Safety Statement

LOFTUS RECYCLING

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Schedule of Revisions

Revision No	Date	Details	Revised By	Updated By
-	-	-	-	-

Contents:

Part 1

1.1 Statement of General Policy

1.2 Environmental Policy

1.3 Organisation and Responsibilities
- 1.3.1 Organisation structure
- 1.3.2 Roles & Responsibilities
- 1.3.3 The Director
- 1.3.4 General Manager
- 1.3.5 Health & Safety Officer
- 1.3.6 Safety Representative
- 1.3.7 Employees
- 1.3.8 Safety Committee
- 1.3.9 Contractors.
- 1.3.10 Visitors

1.4 Training
- 1.4.1 Employers Duty
- 1.4.2 Mandatory Training
- 1.4.3 Additional Training
- 1.4.4 Procedure for New Employee's

1.5 Health & Welfare

1.6 General
- 1.6.1 Violence/Assault/Bullying/Harassment
- 1.6.2 Workplace Stress
- 1.6.3 Health Surveillance
- 1.6.4 Immunisation program for staff

1.7 Fire & Emergency Arrangements
1.8 Review and Revision of Safety Statement
1.9 Smoking Policy
1.10 Alcohol & Drugs

Part 2 **Risk Assessments**

2.1 Environmental
2.2 Fire
2.3 Chemical Storage
2.4 Biological
2.5 Security
2.6 Smoking
2.7 Abrasive Wheels
2.8 Compressors/Compressed Air

2.9 Dust
2.10 Lone Working
2.11 Housekeeping
2.12 Lifting Tackle/Equipment
2.13 Hand Tools
2.14 Noise
2.15 Manual Handling
2.16 Access/Egress
2.17 Slips/Trips/Falls
2.18 Storage Highly Flammable/Combustible Liquids
2.19 Work at Height
2.20 Weil's Disease
2.21 Electricity
2.22 Company Vehicles
2.23 Construction Sites
2.24 Exposure to Sunlight
2.25 Ladders
2.26 Chemicals
2.27 Tyre Changing
2.28 Bailer
2.29 Picking Line
2.30 Compactor
2.31 Cable Shears
2.32 Copper Granulator
2.33 Office Equipment
2.34 Transport & Waste Collection
2.35 Mobile Plant
2.36 Gas Cylinders
2.37 Welding

Part 1

1.1 STATEMENT OF GENERAL POLICY

The Safety, Health and Welfare at Work Act, 2005 requires employers and employees alike to consider health and safety as a joint responsibility. We must all strive to work together and co-operate as a team to ensure that safe working becomes an integral part of our organisational culture.

It is our mission to provide a safe and healthy work environment for all our staff and to meet our duties of care as far as is reasonably practicable, to contractors and members of the public who may be affected by our operations.

It is also our policy to consult with all staff on matters of health and safety. Staff must also comply with their duties under the Safety, Health and Welfare at Work Act, 2005 to notify management of identified hazards in the workplace.

Safe working is a condition of employment. All personnel, including contractors, will assume responsibility for working safely. The success of the policy will depend on each person's co-operation. It is therefore, important that the Safety Statement be read carefully by all concerned and each person's role and the overall arrangements for health and safety are fully understood.

The areas to which this policy extends include:

- Providing a management structure that will ensure the safety, health and welfare of all staff and others affected by our business.
- Providing and maintaining a safe and healthy working environment, in accordance with statutory requirements.
- Providing systems of work that are planned, organised, performed and maintained so as to be safe.
- Providing such information, instruction, training and supervision as is necessary to enable employees to perform their work safely and effectively and without risk to their health or others.
- Ensuring the provision and maintenance of safety devices and personal protective equipment to ensure safety at work where it is not reasonably practicable to control or eliminate hazards or in prescribed circumstances.
- Preparing and revising, as necessary, plans to be followed in emergencies.
- Providing and maintaining welfare facilities.
- Regular reviewing of this Safety Statement to ensure that it reflects current work practices and any developments in legislation.

Signed: _____ Date: February 2011
Mr. Gary Loftus
Managing Director

Signed: _____ Date: February 2011
Mrs. Noreen Loftus
Managing Director

1.2 ENVIRONMENTAL POLICY

Loftus Recycling Limited is committed to the best practices of environmental management. This is achieved by continuously improving all aspects of our operations including our waste recycling programmes, minimising the total amount of waste going to landfill and by encouraging positive environmental values in all our employees.
Loftus Recycling Limited regard environmental protection as an essential prerequisite of all our operations and we undertake to conduct our business in a manner which protects our environment which is the environment of our customers, employees and the communities in which we live.

Environmental Policy Objectives

- To ensure compliance with all aspects of our Waste Licences, Permits and Collection Permits.
- To proactively pursue and implement sustainable recycling technologies and systems which reduces waste going for landfill disposal.
- Promoting continuous improvement in our own performance by setting and reviewing environmental targets.
- To train and educate all employees in the skills and knowledge necessary to attain our environmental targets and goals.
- To establish and maintain good working relationships with local and national government authorities, industrial agencies and local community organisations in areas where we operate.
- To prevent pollution by continuously assessing and monitoring the environmental impact of our activities.
- Loftus Recycling Limited will commit the necessary resources to promote and implement plans and strategies to achieve these Environmental Objectives.

Signed : Date: February 2011

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Mr. Gary Loftus.
Managing Director

Signed : Date: February 2011

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Mrs. Noreen Loftus.
Managing Director

1.3 ORGANISATION & RESPONSIBILITIES

1.3.1 Organisational Structure

The Safety*, Health and Welfare at Work Act, 2005* places an obligation on every employer to consult with his employees regarding health and safety.

To facilitate this Loftus Recycling Limited has established a Management Structure with roles and responsibilities, to allow open two-way communication between all levels within the organisation.

