TATA STEEL DELIVERY PLAN

Customer / Delivery Point Name and Address:
DLS Landfill/Sorting Station

Daytime telephone number: 01639 886916
Out of hours telephone number: N/A

Delivery Times:

Day	From	Until
Monday	7:30	16:00
Tuesday	7:30	16:00
Wednesday	7:30	16:00
Thursday	7:30	16:00
Friday	7:30	16:00
Saturday	Closed	Closed
Sunday	Closed	Closed

Periods of unavailability: Weekends

PPE requirements (circle as appropriate):

Additional PPE requirements:

Reporting Arrival:

Who / where should the driver report to on arrival to the site? DLS Weighbridge

Are there any parking or vehicle waiting restrictions? No – turn based – parking to the side of road outside Waste Sort Station

Discharge Points:

What is the site speed limit? 20mph

Do any 'one way' systems operate on your site that a delivery driver should be aware of? Yes – Reverse only when entering the Waste Sort Station

Is the Delivery Point INDOORS or OUTDOORS? Both – dependent on type of waste

Is reversing required? Dependent on location - yes

If yes, who provides the Banksman / how can they be contacted? Inside the WSS the is a DLS ground operator who can assist in the reversing process. External Banksman is not required as external tipping is carried out in an open area.

What is the method of unloading? E*.g. Forklift truck, Overhead Gantry Crane* All machine making deliveries should be able to tip or unload their own load.

Where should the driver be positioned during unloading? At the controls of his vehicle if self-unloading

Is there access equipment available for the driver to access the trailer bed if needed? N/A no trailer tipping or unloading carried out.

Is there a minimum gap required between the products and / or the headboard? N/A

Do the deliveries require to be sheeted *(Tubes only)* N/A

Site Limitations:

