnel working in the area.
6. Empty the items into the hopper, making sure not to overfill it.
7. Once you have emptied the bucket return to the Pre- Preparation area to collect a new load, and then repeat as above until instructed otherwise.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Sorting and preparing Scrap/ELV's/Waste Electrical and Electronic Equipment prior to further processing

Introduction

This Operational Procedure has been prepared to instruct employees how to safely sort and prepare Scrap/ELV's/Waste and waste electrical and electronic equipment before they are further processed. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Before carrying out any work, always wear proper gloves and protective clothing that have been supplied. Check the protective wear to make sure that they are not damaged and thus reduce their effectiveness for protection. Always wear a hard hat that has been provided, if you are loading or unloading a vehicle, if you have not got one ask for one immediately.
2. Remove one item at time if possible from the stockpile, it may be necessary to un-attach other Scrap/ELV's/WEEE items from the one you are dealing with, do this safely so that the stockpile is not disturbed.
3. When lifting manually ensure that you lift then in accordance with the Manual Handling Regulations, do not over reach or strain yourself when moving units. If a unit is too heavy or difficult to move do not move it, obtain assistance to move and use mechanical lifting equipment if necessary.
4. If mechanical loading equipment is used only fully trained personnel will be permitted to use this equipment. No one who has not been trained in the use of such equipment will be permitted to use the equipment.
5. Scrap/ELV's/WEEE items that are mixed should be checked and have all there external electrical leads removed, using the snipes supplied, the leads should have any plugs removed at this time. The leads should be placed in the container designated for them and the plugs placed in the stockpile to be further processed. Remove any cardboard, wood trim or dust bags from items and place these in the waste bin.
6. WEEE items that can be re-used should be moved to the designated storage areas and stacked to prevent damage.
7. Place the sorted items into the prepared stockpile so that they can be loaded into the shredding plant.
8. It is important that the working area is cleared of any spillages or dropped items so that that access can be maintained, trip hazards are removed. Use the hand tools provided at the site to sweep and collect up the material. It is your responsibility to ensure that working areas are kept clean.
9. Record all items that are delivered to site using the appropriate forms.
10. If you are in any doubt about your duties obtain further instruction from the Site Supervisor.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Stacking Scrap/ ELV's/Waste Electrical and Electronic Equipment and storing

Introduction

This Operational Procedure has been prepared to instruct employees how to safely stack and store Scrap/Elv's/waste electrical and electronic equipment. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Always wear the protective clothing that has been provided, this includes gloves, hardhat, work wear, high visibility clothing and footwear. It is your responsibility to check the integrity of the items supplied, if there is any damage to them that will reduce its protection they the item must be replaced.
2. Check items are in a condition that enables them to be stacked and stored, for dismantling.
3. Clear the area that is to be used for storage before placing any units in the area, sweep up any lose material place material in waste bin, clear any split liquids using the absorbent materials supplied then sweep it up and place in the designated waste bin.
4. When moving units insure that you lift and move units in accordance with the Manual Handling Regulations and should forklift trucks be used only fully trained operatives will operate such equipment.
5. Stack units on level ground only and only in the designated areas of the Facility or directed by Site Managers. Never stack units higher than 3 metres high. Units should be stacked in an upright position.
6. Clear any spillages as quickly as possible and insure that such spillages are removed to prevent any possibility of trips or slips. It is your responsibility to clear any materials around the Facility that may cause a trip or slip even if it is out side your working area. If the hazard cannot be cleared by using the tools provided contact the Site Manager immediately.
7. Record the number and types of items being stored on the record sheets supplied.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Scrap/ELV's/Waste Electrical and Electronic Equipment Processing Plant