1.3.2 ROLES & RESPONSIBILITIES

1.3.3 The Managing Directors (Mr. Gary Loftus/Mrs Noreen Loftus).

The Managing Directors have overall responsibility in matters relating to Health & Safety throughout the business unit. They are responsible for the establishment and maintenance of an effective policy for health & Safety by:

- Taking a direct interest in the statement and positively supporting any person whose function it is to carry it out;
- By ensuring at all times that competent staff, sufficient resources and appropriate materials are available to meet the requirements of all safety legislation;
- Periodically appraising the effectiveness of the statement;
- Periodically reviewing his responsibility and that of all other persons concerned with the effectiveness of the statement
- Ensuring that the statement is understood at all levels;
- Ensuring that the responsibility is properly assigned and accepted at all levels;

1.3.4 General Managers.

The General Manager is responsible for ensuring that the employees under their immediate control are made aware of and comply with the Company's health and safety statement and the organisation and arrangements for carrying it out, by:

- Being fully familiar with the organisation's Safety Statement and any subsequent revisions:
- Ensuring that the Safety Statement is effectively communicated at all levels;
- Ensuring that adequate supervision is available at all times;
- Considering representations about health and safety from the Site Safety Representative or other employees;
- Ensuring that all staff under his control are held accountable for their performance in relation to occupational health and safety and that this performance is evaluated at the time of their annual review;
- Ensuring that all sub-contractors adopt safe and healthy systems of work;
- Ensuring that appropriate and adequate training in occupational health and safety is available to all levels of staff;
- Ensuring induction training in health and safety is carried out at all levels of staff and that all new staff are fully aware of their responsibilities;
- Ensuring that full records are kept of all health and safety training;
- Adequate procedures are in place for consultation about health and safety for employees;
- Ensure that supervisors are aware of the costs of accidents and ill-health especially those emanating from their specific Hazards.
- That all statutory examinations and inspections of equipment are carried out and records maintained;
- Liaising with the visiting Health & Safety Officer & the Health and Safety Authority inspectors for advice and guidance.
- Advising management on matters relating to the health and safety of employees.

1.3.5 Managing Director & General Managers: (Joint Responsibilities)

These responsibilities can be grouped into four main categories.

The four main categories are:

- **Safety Management,**
- **Consultation,**
- **Training.**
- **Record keeping.**

A. Health & Safety Management

- Ensure that the Safety Statement is reviewed and in particular the risk assessments are reviewed to ensure that they reflect current work practices. This must be done in consultation with the employees and other members of management
- Ensure that risk assessments are carried out for all activities within the company. Review risk assessments regularly. These should be completed annually and in the event of any significant changes within the company (premises, environment, work practices, and new equipment etc.)
- Ensure new equipment, processes, hazardous substances etc. are assessed prior to purchase to determine their suitability from a health and safety perspective, before being used on site.
- Review safety performance regularly and initiate action for any non-compliance.
- Ensure that personal protective equipment (PPE) and clothing is suitable for the work being carried out by the employee's.
- Ensure that prior to any construction work and commencing on site ensure that all activities during such work is in compliance as per requirements of Safety, Health and Welfare at Work (Construction) Regulations 2007.

B. Consultation (incl. through Safety Representative)

- Establish and ensure that there is a consultative process with all employees
- Consult with Health and Safety Authority or external consultants to keep up-to-date on health and safety legislation and ensure requirements are followed.
- Ensure that all employees understand the health and safety information being issued through the Safety Statement and that the information given is in a form manner and language that is reasonably likely to be understood by the employee.
- Ensure that all matters arising from consultation with employees are dealt with as soon as is reasonably practicable.

C. Training

- Ensure that all persons with specific responsibilities in relation to health and safety are aware of their responsibilities and have received sufficient training and/or instruction to enable them to fulfil their roles.
- Plan and implement training and information in relation to health and safety at all

levels of staff. This should be done in consultation with management.

- Ensure that Health & Safety inductions are provided for new employees and that suitable job training is provided by competent persons.
- Ensure that a fire & emergency plan has been prepared, rehearsed and that responsible persons have received adequate training and/or instruction.
- Ensure that a suitable number of first aiders are provided.

D. Record Keeping

- Ensure that all first aid equipment and fire-fighting equipment receives regular inspections and that it is maintained and serviced as required and these inspections are recorded.
- Ensure that all records relating to the health and safety of staff are maintained and that any records, test sheets or registers required by law, are correct and up to date.
- Ensure that all accidents and dangerous occurrences are fully investigated and recorded with remedial measures implemented. All accidents must be reported & logged
- Ensure that all tools and machinery are properly registered and all required testing and training in relation to these is implemented.

1.3.6 Role of Safety Representative.

Overall Function

The Safety Representative may consult with, and make representations directly to management on safety, health and welfare matters. Management will consider these representations, and act on them where reasonably practicable and necessary. The intention of these consultations is to prevent accidents and ill health, highlight problems, and identify means of overcoming them.

The Safety Representative will be given full access to any information that directly relates to the safety, health and welfare of employees. The Safety Representative will be given the opportunity to avail of relevant health and safety training as required.

The Safety Representative will be given training to ensure that he/she is fully aware of their responsibilities and make then competent to carry out their job efficiently.

Management shall take such steps as are practicable so that the Safety Representative will be informed of any inspection visit by the Health and Safety Authority and invited to accompany them during a site inspection. They will be reasonably facilitated in terms of resources (manpower and time) for any time required during a visit or in relation to any other aspect of their role as a Safety Representative.

A notice to inform all employees of the appointment of Safety representatives will be put up in the place of work.

Safety, Health and Welfare at Work Act, 2005 states that the Safety Representative may: -

- Make representations to the employer on any aspect of safety, health and welfare.
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of statutory obligations.
- Make oral or written representations to the Health and Safety Authority on matters of safety, health and welfare.
- Receive advice and information from the HSA.
- Inspect the work place subject to agreement with employer as to frequency of inspections.
- Investigate potential hazards and complaints made by staff that he/she represents.
- Where invited consult with the HSA Inspector and accompany them on visits (but not on investigations of accidents).
- Have time off as may be reasonable in order to acquire information on matters of safety, health and welfare.

A full outline of the role of the Safety Representative is provided in the Health & Safety Authority publication 'Guidelines on Safety Consultation and Safety Representatives'.

1.3.7 Role of Employees

Loftus Recycling recognises that all employees have an essential role to play in ensuring an effective safety management program. It is the policy of Loftus Recycling Limited to involve employees in all matters related to Health & Safety. A successful Safety management policy cannot be guaranteed without the involvement and full commitment of staff and management alike.

Each employee is reminded that they have specific statutory responsibilities, which are outlined in the **Safety, Health and Welfare at Work Act, 2005**. This places a number of duties on employees whilst they are at work.

