

Delivery Point Name and Address:
GCI Hoppers

Daytime telephone number: [4128 – carbon team leader](#)
Out of hours telephone number: [4128 carbon team leader](#)

Delivery Times:

Day	From
Monday	24 Hours
Tuesday	24 Hours
Wednesday	24 Hours
Thursday	24 Hours
Friday	24 Hours
Saturday	24 Hours
Sunday	24 Hours

Periods of unavailability: [N/A](#)

PPE requirements (circle as appropriate):



Additional PPE requirements:

Reporting Arrival:

Who / where should the driver report to on arrival to the site? [Main gate on arrival](#)

Are there any parking or vehicle waiting restrictions? [No parking restrictions – 1 Vehicle to tip at a time](#)

Discharge Points:

What is the site speed limit? [5mph in stock yard – 20mph on roads](#)

Do any 'one way' systems operate on your site that a delivery driver should be aware of? [Yes](#)

Is the Delivery Point INDOORS or OUTDOORS? [Outdoor](#)

Is reversing required? [Yes](#)

If **yes**, who provides the Banksman / how can they be contacted? [Banksman available dependent on situation](#)

What is the method of unloading? E.g. *Forklift truck, Overhead Gantry Crane* [Tipping – See Tata tipping rules \(bulk materials\)](#)

Where should the driver be positioned during unloading? [Cab](#)

Is there access equipment available for the driver to access the trailer bed if needed? [None](#)

Is there a minimum gap required between the products and / or the headboard? [None](#)

Do the deliveries require to be sheeted (*Tubes only*) [No](#)

Site Limitations: In line with Tata Site Standard

Additional Information:

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

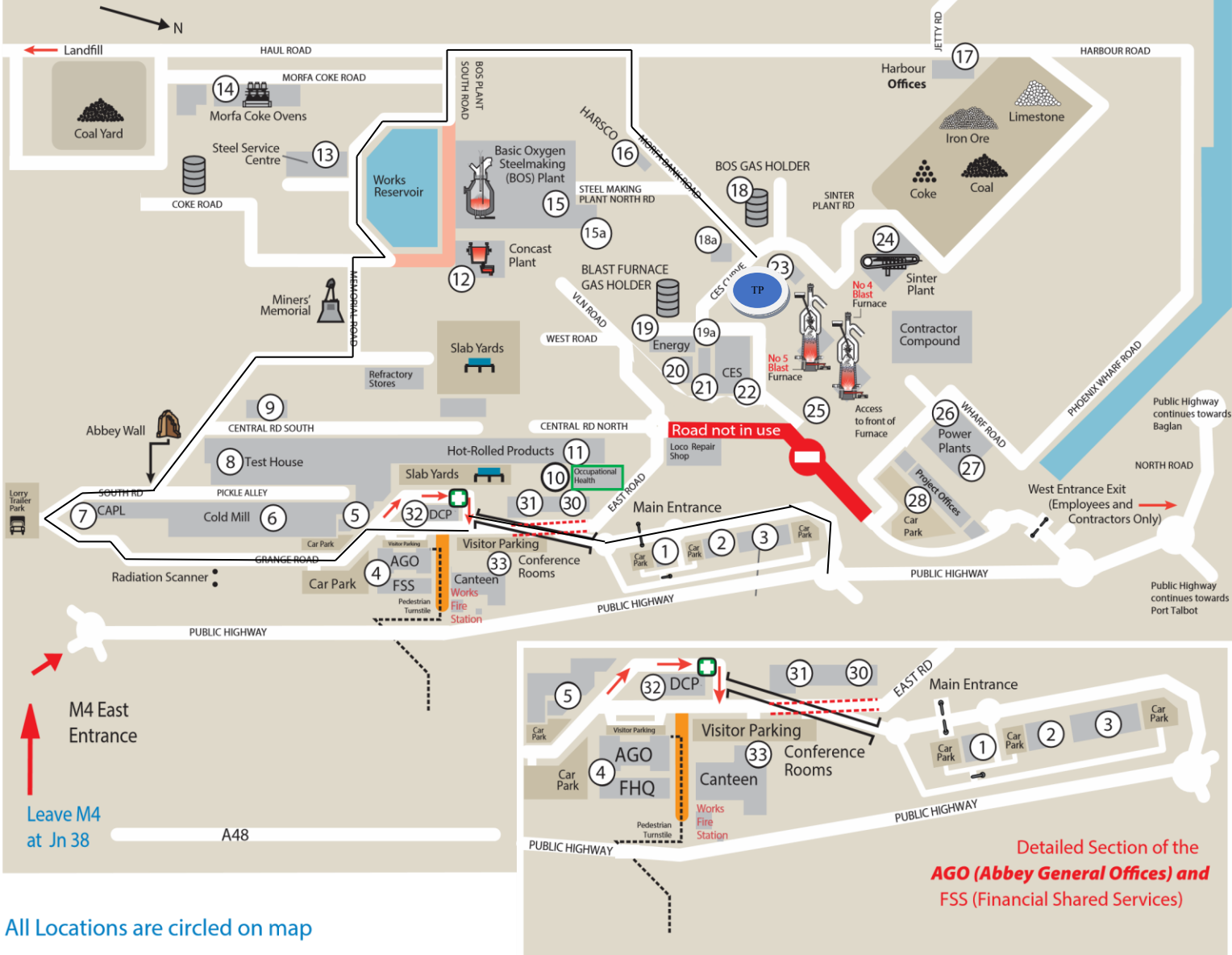
Most tipping points are controlled by LWIS on site. External deliveries are arranged via the raw materials team. All deliveries on site are controlled by a variety of individuals.

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

Key

- Roads
- Road under Flyover Bridge
- HGV only road
- CLOSED ROAD
- Pedestrian Access

Port Talbot Site Map for Visitors



- 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
- 30 - 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

Leave M4 at Jn 38

All Locations are circled on map

Detailed Section of the AGO (Abbey General Offices) and FSS (Financial Shared Services)

Tipping Location Risk Assessment

Location name: TATA Steel - Port Talbot – GCI Hoppers

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

Date of Assessment: 21/08/2020

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	GCI Hoppers	Date	21/08/2020

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 making a delivery in this area	3	4	12	PPE is required to complete a delivery in this area, however no clear signage is present	Clear signage to be placed in area where delivery will be conducted	Local Area	01/11/2020	3	2	6
PPE Requirements- Personal Gas Monitor	Anybody working in this area	4	5	20	A Personal Gas Monitor (and sufficient training in its use) is required to be worn when working in this area	Drivers to report to GCI Offices/Control Room before delivery commences	Local Area	01/11/2020	3	4	12
Slips, Trips & Falls- Poor Housekeeping	Anybody working in the area	4	4	16	There are signs of poor housekeeping in the area	Regular cleaning of walkways & delivery area to be commenced	Local Area	01/11/2020	2	2	4

		LIKELIHOOD	INCREASING 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"