Introduction

This Operational Procedure has been prepared to instruct employees how to safely process Scrap/ELV's/waste electrical and electronic equipment through the shredder plant. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Always wear the protective clothing that has been provided, this includes gloves, hardhat, work wear, high visibility clothing and footwear. It is your responsibility to check the integrity of the items supplied, if there is any damage to them that will reduce its protection then the item must be replaced.
2. Noise levels in this area of the Facility have been categorised into two 'action levels'. The first 'action level' is areas that ear protection is recommended but not mandatory, it is advised that you wear ear defenders in this area. The second 'action level' are areas where noise levels have been recorded and show levels above the standard 'action level 2' as defined in the HSE Noise at Work Regulations 1989; it is mandatory to wear ear protection in these areas. You must wear ear protection in all areas around the plant that has been designated 'action level 2'.
3. Before starting the plant walk all around it checking for any faults and that no one is working in the area. Clear any debris that may be lying around the plant and place it in the appropriate container.
4. To start the plant switch it on at the main control panel, it will start the shredder to granulate the plastic waste.
5. To commence loading the plant use a forklift or mechanical grab to place units into primary shredder. Check the items to ensure that the electric cables, compressors, copper filters and other removable fittings are removed.
6. The shredder should be operating whilst loading.
7. Check that the shredder is not blocked and can accept items. Stop the feeding the shredder if a blockage occurs. Inform the plant supervisor of the blockage so the whole plant can be closed down thus enabling the blockage to be cleared. **Do not enter the shredder when the plant is operational.**
8. Make sure that the feed to the Manual Sorting Station is not blocked.
9. Operatives working on the Manual Sorting Station should stand either side of the Shredder, never allow personnel to walk or lean over the shredder whilst it is in motion. Always wear protective clothing, gloves etc when working in this area

10. Check that all containers for the ferrous metal, plastics, non ferrous and aluminium are replaced when full and arrange to store in the appropriate storage area, do not drive any of the forklift trucks unless you have been instructed to do so and you hold the relevant certification.
11. Insure that all personnel that may come into the area of the plant whilst it is operational are made aware of the activities of the plant and are wearing the appropriate Health and Safety wear.
12. Record the weight of each container/bag of material that is produced by the process on the record sheets supplied.
13. Clear any items that may have been dropped around the plant, keep all working areas clean at all times so that no one can trip or slip. Also make sure that there are no sharp edges protruding that may be caught by someone working in the area or walking past. It is your responsibility to keep this area clean and tidy at all times.
14. When closing down the plant insure that all parts of the plant close down in the required sequence so that it can be restarted with the minimum of delay.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Unloading Trailers, Skips and Containers from Customers

Introduction

This Operational Procedure has been prepared to instruct employees how to safely unload trailers, skips, bins and containers of Recycling and waste. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Before unloading, always make sure that the skip/container is secure on the lorry; make sure that all doors and locks are able to be opened safely. Make sure that the vehicle and Trailer/Container are positioned so that the loading operation can be carried out properly and that the area is sufficient to accept the material you are depositing. Always wear high viz jacket or vest whilst out of the lorry cab. Always wear safety foot ware. Check the protective wear to make sure that they are not damaged and thus reduce their effectiveness for protection. Always wear a hard hat that has been provided while loading and unloading, if you have not got one ask for one immediately.
2. Ask site operatives to stop other vehicle movements around your vehicle and container when you are unloading. Make sure that someone is acting as a lookout for you so he can inform you of any problems during this operation.
3. Once the reception area has been designated, manoeuvre lorry into to position and open the doors of the Trailer/Container, start to tip the Trailer/Container insuring that it will not foul against anything during this operation.
4. During the unloading process it may be necessary to move the lorry to assist the materials to empty from the container this must be done safely to insure that no damage is done to the lorry, Trailer/Container or site infrastructure.
5. Once the container is safely unloaded drop the container back onto to the lorry, again insuring that no damage to the vehicle, container or infrastructure is done. Clear any items that may obstruct the vehicle moving off safely and any that may be carried out of the site by the vehicle; place these items in the area that the rest of the materials have been deposited.
6. Before leaving the site insure that you have passed on all the necessary paperwork to meet the requirements of Waste Carriers and Waste Regulation duties to the site supervisor or his assistant.
7. Check vehicle is safe to travel on public roads and remove anything that may obstruct the vehicle safety, your clear vision and may obstruct others.
8. Leave the site following the instruction of the site staff and rules of the site. Drive safely and in the limits of the law.
9. If you are in any doubt about your duties obtain further instruction from the Site Supervisor.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Collecting and Storing Processed Materials