Specific responsibilities include:

- *To take reasonable care of their own health and safety and that of other personnel who may be affected by his/her acts or omissions.*
- *To co-operate with his/her employer or any other person to enable his/her employer to comply with statutory obligations.*
- *To use any suitable appliance, protective clothing, convenience, equipment or other means provided for securing safety, health and welfare.*
- *To report to management without delay any defects of which he/she becomes aware of in equipment, place of work, or system of work, which might endanger safety, health and welfare.*
- *Not to intentionally or recklessly interfere with any safety measure provided for securing the safety, health or welfare of persons.*

In addition to statutory obligations Loftus Recycling Limited requests all employees to adhere to the following.

- Read, understand and utilise the all Safe Operating Procedures (SOP's) provided for safe execution of the individual work processes.

- Inspect the work area and equipment to ensure that it is in good working order and is safe to operate prior to beginning work. Equipment which is in poor/dangerous condition must be identified taken out of service and reported to management.

- When working with others in a process, ensure that all members of the team are working in accordance with procedures and training.

- Communicate any concerns regarding a work process and any environmental, health or safety issues to the General Manager &/or Safety Representative and work toward the improvement and resolution of those issues.

- In the event of serious or imminent and unavoidable danger, all employees are required to stop working and report the situation to Loftus Recycling management

1.3.9 Contractors working for or on LOFTUS RECYCLING LIMITED Sites

- **Basic Legal Requirements**

Contractors must comply with the ***Safety, Health and Welfare at Work Act, 2005***, the ***Safety, Health and Welfare at Work General Application Regulations 2007*** and other statutory provisions.

All contractors will be inducted on site before commencing work to ensure that they are aware of all Health & Safety issues relevant to the site.

- **Vehicles**

All drivers are requested to exercise maximum care when driving on site. In addition, the following must be adhered to:

- Drivers must report to the site reception and sign in on arrival. Where Traffic management plans are in place they must be strictly adhered to.
- Driving, loading and parking areas are clearly defined and these must be observed.
- Drivers of large vehicles operating in confined circumstances must ensure that there is a person in attendance to assist with reversing, etc.

- **Safety Equipment**

Contractors must not interfere with any safety equipment provided on site including machinery guards, fire fighting equipment.

- **Plant Tools and Equipment**

Contractors must provide their own tools and equipment for use on site. These should be of safe design and safe condition. Particular attention should be given to the checking of the electrical and mechanical integrity of any hired equipment.

- **Portable Access Equipment**

Where ladders and stepladders are necessary they must be used in a safe manner for the work to be done. A Safe System of work plan must be agreed on site.

- **Personal Protective Equipment and Clothing**

Contractors coming on site must wear safety footwear. In addition, the wearing of hi visibility clothing is compulsory on the site. The PPE requirement may change depending on the work area. Contractor will be advised of this at induction.

- **Hot Work Permits.**

Loftus Recycling Limited operates a hot work permit system so all work being carried out on site will require a hot work permit. Contractors must adhere to this requirement otherwise they will be removed from site.

- **Insurance**

It is the responsibility of the contractor to ensure that he has adequate employers and public liability cover.

- **Fire Safety**

Smoking by contractors on site is strictly prohibited. Hot work may only be carried out under the a permit issued by Loftus Recycling Ltd. Contractors must make themselves familiar with the fire emergency plans on site.

- **General Health and Safety Rules**

Plant/Machinery must only certified and only be driven by competent persons.

- **Safety Statement**

All contractors should have their own safety statement. Otherwise they may be required to sign up to Loftus Recycling Limited safety statement.

1.3.10 Visitors

All visitors to the Loftus Recycling Limited site are required to report to reception on arrival.

They must sign in on arrival and out when departing.

Visitors will be Safety inducted before entering on to the site or if not must be accompanied at all times while on site.

Visitors are requested to park in the designated car park and not to enter any area of the site that is prohibited.

During the visitors stay on the premises they are expected to adhere to any health and safety arrangements that have been made. In the event of an emergency or test evacuation of the building, all visitors shall be required to participate, and be guided from the premises by the member of staff to whom they have been visiting. Visitors to site or staff and must observe and obey all safety signs posted.

1.4 TRAINING

1.4.1 Employer's Duty

The Safety, Health & Welfare at Work Act (2005) places duty, on every employer, to provide adequate training for all employees in relation to Health and Safety. This training must be provided, and include in particular, information and instruction relating to the particular task or workstation involved.

Loftus Recycling Limited is committed to provide Health and Safety training to all employees where necessary. Appropriate training for staff is essential to ensure best and safe practice in all Loftus Recycling Limited operations.

1.4.2 Procedures for New Employees

This procedure is to be carried out by the Supervisor of the workplace where the new employee will be required to work

- Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible to.
- Make available to the new employee a copy of the Safety Statement, explain its purposes and ensure employee is aware of his/her responsibility. Supervisor must ensure that employee reads Safety Statement and obtain a signed statement to this effect.
- Show the new employee where the Safety Statement and associated documents are kept.
- Warn new employees of any potential dangerous areas on site or in the workplace.
- Advise new employees of any prohibited actions on site or in the workplace e.g. working in specific areas without correct PPE etc.
- Inform the site Management if any training or instruction required.
- Issue new employee with suitable protective clothing or equipment necessary e.g. Mask, ear defenders, steel toe boots etc.
- Show the new employee the location of the first aid box and explain the procedure in the event of an accident/emergency evacuation. In particular, explain the necessity to record all accidents and incidents however trivial.

Summary
Training shall be provided in all instances where mandatory, deemed necessary or when risk assessment identifies other training requirement.

1.5 HEALTH & WELFARE

Loftus Recycling Limited recognises the valuable role of all its employees and the importance of their physical and mental well-being. Though health hazards are less obvious than safety ones the resulting ill health can be just as serious. Hence Loftus Recycling Limited has documented policies to protect the health & welfare of all its employees, an obligation under the Safety, Health and Welfare at Work Act, 2005.

Management is pro-active in continuously encouraging an active health and welfare regime for staff, by training and information sessions and, by encouraging all employees to pro-actively suggest improvements.

Occupational health & welfare is about how conditions at work may affect your health and how your health may affect your work.

1.5.1 General Welfare

Pregnant Employees.