Max product weight? 120.00t

Max vehicle height? 4.5m

Max vehicle length? 14.55m

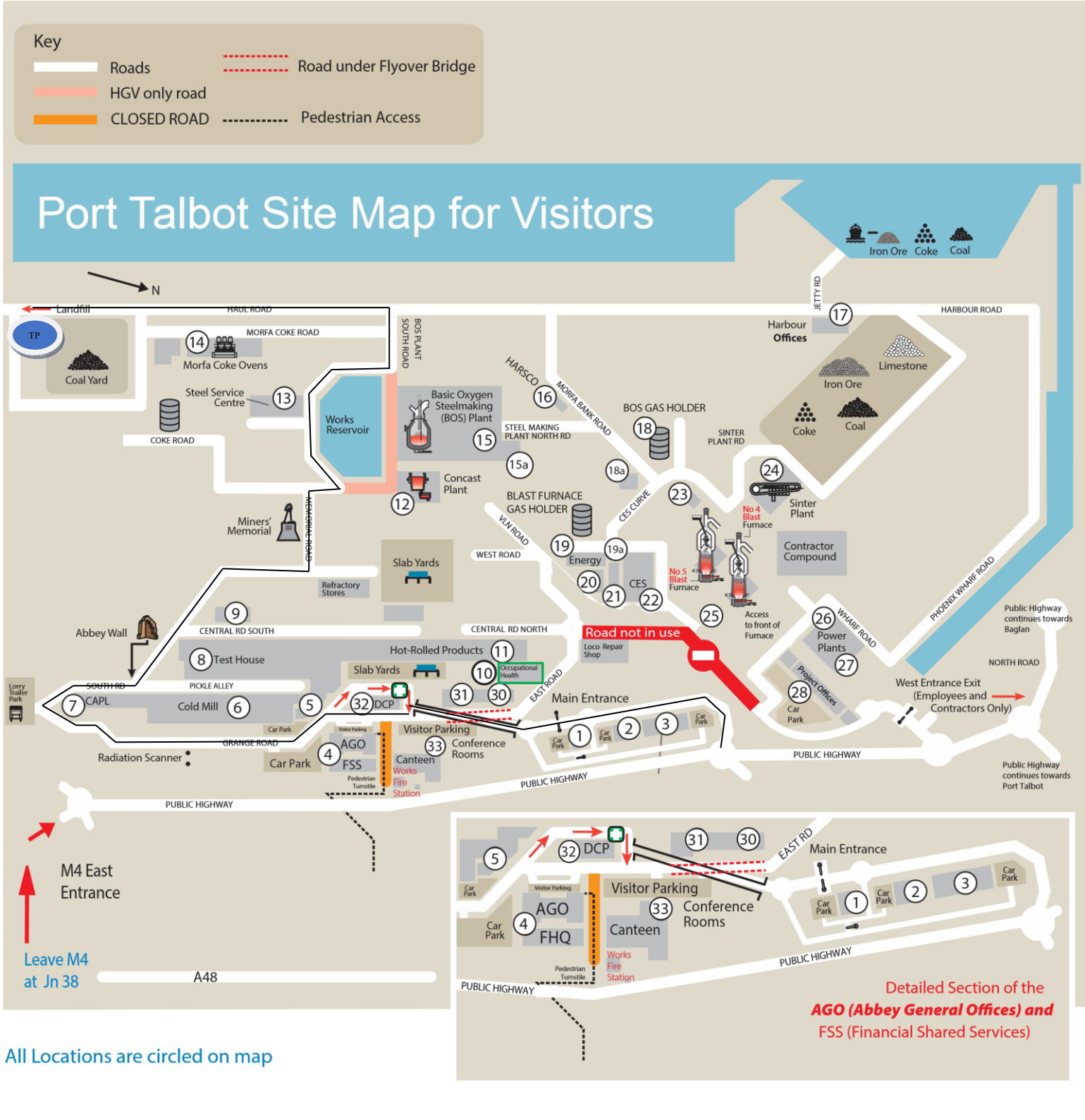
Max vehicle width? 4.4m

Additional Information:

Is there any additional information that a driver would need to safely deliver a load to your premises?

None

Note to TSE: Ensure that the driver is not expected or required to physically assist with the unloading process



1 - Visitor Centre
2 - Academy (Training Centre)
3 - General Stores
4- AGO (Abbey General Offices)
- FSS (Financial Shared Services)
5 - Internal Logistics and Supply Chain (Ponderosa)
6 - Cold Mill
7 - CAPL (Continuous Annealing Processing Line)
8 - Test House
9 - TTL (Texturing Technology)
10 - Occupational Health
11 - Hot Mill
12 - Concast
13 - Steel Service Centre
14 - Morfa Coke Ovens
15 - BOS Plant
15a – BOS Plant Engineering Offices
16 – Harsco Offices
17 – Harbour Offices
18 – BOS Gas Holder
19 - Building not in use
19a - Building not in use
20 - Building not in use
21- Central Engineering/Civils
22 - CES (Central Engineering Shop)
23 - GCI (Granulated Coal Injection)
24 - Sinter Plant
25 - Blast Furnace Safe Haven
26 - Coke and Iron Administration
27 - Margam 'C' Power Plant
28 – Project Offices
29 – N/A
3 0 - SHE (Safety, Health and Environment)
31 - Process Control
32 - DCP (Despatch Control Point/ Primary First Aid Centre)
33 - Main Canteen/ Main Conference Rooms and Works Fire Station

Tipping Location Risk Assessment

Location name: TATA Steel - Port Talbot – DLS Landfill

Address: **Abbey Works**
Port Talbot
South Wales
SA13 2NG

Date of Assessment: 24/08/2020

Assessor's name: Ben Smith

Assessor's Signature: *Ben Smith*

Position in Company: Vehicle Standards Officer

Guidance Notes for Completion of Risk Assessment

1. Identify the Hazard and who is at risk (columns 1 &2)

- Walk around the workplace and list the hazards that may cause harm during normal work activities. Take into account any Occupational/Environmental Hazards and use a selection of people at the location to help provide information and/or assistance in completing the risk assessment.
- Consider the number of people involved, their awareness of hazards, training and physical capability. (Remember that other people could be affected by the actions of our employee(s) whilst carrying out their duties)

2. Quantify the Risk. Prior to control measures being introduced, you should consider the following:

- Using the numerical guide in the *Likelihood/Severity Matrix* below, indicate what the **likelihood** of the injury would be if the hazard were to cause an accident and put the corresponding number in the third column. Now consider the **severity** of an injury using column four.
- In column 5, Multiply out the Likelihood and Severity numbers to give the hazard identified a risk rating.
- Based on your findings, you will now need to evaluate controls to minimise the risk and reduce the risk rating.