Introduction

This Operational Procedure has been prepared to instruct employees how to safely stack and store processed materials from the dismantling Scrap Metal/ELV's/waste electrical and electronic equipment. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Always wear the protective clothing that has been provided, this includes gloves, hardhat, work-wear, high visibility clothing and footwear. It is your responsibility to check the integrity of the items supplied, if there is any damage to them that will reduce its protection they the item must be replaced.
2. Check that the containers that are to be used for storage are those designated for that specific material, is in doubt ask the site manager. Place them in the designated point so that they can be loaded with the materials designated for the container.
3. When manually loading containers do not overfill it, if any materials are spilt collect it up and place in the container.
4. When the container is full remove it from the loading area using the site forklift truck or overhead crane, only trained operatives are permitted to operate them. Empty tipping skips into either the main storage area for ferrous or designated containers.
5. If the material is in a bulk bag place this bag in the storage area to await export from the site.
6. Place an empty container in the place of a full one as soon as the full one is removed to prevent any stoppage of production of the dismantling process.
7. Record the weight of the material in the container and place this weight on the record sheet provided.

Note: If you do not follow these procedures disciplinary action will be taken.

South Wales Exports Limited

Operational Procedures

Collecting and Storing Processed Materials

Introduction

This Operational Procedure has been prepared to instruct employees how to safely stack and store processed materials from the dismantling of Scrap Metal, Elv's and Waste Electrical and Electronic Equipment. These procedures must be followed to prevent injury to employees, others and damage to plant and equipment.

Procedure

1. Always wear the protective clothing that has been provided, this includes gloves, hardhat, work-wear, high visibility clothing and footwear. It is your responsibility to check the integrity of the items supplied, if there is any damage to them that will reduce its protection they the item must be replaced.
2. Check that the containers that are to be used for storage are those designated for that specific material, is in doubt ask the site manager. Place them in the designated point so that they can be loaded with the materials designated for the container.
3. When manually loading containers do not overfill it, if any materials are spilt collect it up and place in the container.
4. When the container is full remove it from the loading area using the site forklift truck or overhead crane, only trained operatives are permitted to operate them. Empty tipping skips into either the main storage area for ferrous or designated containers.
5. If the material is in a bulk bag place this bag in the storage area to await export from the site.
6. Place an empty container in the place of a full one as soon as the full one is removed to prevent any stoppage of production of the dismantling process.
7. Record the weight of the material in the container and place this weight on the record sheet provided.

Note: If you do not follow these procedures disciplinary action will be taken.

Operations Manual
Section 3
Hot Works Policy & Procedures

Hot Work Policy and Procedure

PREAMBLE

South Wales Exports is committed to a workplace free of injuries. Given the diverse nature of the operations, each operation will have a Hot Work policy in place which ensures that employees or contractors to the operation are protected from the potential related injuries and that site property and product is protected. It is required that all employees and contractors receive a Toolbox Talk on Hot Works and sign as understood before operations are carried out, familiarize themselves with our policies and adhere to those policies.

POLICY

This policy was developed to ensure that the Hot Work (cutting, welding, grinding etc.) will be managed, the implementation of this Hot Work Policy and Procedure will help to ensure a safe working environment and minimize the risks associated with hot works. All affected employees and contractors will receive instructions and induction as to the expectations of them to ensure compliance with this policy, failure to comply with these requirements may lead to the termination of the work and disciplinary action taken against employees or the removal of the site contractor.

SCOPE

The provisions set out in this policy apply to any work done on site using equipment for welding, cutting, grinding or any other facsimile and is to be strictly adhered to by all parties. The use of a Hot Work Permit when that hot work takes place away from the designated hot work areas is mandatory.

LEGAL REQUIREMENTS

The Health and Safety at Work Act requires the operation of 'Safe Systems of Work' to be implemented when undertaking physical work activities. This principally requires a risk assessment to be undertaken of the activity and a method statement produced to effectively manage the hazard identified.