Because there are various hazards in the workplace which may affect either the health of the woman or her developing child, a risk assessment must be carried out on each work practice to conform to guidelines laid down in The General Application Regulations 2007. (Chapter 2 Part 6)

The Regulations
(a) Identify a list of conditions known to affect a pregnant woman, a breast feeding woman or the developing child.
(b) Outline the ways to manage health & safety of the pregnant (or breast-feeding) woman during this period.

This procedure is designed to provide guidance to Supervisors on work which may be undertaken by pregnant Employees.

Responsibilities of Pregnant Employees & their Supervisor

Employees

- Report their pregnancy to their Supervisor/Manager as soon as confirmed to the employee by a medical practitioner.

Supervisor/Manager

- Risk assess the work been undertaken by the pregnant Employee and make any changes necessary in work undertaken by pregnant/breast-feeding Employees.
- Maintain regular contact with the Employee through the course of the pregnancy to ascertain the Employees changing condition.
- Review all notification reports.
- Conduct periodic consultation with the employee regarding their wellbeing.

Considerations regarding Pregnant Employee Work Duties

- **Standing Tasks**
  Consideration must be given to relocate a pregnant Employee from tasks that require long periods of standing. It is worth noting that a pregnant Employee may experience difficulty in sitting during the last weeks of pregnancy and may express a preference to stand at this stage.
- **Work Involving Chemical Exposures**
  Chemical substances are not typically used but if introduced then a risk assessment must be carried out to determine any additional Hazards to the pregnant employee.
- **Manual Handling**
  Consideration must be given to relocating a pregnant Employee from tasks that include excessive periods of manual handling.
- **Other Factors (Non-exhaustive list)**
  Other factors to include in consideration of work undertaken by a pregnant or breast-feeding woman include potential for:
    - Physical Shocks including direct blows to abdomen
    - Exposure to extremes of noise, cold or heat
    - Extremes of non ionising radiation (magnetic fields, X rays)
    - Biological Agents (viruses, bacteria etc.)

Hygiene and cleaning
Sanitary facilities are provided and maintained to a high standard and cleaned regularly. Staff should notify their Supervisor if these require attention.

Rest Breaks
Designated areas have been allocated for employees to have their rest break while on the premises.

First Aid
Management are committed to their legal obligation under General Application Regulations, 2007 –' *to provide first aid equipment which is suitably marked and is easily accessible'* and also ' *to ensure such number of occupational first-aiders as is necessary'*.

Canteen Facilities
Canteen facilities with drinking water are provided employees are advised to use the canteen and not their work station when eating so as to minimise the risk of vermin entering the work area

1.6 GENERAL

1.6.1 VIOLENCE/ASSAULT/AGGRESSION/BULLYING/HARASSMENT

Loftus Recycling Limited fosters a collaborative work environment based on teamwork, accountability, and respect for the dignity and value of each employee.

The following acts by an individual or group of individuals, irrespective of position within the organisation, shall be construed as violence/assault/aggression/harassment or bullying.

Note: Applies to both workplace and work sponsored functions outside of the premises.

- using violence or the threat of violence towards another's person or property:
- persistent, aggressive behaviour towards another;
- persistent criticism or condemnation;
- repeated verbal harassment e.g. picking on a person as the butt of jokes,
- uncomplimentary remarks and/or use of songs/jokes or laughter as a form of ridicule;
- repeated ridicule by the display of circulation of words, pictures or material;
- repeated physical harassment e.g. picking on a person as the butt of horseplay or behaviour designed to ridicule, humiliate or terrorise an individual;
- continued and deliberate staring, obstruction or other non-verbal physical behaviour;
- showing hostility through sustained unfriendly contact or exclusion;
- repeated unfair selection for difficult or unpleasant tasks.
- It is the impact of the conduct on the recipient and not the intent of the perpetrator that determines if the behaviour is unacceptable.

- Theft or damage of individuals property

Loftus Recycling Limited is committed to ensuring any of the instances outlined above are prevented. To ensure success in this regard, Loftus Recycling Limited encourages prompt reporting of any such behaviour to allow for early intervention.
Such reporting shall be made to the Managing Directors/General Manager as appropriate.
For further reference see HSA publication 'Guidelines on the Prevention of Workplace Bullying'.

1.6.2 WORKPLACE STRESS

Work related stress is experienced when the demands of the work environment exceed the employee's ability to cope with them. If stress is intense and goes on for some time it can lead to both mental and physical ill health.
When demand and pressure become too much they lead to stress.
Work related stress could lead to conditions such as nervousness, fatigue, anxiety and heart disease.
Loftus Recycling Limited aims to prevent work related stress, assess areas which may lead to work related stress and take adequate preventive measures where necessary.
In the prevention of stress, Management should be aware of the demands of an employee's job such as;

- Workload
- Relationships e.g. harassment by colleagues etc.
- Support from colleagues
- Training
- Individual factors

Most of the contributing factors, which lead to workplace stress, may not be recognisable on a surface level. Therefore Management ask all employees to inform them off stress factors in their daily duties thus allowing management take the necessary steps to prevent further deterioration.
For further reference see HSA publication 'Work-related Stress, a guide for employers'.

1.6.3 HEALTH SURVEILLANCE

Under the Safety, Health and Welfare at Work Act 2005 it is the duty of Loftus Recycling Limited to ensure that health surveillance is made available for every employee appropriate to the health and safety risks that may be incurred at the workplace.
Loftus Recycling Limited will provide as appropriate health surveillance such as Eye/Vision tests for VDU users, Audiometric testing / hearing for equipment operators etc.

Loftus Recycling Limited also shall continuously monitor Noise, Dust & other emissions as identified to ensure Employee exposure does not exceed defined maximum regulatory limits.

1.6.4 STAFF IMMUNIZATION PROGRAM

General Safety Guidelines

You are more likely to catch an infection and have an accident if you are cold, tired, hungry or short of sleep.

The AID's virus, or other dangerous viruses can be contacted from human body fluids. Be very careful not to let any used condoms, used hypodermic needles or human blood (from first aid care etc.) touch an open wound on your skin. Use surgical gloves to deal with all these situations.

Immunisation for employees

Management and line managers are asked to ensure that staffs are offered immunisation as specified below. Loftus Recycling Limited should pay for the immunisations and any allied costs. If staff refuses to take the immunisation please record the offer and refusal on file.

Tetanus
All staff should be offered immunisation (3 jabs) and boosters (every 10 years), up to maximum of 5 when lifetime immunity will have been acquired.