3. Evaluate the controls required

- What are the control measures in place already to control the hazard/risk identified? Include these in column 6
- Question if there sufficient safety signage? Remember if you cannot eliminate the risk altogether you will need to control or reduce the risk so that harm is unlikely.
- Write down any recommendations for further controls/training required.
- Introduce safe systems of work where necessary, and identify any training requirements associated with such systems. Personal Protective Equipment should be considered as a last resort. Remember to assign responsibility for control measures/actions to be taken and when these should be completed (columns 8 & 9)
- Taking into consideration control measures applied, re-evaluated Likelihood and Severity rates should be added in rows 10-12.

4. Record your findings

- Ensure that identified risks and controls in place are incorporated into the assignment instructions. Sign and date the risk assessment, specifying a review date for re-assessment.

5. Monitor and review

- Ensure a copy of the Risk Assessment is placed on the customer file and saved in relevant electronic file locations and that all personnel affected are made aware of the assessment and have signed their acknowledgement.
- Ensure that any identified additional health and safety training is completed and placed on the officers P File.
- Monitor the assessment and review/re-assess if the assessment becomes invalid, an incident occurs on site, there are personnel changes or as new legislation dictates.

Likelihood (L)		**Severity (S)**			
5	Frequently	5	Fatality	Permanent environmental impact	System loss, business interruption, significant impact to brand image and/ or stock damage
4	Probable	4	Major RIDDOR	Potential long term detrimental effect	Major non-compliance with EHS laws/regulations
3	Occasional	3	7 Day + RIDDOR	Reversible with corrective action	Major non-compliance with Standards
2	Remote	2	Occupational Injury/ Illness/ Medical Treatment/ First Aid Case	Reversible with minor corrective action	Minor non-compliance with EHS laws/regulations, operational requirements
1	Improbable	1	No treatment injury	Negligible environmental impact	Administrative non-compliance with operational requirements

Site Name	TATA Steel- Port Talbot	Tipping Area Assessed	DLS Landfill	Date	28/08/2020

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place (include Personal Protective Equipment)	Any further controls required	Actioned by (Name/Dept.)	Completion Date	Risk after Controls		
		L	S	Total (LxS)					L	S	Rate
PPE Requirements	**Anybody required to wear PPE**	3	4	12	PPE is required to complete a delivery in this area	Regular checks by the area to be conducted to check drivers are wearing correct PPE	Local Area	01/11/2020	2	3	6
Mobile plant/machinery movements	**Driver, personnel working in the area**	3	5	15	Single plant operator on site briefed on expected deliveries Drivers unfamiliar with area must be familiarised by the site manager	Signage to be erected indicating plant movement in each area of site	Local Area	01/11/2020	2	4	8

			INCREASING LIKELIHOOD				
		LIKELIHOOD	Improbable	Remote	Occasional	Probable	Frequently
			Never experienced in Tata Steel	Never experienced in Tata Steel Strip Products, but has occurred elsewhere in the Business.	Experienced in TSSPUK but in different circumstances	Has occurred in similar circumstances on this site or more than once per year in TSSPUK	Has happened at the location, or more than once per year on this site in similar circumstances
CONSEQUENCES			1	2	3	4	5
INCREASING SEVERITY	Fatality	5	5	10	15	20	25
	Major RIDDOR	4	4	8	12	16	20
	7 Day + RIDDOR	3	3	6	9	12	15
	Moderate	2	2	4	6	8	10
	Minor	1	1	2	3	4	5

Legend	Risk Not Tolerable	Risk Tolerable if ALARP	Risk "Broadly Acceptable"