PROCEDURES

South Wales Exports will assess risks and to take all reasonably practical precautions to ensure the safety of workers, contractors, visitors and others that could be affected by their activities. A risk assessment will be undertaken and if there is a practical method to carry out a task **without** involving hot work this method will be used.

All equipment used for hot work must have been regularly tested as recommended by the manufacturer's instructions and be maintained in good order and be fit for the intended purpose.

- The location must be thoroughly inspected and safety precautions carried out.
- All solid combustible material must be removed or adequately protected against sparks.
- No flammable liquids or gases must be within 15 metres.
- Smoking is not permitted.
- The employees must have a walkie talkie, telephone, or a telephone pointed out to them and have been informed what to do in the event of a fire or emergency.
- The correct type and serviceable fire extinguishers/hose reel must be available for the use while operation is in progress.

- The employee must have familiarized themselves with the means of escape from the working area or building and be fully competent in the use of the equipment.
- Protective clothing must be worn at all times.
- Work area inspection at 30 minutes and 60 minutes after completion.
- If unsafe conditions are noted during the work, all hot work will cease immediately until the conditions are made safe.

RESPONSIBILITIES

Management

- To ensure that all employees and contractors involved in the Hot Work Process are trained (including Permit Authorizing Individual, Hot Work Operator).
- Conduct periodic audits to ensure compliance with this policy.
- SWE are to communicate any changes to this policy with respect to regulation and interpretation.
- Ensure that the policy is reviewed annually and is current with all applicable regulations.

PAI (Permit Authorizing Individual)

- Assess the work area and sign the Hot Work Permit PRIOR to work commencing.
- Post one part of permit at job site and place top copy of permit at the site designated area. (i.e. permit board).
- Have a designated Fire Watch during Hot Work. This could be anyone who has been trained as a Fire Marshall or machine operator.
- After completion of Hot Work ensure continuous monitoring for minimum of 30 minutes or longer as determined by the PAI. As well continue by the PAI. This function may be performed by a designated Fire Watch, Fire Marshall, Machine Operator.

Person Performing Hot Work

The person doing the Hot Work must verify that a hot work permit is in place before starting Hot Work. The permit is issued for one location only and is valid for no longer than 24 hours. It may become invalid if conditions change (i.e. adverse environmental condition).

The person doing the Hot Work is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

The Fire Watch, Fire Marshall or Machine Operator

- Assist Hot Work Operator in preparation and clean up of Hot Work area.
- Wet down surrounding areas including lower floors and beams if applicable.
- Assess 35' radius for potential fire hazards.

- Be alert to any changes and identify changes or concerns to Hot Work Operator.
- At the end of the monitoring period, the completed forms are picked up and delivered to the designated area.

CONTRACTORS RESPONSIBILITY

Will be trained and held to the same Hot Work Standards as the company employees. The supervisor who hires the contractor will ensure that there has been an induction and has read the Policy and Procedure and sign when understanding the Policy and Procedure has taken place prior to starting Hot Work and audits the process.

All equipment used for hot work must have been regularly tested as recommended by the manufacturer's instructions, be maintained in good order and be fit for the intended purpose.

Contractors must not use any equipment that is below standard or in need of repair. Any equipment found to be unsafe must be immediately withdrawn from the service and disposed of or repaired.

Operatives, employed by the Contractor, who are responsible for undertaking the hot work must be trained and competent to use the hot work equipment and safety equipment without harm to either themselves or others.

The contractor must undertake work area inspection at 30 minutes and 60 minutes after work complete to ensure that there are no smoldering fires.

A full risk assessment, of the work area, must be carried out by the contractor responsible for undertaking the work, before commencement of the work, to ensure arrangements are in place to minimize the risk of fire.

The following points should be considered by the contractor during the risk assessment preparation and implementation of a Safe System Work.,

- The location must be thoroughly inspected and safety precautions carried out.
- All solid combustible material must be removed or adequately protected against sparks.
- No flammable liquids or gases must be within 15 metres.
- Smoking is not permitted.
- The operatives must have a telephone, or a telephone pointed out to them and have been informed what to do in the event of a fire or emergency.
- The correct type and serviceable fire extinguishers/hose reel must be available for the use while operation is in progress.
- The operatives must have familiarized themselves with the means of escape from the working area or building and be fully competent in the use of the equipment.
- Protective clothing must be worn at all times.
- Work area inspection at 30 minutes and 60 minutes after completion.
- If unsafe conditions are noted during the work, all hot work will cease immediately until the conditions are made safe.