Hepatitis A
Should be offered to staff that come into direct contact with sewage. Staff that cleans toilet areas are not normally immunised. Staff should have their immune status with respect to this disease checked before immunisation

Hepatitis B
Should be offered to staff that may come into contact with used syringes or human blood contaminated waste, i.e. staff who have cleaning duties in places where syringes are found.

Hygiene

Scrupulous personal hygiene must be observed at all times when handling waste.
Staff should be extra careful to wear gloves when handling petrochemicals, pesticides and some plants, as these can induce or aggravate dermatitis. Cover all scratches with waterproof plasters and wash hands after contact in these cases.

Do not rub your face with a contaminated gloved hand.

Never eat, drink or smoke when working with waste without first thoroughly washing your hands.

Always wash your hands with soap and water thoroughly on completion of work.

Always wear adequate protective clothing for the job.

Think ahead; anticipate difficulties and hazards, and plan to avoid them.

All cuts and scrapes must be covered with a waterproof dressing.

Personal Protective Equipment (PPE)

Gloves for Handling

Gloves are available to all employees on request, and must be worn when handling waste.

Face masks
To filter out dust and fungal spores likely to be found use the disposable type filtering respirator which reaches to BS 6016 (1980 type 2). This is the white disposable face mask which covers nose and mouth. For more complete protection the respirator to BS 2019 (1961 type b filter) should be used.
For protection in other circumstances a risk assessment must be carried out by a competent person to identify the specific hazard involved and the most suitable mast to be supplied.

Adverse Weather.

Employees working in adverse weather conditions are provided with suitable PPE which should be a good fit and highly visible particularly in the case where employees who are working on the public roads and are exposed to public traffic. Skin protection will be provided in the case of employees exposed to extreme sun light.

1.7 FIRE & EMERGENCY ARRANGEMENTS

The Safety, Health and Welfare at Work Act, 2005 and the Fire Services Act, 1981 require that employers prepare and plan for an emergency.
Management will ensure the provision of a safe workplace, which includes appropriate fire prevention equipment and training, fire detection where reasonable practicable so that if they arise we can ensure the safe and speedy evacuation of everyone from the building in which a fire has started. A fire evacuation drill will be carried out twice yearly where the fire alarm is tested and the site is evacuated. This event is recorded in the **Fire Register.**

- All fire extinguishers and fire fighting equipment is checked regularly.

- Staff are made aware of the fire escape exits and their fir e assembly points.

All events are recorded in the Fire Register Book

1.8 REVIEW AND REVISION OF SAFETY STATEMENT

Loftus Recycling Limited is a dynamic environment constantly undergoing changes and developments regarding work practices, job duties, facilities, and services provided. To keep current, with the nature of the changing environment, new health and safety legislation and to establish the effectiveness of the health and safety management systems, a review process is necessary.

1.8.1 Review Purpose

Reviews will examine;
- The operation, maintenance and effectiveness of the systems as designed including assessment of near misses, safety suggestions and incident/accident reports.
- The design, development and installation of the health and safety management system in changing circumstances such as new legislation, best work practices, new processes and equipment and recommendations from internal and external bodies.

1.8.2 Review Process

Reviewing is a continuous process undertaken at different levels in the organisation. It includes
- Remedying failures to implement workplace precautions during routine activities
- Provision of training on an on-going pro-active basis.
- Open discussion and consultation
- Responding to results of Risk Assessments and Audits
- Recommending preventive/corrective measures to the Safety Committee members
- Scheduling and performing Risk Assessments of work areas and practices.

1.8.3 Review Frequency

Reviews shall be performed on an-ongoing basis as the need arises. However at a minimum the following reviews shall be performed.

- Full formal review of the Safety Statement and associated procedures/policies along with recommendations from all audits & risk assessments shall be performed annually.
- All new processes, job functions, equipment or operations shall undergo a documented Risk Assessment.
- A full Risk assessment shall be carried out at least annually.

1.9 SMOKING POLICY

It is the objective of Loftus Recycling Limited to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective Loftus Recycling Ltd will protect all employees from the discomfort and health risks associated with passive smoking.

No smoking is allowed in any enclosed area of the workplace. This policy is in accordance with The *Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

The nature of our business would classify us as high risk and in the interests of safety, smoking as a risk must be prohibited.

(i) It will be the responsibility of all employees to adhere strictly to the company's rules governing smoking.

(ii) Management and supervisors must implement and safeguard the company rules on smoking in a uniform way.

(iii) Failure of any employee to comply with the Smoking Policy will leave that employee open to disciplinary action in accordance with company disciplinary policy.

Smoking shall not be permitted at any location in the following areas:-

- All Offices, Tea Rooms, or Control and Electrical Rooms.
- All Toilets, Washrooms and Change rooms.
- Any area designated as Non Smoking by the use of signs and or designated by site management.

All NO SMOKING signs are to be observed at all times.

Any employee found to be smoking and in breach of this regulation may face disciplinary proceedings.

Designated smoking areas are provided for those who wish to smoke at break times –

1.10 Alcohol & Drugs

The *Safety, Health & Welfare at Work Act, 2005*: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff such that they are not incapacitated by drugs or alcohol consumption to carry out their work without risk to others.

The *Road Traffic Act 1961 – 1995*: Renders it a criminal offence for a driver to be unfit through drugs and alcohol.

- Illicit drugs and alcohol - employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule could be liable to disciplinary procedures.

- Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave the Company premises immediately and will be asked to attend the company nominated medical doctor for a drug & alcohol test. If an employee is requested to leave the Company premises or has failed drug / alcohol test, disciplinary action will apply. This will only occur when a full investigation takes place.

- Employees required to leave the premises will forfeit payment for the remainder of the shift / day.

In the interest of Safety and Health, Loftus Recycling Limited reserves the right to carry out random Drug and Alcohol tests on any of its employees on any of its operations at any time.

PART 2 RISK ASSESSMENTS

Task / Activity	2.1 Environmental	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Chemical Spills			x			x			6
2	Oil/diesel spill		x				x			9
3	Fire		x				x			9

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	X	Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All staff to receive safety induction prior to starting work with Loftus Recycling	➢ Company policy to be established on environmental protection.

Physical Controls	Procedural Controls
➢ Ensure company policy on environmental protection is implemented ➢ Ensure regular checks to ensure compliance with company policy	➢ Spill Procedure to be developed and communicated to all staff

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 SI No. 299 2007	

Task / Activity	2.2 Fire	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Arson			x		x				8
2	Discarded cigarettes/matches		x			x				12
3	Hot works – Welding and Cutting (inc. disc cutters)	x					x			12
4	Electrical short circuits/overloaded sockets			x		x				8
5	Contact with hot exhausts		x				x			9

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	X
Gloves		Boots	X		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All persons to be trained in emergency fire procedures including what to do if the alarm is raised, how to raise the alarm and general evacuation procedures ➢ All staff to be informed of the risks from fire and the precautions taken to control and reduce the risk of fire, including the safe storage of flammable materials, site tidiness and the requirement for hot work permits to be in operation ➢ Key operatives to be trained in the selection and use of fire extinguishers	➢ Ensure a suitable and sufficient fire plan is established and that adequate means of escape are provided. ➢ Ensure a suitable means of raising the alarm is provided and that appropriate fire extinguishers are available. ➢ Ensure that adequate access is provided to all areas of the premises for the fire and other emergency services ➢ Ensure all electrical installations comply with BS7671

Physical Controls	Procedural Controls
➢ All hot works to be strictly controlled with a Hot Works Permit ➢ No hot works to be undertaken within 1 hour of the site closing ➢ Fire extinguishers to be provided whenever hot works are undertaken.	➢ Restrict smoking to designated areas ➢ Ensure all machinery and electrical equipment is inspected and regularly checked to avoid the risk of fire from faulty equipment

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	

Task / Activity	2.3 Chemical Storage	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Contamination		x					x		6
2	Burns/Scalds			x				x		4
3	Ingestion			x			x			6
4	Inhalation			x			x			6
5	Environmental		x				x			9
6	Skin Irritation		x				x			9
7	Eye Irritation		x				x			9
8	Fire		x			x				12
9	Manual Handling		x				x			9

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye protection	X	Head Protection	
Gloves	x	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All staff require information on the chemicals that they use. ➢ All staff require information on the storage of chemicals ➢ All staff require information on how to deal with Chemical spills.	➢ Designated competent person to assess all chemicals stored ➢ All spills of chemicals to be investigated and records maintained ➢ Maintain a register of MSD sheets for all chemicals used

Physical Controls	Procedural Controls
➢ Ensure all staff wear appropriate PPE where assessment recommends ➢ Ensure all chemicals are contained in the proper container and have the proper labels and markings ➢ Ensure that only the amount of chemical required is removed from the storage area ➢ Ensure that all waste is disposed of according to regulations. ➢ Ensure all MSD sheets are supplied by the manufacturer ➢ Ensure that chemicals are not stored where there are ignition sources	➢ Designated competent person to check the chemicals are stored according to manufacturer's instructions

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 SI No. 299 2007	➢

Task / Activity	2.4 Biological	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Virus		x			x				12
3	Transmittable disease			x			x			6
4	Skin/eye contact		x					x		6
5	Inhalation			x			x			6
6	Ingestion		x				x			9
7	Needle stick			x			x			6
8	Bites Scratches			x				x		6
Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk				1-3 Low Risk				

PERSONS AFFECTED					
Loftus Recycling Staff	X	Members of the Public		Visitors	
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye protection	X	Head Protection	
Gloves	X	Boots			

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ The staff are aware of the biological risks arising from their work ➢ Any staff conducting risk assessments have received the necessary training.	➢ Ensure that there are procedures to assess the biological risks faced by staff. ➢ Risk assessments are reviewed either annually or when there has been a significant change to the work, the way the work is done or the personnel carrying out the work. ➢ Maintain a database of risk assessments including biological risk assessments

Physical Controls	Procedural Controls
➢ Ensure that staff comply with the risk assessment procedures ➢ The control measures identified by the risk assessment are implemented. ➢ Their staff are provided with any training necessary as a result of the risk assessment ➢ Ensure that all biological waste is disposed of according to current regulations	➢

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 SI No. 299 2007	➢

Task / Activity	2.5 Security	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Theft		x						x	3
2	Access to confidential information		x						x	3

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Operatives	x	Members of the Public	x	Site Visitors	x
Other Workers	x	Managers	x	Young Persons	
Contractors				Loftus Recycling Staff	x

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves		Boots			

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Site Induction.	

Physical Controls	Procedural Controls
➢ All confidential information is securely locked away. ➢ All areas for authorised access to be monitored closely. ➢ CCTV and Alarm in operation.	➢ All workers must enter through the highlighted access / egress points to site.

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I No. 299 0f 2007	

Task / Activity	2.6 Smoking	Risk Assessment	102

DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Health Issues		x			x				12
2	Fire		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves		Boots			

ADDITIONAL CONTROL MEASURES

Information /Instruction/Training	Managerial Controls
➢ All new employees shall be given a copy of the smoking policy at induction ➢ Inform employees that Persons who disobey legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine ➢ Information on how to obtain help quitting smoking is available from the Smokers Quitline (1850 201 203) or the Health Promotion Service of the local health board.	➢ Loftus Recycling Management shall inform all employees, consultants and contractors of the smoking policy.

Physical Controls	Procedural Controls
➢ Smoking is prohibited throughout the entire workplace with no exceptions. Smoking is only allowed in designated areas which are identified.	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 SI No. 299 2007	➢

Task / Activity	2.7 Abrasive Wheel	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Burst wheel/disc			x		x				8
2	Flying debris from wheel/disc		x				x			9
3	Flying debris from material being cut/ground		x				x			9
4	Noise/Vibration	x					x			12
5	Inhalation of dust		x					x		6
6	Contact with cutting wheel/disc			x		x				8
7	Entanglement of clothing in moving parts		x				x			9
Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk				1-3 Low Risk				

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	x
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	X
Hearing Protection	x	Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES

Information /Instruction/Training

- All persons changing abrasive wheels/cutting discs shall be trained in accordance with the requirements of current regulations
- All operatives to be trained in the selection and use of abrasive wheels/ cutting discs
- All operatives using abrasive wheels should be instructed to warn other persons in the area who may be affected by their work and ensure that they remain at a safe distance
- All operatives to be trained in the use of the appropriate PPE