Permit No.	This permit must be completed for all cutting, welding and other hot work performed outside a dedicated workshop area. The permit must be displayed at the work site and returned to the authorised site representative on completion of the work for sign off & filing.		
APPLICATION FOR HOT WORKS			
Company/Dept Performing Work: _____			
Contact Name: _____		Tel no: _____	
Location of Work: _____			
Description of Work: _____			
Equipment to be used: _____			
PERMIT BEGINS		PERMIT EXPIRES	
Date: / /	Time: _____	am/pm	Date: / /
			Time: _____
			am/pm
EMERGENCY INFORMATION			
If a fire occurs, call _____		or dial _____ 999	
AUTHORISATION BY SITE REPRESENTATIVE			
The above work is authorised to proceed subject to the following action being taken prior to work starting and procedures being maintained for the duration of the work. Each item is to be checked by the Authorised Site Representative prior to work for each period (delete where not Applicable)			
Authorise by:		Signed:	Date:
Smoke Detectors must be isolated in the work area & Impaired procedures followed		All floor & wall openings within 10m must be covered to prevent transmission of sparks	
Fire equipment to be provided as follows:		The hot work area and any adjoining areas must be patrolled from the start of work until 30 minutes after the work is completed (including break periods).	
<ul style="list-style-type: none"> • Fire Extinguisher • Fire House 		Mandatory fire watcher present	
Barricades, warning signs & spark/flash screens must be provided		work area, trenches, pits, etc, must be clear of flammable liquids, gases or vapours	
Combustible materials located within 10m must be removed or protected with non-combustible curtains, metal guards or flameproof covers (not ordinary tarpaulins)		special conditions (Please detail)	
WORK COMPLETED AND AREA SAFE			
The work area has been inspected by the Authorised Site Representative 30 minutes after completion of work:			
Signed:		Date: / /	Time: _____
			am/pm



METHOD STATEMENT

Project Title:	
Date:	

DESCRIPTION OF WORKS

Task:	
Time:	
Duration	
Description	

RESOURCES REQUIRED

Personnel & copies of certificates:	
Plant/Equipment:	
Materials, inc weights:	

ASSESSMENT OF SIGNIFICANT RISKS FOR ALL TASKS

Access/egress:	
Place of work:	
Others at risk:	
COSH, noise, manual handling:	

CONTROL MEASURES TO BE USED, INCLUDING

Permits	
Security:	
Special training:	
Other:	

Operations Manual
Section 4
Risk Assessments

South Wales Exports Limited

RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1992 require every employer to:-

- i. Make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst at work and to others who may be affected by the work activities
- ii. Evaluate the risks
- iii. Introduce measures that control the risks.

WORK ACTIVITY ASSESSED:- Forklift Operations				
PERSONS IDENTIFIED "AT RISK":- Operators, Site Personnel and Pedestrians				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Mounting and Dismounting Forklift	Sprains and Strains	Steps and handholds on forklift	Low
2	Forklift tipping over	Personal injury, damage to equipment	Speed restrictions on site, proper training of operative, regular maintenance.	Low
3	Collision with other personnel and vehicles.	Personal injury, damage to equipment	Operative training, speed restrictions, personnel must wear high visibility clothing on site.	Low
4	Loads dropping of Forklift	Personal injury, damage to equipment	Operative training, equipment regularly maintained	Low

Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-	PRIORITY A –D (A-Next week to D-Long term)	RESIDUAL RISK
1	Insure regularly recorded checks of Forklifts	B	Low
2	Update Operatives training, enforce High Vis clothing to be worn on site, record maintenance schedules of Forklifts	B	Low
3	Update operatives training	B	Low
4	Insure Forklifts are maintained properly	B	Low
Person responsible for introducing the above measures: Nathan Curtis			
Assessment carried out by: Colleen Andrews			
Date: November 2018		Review Date: November 2020	