Managerial Controls

- Ensure that control measures remain in place during work activities requiring the use of abrasive wheels.
- Only competent fully trained persons shall be authorised to change/mount abrasive wheels.
- The register shall be maintained together with copies of training certificates for all persons qualified/authorises to change abrasive wheels
- Managers to ensure that sufficient supplies of the correct type of cutting disc/wheel are always available

Physical Controls	Procedural Controls
➢ All wheels/discs to be inspected prior to use/mounting ➢ Checks to be made to ensure the correct disc has been selected ➢ Operators shall not apply excessive pressure to the disc during the cutting operation and shall ensure that the correct speed is used for the disc ➢ Adequate and appropriate storage facilities to be provided for the storage of cutting discs/wheels and associated equipment ➢ All required PPE as stated above shall be inspected and assessed for its suitability prior to use ➢ No loose clothing or other material shall be worn or in the vicinity of the cutting operation ➢ Operators shall only commence cutting operations when it is safe to do and they shall ensure that they have a firm footing at all times ➢ Ensure guards are properly positioned to minimise the risk of injury should the cutting disc/wheel fail	➢ Disc cutters and abrasive wheels shall only be used by appropriately trained and competent persons ➢ Staff to ensure that the area adjacent to the cutting operations are either kept clear or that sufficient shielding is provided to guard other operatives/members of the public from flying sparks, dust and other debris ➢ Ensure adequate ventilation is provided in areas where ventilation is poor ➢ Where there is a potential fire risk, ensure an appropriate fire extinguisher is available

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Health, Safety and Welfare at Work (General Application) 2007 S.I. No 299 Of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.8 Compressors / Compressed Air	Risk Assessment	

DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Explosion.		x			x				12
2	Cleaning, Spraying, Operating Tools		x				x			9
3	Struck by air hose		x				x			9

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	X	Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection	x	Eye protection	x	Head Protection	
Gloves		Boots	x		

ADDITIONAL CONTROL MEASURES

Information /Instruction/Training	Managerial Controls
➢ Ensure all staff are trained on how to operate compressors. All operatives must be competent	➢ Ensure that all components are serviced and maintained by competent operatives

Physical Controls	Procedural Controls
➢ Each compressor will be maintained / operated as per manufacturer instructions ➢ Only suitably trained personnel will use this equipment ➢ Each compressor will comply with the current Legislative requirements ➢ All guards will be maintained in position. ➢ Every compressor will be thoroughly cleaned and examined at least once in every period of twenty-six months by a competent person ➢ Horseplay with compressed air will not be tolerated ➢ All air tools/spray guns will be checked to ensure the pressure rating is compatible with the air supply line ➢ All hoses must be fitted with whip- check clips. ➢ The required personal protective equipment must be worn	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.9 Dust	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Poor vision while driving leading to accident		x			x				12
2	Aggravation due to dust		x				x			9
Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk				1-3 Low Risk				

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	x	Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	X
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES

Information /Instruction/Training

- All personnel on site aware that eye protection is required by all when using abrasive wheels.
- Supervisors are aware of their responsibility to provide appropriate eye protection
- Supervisors are to engineer 'out' where possible dust hazards.

Managerial Controls

- Supervisors ensure that checks are carried out on an ongoing basis.
- Work monitored to ensure that any additional precautions or equipment required are provided and assessed for dust levels.
- If additional equipment is provided an extension to this assessment may be required

Physical Controls

- Regular inspections of the premises and control measures put in place to ensure dust control.
- All dust from Abrasive wheels controlled by appropriate guards.
- Regular checks of abrasive wheels done to ensure proper guards are fitted.
- Good housekeeping to be maintained
- Eye Protection to be worn at all times when using abrasive wheels on site.
- All workers to wear appropriate personal protective equipment [PPE] supplied
- Extractor equipment will be provided where operations involving serious dust or fumes hazards occur – i.e. picking line.

Procedural Controls

- Loftus Recycling Vehicles to be cleaned regularly

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.10 Lone Working	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Employee incurring an injury/accident or incident		x			x				12
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk			1-3 Low Risk			

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves		Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All operatives instructed on the hazards associated with lone working.	➢ If working at height ensure that no operative works on their own

Physical Controls	Procedural Controls
➢ Lone Working in the ➢ If an operative is lone working suitable checks to be put in place to ensure that employee has not encountered any trouble.	➢

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety , Health and Welfare at Work (General Application) Regulations 2007 S.I No. 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.11 House Keeping	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Fire			x		x				8
2	Slips, trips, falls		x				x			9
3	Obstructed access and egress routes		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	x
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES

Information /Instruction/Training	Managerial Controls
➢ All on employees to be instructed on housekeeping procedures during safety induction.	➢ Ensure that a good standard of housekeeping is maintained at all times.

Physical Controls	Procedural Controls
➢ A high standard of housekeeping and tidiness will be maintained at all times. ➢ Employees will be encouraged to keep their area tidy at all times. ➢ Fire exits and fire fighting equipment must never be obstructed. ➢ Access/Egress routes & picking line area to be kept clear from rubbish/materials at all times	➢

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety , Health and Welfare at Work (General application) Regulations 2007 S.I 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.12 Lifting Tackle/Equipment	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Failure of equipment/accessories		x			x				12
2	Movement of load		x				x			9
3	Dropping of load			x		x				12
4	Road Traffic Accident (skips falling off trucks)		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	X	Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Only competent trained operators to at least CSCS standard shall operate any lifting equipment	➢ All lifting equipment and accessories shall be subject to statutory inspections (every 6 months)

Physical Controls	Procedural Controls
➢ All equipment shall be checked and inspected for damage prior to use ➢ Operator must ensure no personnel are permitted to stand directly under load. ➢ All lifting tackle will be safely and neatly stored after use and when not in use. ➢ All lifting equipment will have Safe Working Load (SWL) marked, in clear and visible fashion. If not marked or markings are work or illegible, this must be reported to the relevant supervisor. ➢ Worn or corroded chains will be replaced immediately. ➢ Bent or damaged hooks and eye rings must be replaced. ➢ Do not exceed SWL, if in doubt request information from supervisor. ➢ Do not lengthen a lifting chain by bolting or wiring a new length – use a longer chain in one piece. ➢ Do not shorten chain by knotting. ➢ Do not use makeshift hooks – always use proper safety hooks. ➢ When using a rope pulley, ensure that the pulley is of sufficient diameter to allow the rope free play and prevent fraying. ➢ When lifting load ensure that the hook is placed centrally, so that the load does not swing when lifted. ➢ If load has sharp edges, ensure all sharp edges are enclosed. ➢ When using a sling, make sure it is hooked up when idle.	➢ All equipment and accessories are to be individually identified and carefully stored to prevent damage ➢ Lifting Equipment Register to be maintained