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WORK ACTIVITY ASSESSED:- Picking up and Unloading Skips				
PERSONS IDENTIFIED "AT RISK":- Site Personnel and Pedestrians on Site				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Lifting skips onto lorry	Trapping limbs, dropping skip accidentally	Use the lifting equipment properly as instructed, make sure that the skip is attached to the vehicle properly. Keep people clear of the vehicle when lifting. Always make sure that the skip is on level ground before lifting and lifting points are secure. Make sure all doors on the skip are closed.	Low
2	Transporting Skip	Personal injury, damage to vehicle and property	Make sure that the skip is properly attached to the vehicle. Insure that the vehicle is fit to transport the skip. Keep with speed limits.	Low
3	Unloading skips	Cuts and trapped limbs and body	When emptying skip make sure that the skip is secured in the tipping position before it is lifted. Check that no personnel are within the area that the skip is to be tipped. Make sure that all doors on the skip are open and secured.	Low
4	De-mounting skips	Traps, cuts and trapped limbs and body	Make sure that the area that the skip is to be placed is clear and level. Make sure that no	Low

		personnel are within the area that the skip is to be placed	
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Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-	PRIORITY A-D (A-Next week to D-Long term)	RESIDUAL RISK
1	Maintain equipment to manufacturers instructions	C	Low
2	Maintain equipment to manufacturers instructions	C	Low
3	Maintain equipment to manufacturers instructions	C	Low
Person responsible for introducing the above measures: Nathan Curtis			
Assessment carried out by: Colleen Andrews Date: November 2018		Review Date: November 2020	

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- ii. Evaluate the risks
- iii. Introduce measures that control the risks.

WORK ACTIVITY ASSESSED:- Loading and Unloading Scrap Metal, ELV's, Waste Electrical and Electronic Equipment onto and off Delivery Vehicles				
PERSONS IDENTIFIED "AT RISK":- Lorry Drivers, Drivers Mates and Site Personnel				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Dismounting and Mounting from Vehicle	Sprains and Strains	Vehicles fitted with proper steps and handholds	Low
2	Collision with site vehicles	Personnel injuries	High visibility clothing must be worn at all times while on site, be aware of all traffic movements on site, follow instruction of Site Staff	Low
3	Moving Fridges and Freezers and Large WEEE to loading area	Sprains and strains	Use trolleys to move units, insure that areas are level and even	Low
4	Loading Fridges and Freezers and Large WEEE onto lorries	Sprains and Strains	Use lorry tail lift if fitted use proper lifting equipment, lift units in accordance with Manual Handling advice	Low
5	Transport of Units	Vehicle accident	Insure that units are stored on vehicle securely	Low
6	Unloading Fridges and Freezers and Large WEEE	Sprains and Strains, skin lacerations	Use lorry tail lift if fitted, use proper lifting equipment, move units in accordance with Manual Handling advice	

Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-	PRIORITY A-D (A-Next week to D-Long term)	RESIDUAL RISK
1	Check vehicles regularly	C	Low
2	Insure that personnel have High Visibility Clothing	B	Low
3	Check equipment regularly and train Staff on Manual Handling	B	Low
4	Check equipment and train staff on Manual Handling	B	Low
5	Instruct drivers and Mates to store units securely	B	Low
6	Check equipment and train staff on Manual Handling		
Person responsible for introducing the above measures: Nathan Curtis			
Assessment carried out by: Colleen Andrews		Review Date: November 2020	
Date: November 2018			

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WORK ACTIVITY ASSESSED:- Loading processed material on to Delivery Vehicles				
PERSONS IDENTIFIED "AT RISK":- Lorry Drivers, Drivers Mates and Site Personnel				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Dismounting and Mounting from Vehicle	Sprains and Strains	Vehicles fitted with proper steps and handholds	Low
2	Collision with site vehicles	Personnel injuries	High visibility clothing must be worn at all times while on site, be aware of all traffic movements on site, follow instruction of Site Staff	Low
3	Loading items onto lorry	Sprains and strains	Follow Manual Handling instructions	Low
Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-		PRIORITY A -D (A-Next week to D-Long term)	RESIDUAL RISK
1	Check vehicles regularly		C	Low
2	Insure that personnel have High Visibility Clothing		B	Low
3	Check equipment regularly and train Staff on Manual Handling		B	Low
Person responsible for introducing the above measures: Nathan Curtis				
Assessment carried out by: Colleen Andrews			Review Date: November 2020	
Date: November 2018				

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WORK ACTIVITY ASSESSED:- Moving processed materials from Equipment and placing in store or loading onto Lorries				
PERSONS IDENTIFIED "AT RISK":- Site Personnel and Pedestrians on Site				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Lifting materials from discharge point	Sprains Strains and trips	Use of proper lifting equipment trained in Manual Handling	Low
2	Moving materials around site	Personal injury	Use proper lifting equipment and only fully trained operatives to use forklifts	Low
3	Storing materials	Sprains and strains	Store on level ground that is clean do not stack material higher than 3 metres	Low
4	Loading onto lorries etc.	Sprains and strains	Use proper equipment and only fully trained staff to use forklifts	Low

Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-	PRIORITY A –D (A-Next week to D-Long term)	RESIDUAL RISK
1	Maintain equipment to manufacturers instructions	C	Low
2	Maintain equipment to manufacturers instructions	C	Low
3			
4	Maintain equipment to manufacturers instructions	C	Low
Person responsible for introducing the above measures: Nathan Curtis Assessment carried out by: Colleen Andrews Date: November 2018			
			Review Date: September 2020

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- iii. Introduce measures that control the risks.

WORK ACTIVITY ASSESSED:- Picking line on Waste				
PERSONS IDENTIFIED "AT RISK":- Site Operatives				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Tripping over	Personal Injury,	Wear safety boots, keep work area clear of materials	Low
2	Picking up items off picking line	Cuts and lacerations	Safety clothing provided always wear safety gloves, areas kept clean	Medium
3	Snagging on belt	Sprains and Strains	No loose clothing to be worn	Low

Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-	PRIORITY A -D (A-Next week to D-Long term)	RESIDUAL RISK
1	Keep area clean at all times sweep up any waste material and place in waste containers	A	Low
2	Instruct Operatives to wear safety equipment at all times.	A	Low
3	Up date operative training	B	Low
Person responsible for introducing the above measures: Nathan Curtis			
Assessment carried out by: Colleen Andrews		Review Date: November 2020	
Date: November 2018			

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- ii. Evaluate the risks
- iii. Introduce measures that control the risks.

WORK ACTIVITY ASSESSED:- Driving Site Articulated/Shunter Vehicle				
PERSONS IDENTIFIED "AT RISK":- Lorry Drivers, Drivers Mates and Site Personnel				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Dismounting and Mounting from Vehicle	Sprains and Strains	Vehicles fitted with proper steps and handholds	Low
2	Collision with site vehicles	Personnel injuries	High visibility clothing must be worn at all times while on site, be aware of all traffic movements on site, follow instruction of Site Staff	Low
3	Attaching and un-attaching trailer	Sprains and strains	Insure that the vehicle brake is applied when connected to the trailer and fixing pipework. Insure the trailer brakes are applied before attaching the vehicle. Check security of the load.	Low
4	Moving trailer around site	Vehicle accident, items falling of trailers personnel injury to driver and other personel	Insure that the trailer is properly attached to the vehicle and materials on the trailer are secure and will not fall off.	Low

Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-	PRIORITY A -D (A-Next week to D-Long term)	RESIDUAL RISK
1	Check vehicles regularly	C	Low
2	Insure that personnel have High Visibility Clothing	B	Low
3	Check equipment regularly and train Staff	B	Low
4	Check equipment and train staff	B	Low
Person responsible for introducing the above measures: Nathan Curtis			
Assessment carried out by: Colleen Andrews			
Date: November 2018		Review Date: November 2020	

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- ii. Evaluate the risks
- iii. Introduce measures that control the risks.

WORK ACTIVITY ASSESSED:- Sorting ELV's/ WEEE Prior to loading				
PERSONS IDENTIFIED "AT RISK":- Site Operatives				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Moving WEEE from stockpile	Strains, sprains, cuts	Use protective clothing supplied such as gloves, boots and work ware.	Low
2	Collision with site vehicles	Personnel injuries	High visibility clothing must be worn at all times while on site, be aware of all traffic movements on site, follow instruction of Site Staff	Low
3	Cutting off electrical leads	Cuts	Use supplied special cutters	Low
4	Moving WEEE items into stockpile	Sprains and Strains	Only move items you are capable of and in accordance with Manual Handling advice	Low

Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-	PRIORITY A -D (A-Next week to D-Long term)	RESIDUAL RISK
1	Check safety ware regularly	C	Low
2	Insure that <u>personnel have High Visibility Clothing</u>	B	Low
3	Check equipment regularly and train Staff on Manual Handling	B	Low
4	Check equipment and train staff on Manual Handling	B	Low
Person responsible for introducing the above measures: Nathan Curtis			
Assessment carried out by: Colleen Andrews		Review Date: November 2020	
Date: November 2018			

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- iii. Introduce measures that control the risks.

WORK ACTIVITY ASSESSED:- Scrap Metal/ELV's/Processing/Dusting Machine				
PERSONS IDENTIFIED "AT RISK":- Site Operatives and Pedestrians around site				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Loading items into Processing/Dusting Machine	Sprains and strains, lacerations	Operatives trained in Manual Handling techniques, Personal Safety clothing provided	Low
2	Clearing jammed items in feed hopper , shredders and conveyors.	Major personal injury	Stop loading Shredding Plant. Turn off the whole plant and disabled. Feed operative to man controls to insure that equipment is not restarted before the hopper is cleared of personnel	Medium
3	Noise from processing plant	Injury to hearing	Operative provided with ear defenders	Low
4	Accident with mobile plant	Personal injury	High Vis Clothing provided and must be worn, Forklift drivers fully trained	Low
5	Tripping over dropped material	Strains and sprains	Areas kept clean at all times	Low

Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-	PRIORITY A:-D (A-Next week to D-Long term)	RESIDUAL RISK
1	Update training	C	Low
2	Fully advise operatives of possible consequences	B	Medium
3	Insure that operatives wear ear defenders	A	Low
4	Insure that operatives wear High Vis clothing	A	Low
5	Insure that all areas are kept clean	A	Low
Person responsible for introducing the above measures: Nathan Curtis			
Assessment carried out by: Colleen Andrews		Review Date: November 2020	
Date: November 2018			

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- ii. Evaluate the risks
- iii. Introduce measures that control the risks.

WORK ACTIVITY ASSESSED:- Storing and Moving Scrap Metal, ELV's, Waste Electrical and Electronic Equipment around site				
PERSONS IDENTIFIED "AT RISK":- Site Operatives and pedestrians on site				
No.	HAZARDS IDENTIFIED	ADVERSE HEALTH EFFECT/INJURY	EXISTING CONTROLS IN PLACE	ASSESSED RISK WITH EXISTING CONTROLS
1	Moving Units	Strains personal injury and lacerations	Training for Manual Handling, provision of safety clothing i.e. gloves and footwear.	Medium
2	Use of Forklift	Personal injury	Follow instruction for use of Forklift	Medium
3	Stocking of units	Personal injury	Place items on level and clean area designated for storage, do not store more than 3.5m high and insure that units are secure	Low
4	Removing units from stock	Personal injury	Use proper equipment and follow instructions, do not move more units than is safe	Low
Haz No.	RECOMMENDATIONS FOR FURTHER ACTIONS:-		PRIORITY A –D (A-Next week to D-Long term)	RESIDUAL RISK
1	Update training and maintain equipment to manufacturers instructions		C	Low
2	Only fully trained operatives to use Forklifts		A	Low
3	Keep storage areas clean at all times		A	Low
4	Update training and maintain equipment to manufacturers instructions		C	Low
Person responsible for introducing the above measures: Nathan Curtis				
Assessment carried out by: Colleen Andrews			Review Date: November 2020	
Date: November 2018				