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	

Task / Activity	2.13 Hand Tools	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Splintering/shattering tools		x				x			9
2	Sharp blades/edges		x			x				12
3	Manual handling		x				x			9
4	Damaged tools		x				x			9
5	Incorrect tool for the job		x				x			9
Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk				1-3 Low Risk				

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection	x	Eye protection	x	Head Protection	x
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ General awareness training required, together with specific training for any unusual tools ➢ Operatives should be trained to clean, store and maintain all tools	➢ Ensure control measures remain valid for the duration of the work

Physical Controls	Procedural Controls
➢ Appropriate PPE to be work ➢ Damage tools to be returned to the supervisor ➢ All tools shall be regularly inspected and maintained ➢ Tools should only be used for their intended purpose	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	

Task / Activity	2.14 Noise	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Communication difficulty leading to accidents.		x				x			9
2	Tinnitis		x				x			9
3	Progressive noise induced hearing loss.		x				x			9

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection	x	Eye protection		Head Protection	
Gloves		Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All personnel to be made aware of noise induced hearing loss. ➢ Supervisors are aware of their responsibility to provide appropriate hearing protection ➢ Supervisors are to engineer 'out' where possible the use of noisy equipment. ➢ All employees trained on the correct use of hearing defenders and maintenance of same. ➢ Supervisors to have a thorough understanding of the reporting required in relation to noise and hearing defenders.	➢ If additional equipment is provided an extension to this assessment may be required

Physical Controls	Procedural Controls
➢ Inductions to include information on Noise induced hearing loss and prevention ➢ Signs [Hearing protection must be worn] placed around the work area. ➢ If noise level is over 80Db. The risk of hearing loss is to be communicated to the employees and hearing protection must be provided. ➢ If noise level is over 85Db. Ear protection is mandatory. ➢ Risk assessments to be carried out detailing the appropriate P.P.E to be worn for the task in hand taking account of the individual user. ➢ Substitute sound proofed machinery in lieu of noisy plant where possible. ➢ All workers to wear appropriate personal protective equipment [PPE]	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk. ➢ A good rule of thumb is if it is necessary to communicate by shouting at a distance of approximately 2 meters, the noise level may well be 85dB or more.

Task / Activity	2.15 Manual Handling	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Musclo Skeleton Injuries		x				x			9
2	Touching materials with unprotected skin		x				x			9
3	Dropping objects		x				x			9
4	Over exertion		x				x			9

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All operatives to receive manual handling training	

Physical Controls	Procedural Controls
➢ Limit the weight of units to be transported. ➢ Use mechanical means where ever possible ➢ Reduce the amount of lifting by increasing the number of operatives ➢ Use Mechanical equipment provided on the trucks when lifting materials into or onto collection trucks. ➢ Provide where possible weights of loads. ➢ If the load is too heavy get help.	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.16 Access / Egress	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Impact/collision between plant or staff members		x			x				12
2	Unauthorised access to the facility		x							12
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk			1-3 Low Risk			

PERSONS AFFECTED					
Loftus Recycling Staff	X	Members of the Public	x	Visitors	x
Other Workers/ contractors	x	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves		Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All staff to receive Loftus Recycling Induction	

Physical Controls	Procedural Controls
➢ All visitors must report to the office. ➢ Visitors are not permitted entry to the yard area unless accompanied by a member of management at all times. ➢ Access/Egress is restricted to the yard, coded locks in place from the office to the yard. ➢ Vehicular access- Consider traffic control system to control traffic entering and exiting the yard. ➢ All waste vehicles must buzz through to the office prior to entry to the yard area. ➢ Staff must remain cognisant of vehicular movements at all times in and directly outside the yard. ➢ Ensure the approach road to the facility is kept clean ➢ Ensure that sufficient traffic warning signs are displayed in the yard	➢ Ensure that adequate parking is made available for all the staff likely to be present on the site, if this is not practical, consider establishing a park and ride scheme

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.17 Slips, Trips & Falls	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Physical injuries		x			x				12
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk			1-3 Low Risk			

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	x
Gloves		Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All operatives will be informed of the risk associated with trips and falls.	➢ Supervisors will ensure that by regular maintenance that no floor or any other work surface will present any trip hazard.

Physical Controls	Procedural Controls
➢ Good housekeeping standards will be maintained at all times and access and egress routes kept clear ➢ All operatives will wear suitable footwear ➢ Where floors are wet signage will be erected to inform of the risk of falls. ➢ Keep only as much material as you need for the work in hand around you. ➢ Tidy up your work area before going home. ➢ Avoid using overlong cables. ➢ Wear personal protective clothing issued, ➢ Only access Machinery via safety ladder or steps.	➢ Ensure all relevant signage is provided

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety , Health and Welfare at Work (General application) Regulations 2007 S.I 299 of 2007	

Task / Activity	2.18 Storage and use of highly flammable/combustible liquids	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Fire		x			x				12
2	Explosion		x			x				12
3	Environmental Contamination		x				x			9

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	X
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
	➢

Physical Controls	Procedural Controls
➢ HFL's to be stored in appropriate containers which are clearly marked with its contents, the lids of all containers shall be securely fitted at all times ➢ Containers will be stored in a well ventilated locked area ➢ Any spillage should be cleaned up immediately and the materials used in clean up should be disposed of safely. ➢ Seek advice from local council before disposing of materials ➢ Any opening or decanting should be must be carried out in a well-ventilated area, and away from any potential source of ignition ➢ A suitable fire extinguisher and a warning sign should be placed in a visible location or next to the storage area ➢ Combustible/Flammable liquids stored in a bunded area (110 % volume of the largest vessel stored in the area).	➢ Minimise the quantities of combustible/flammable liquids held on site ➢ Restrict access to the use of the materials ➢ Smoking to be banned in the vicinity of all HFL's ➢ Environmental spill procedure to be implemented ➢ Flammable liquids should be stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container; for example energetic substances, oxidizers and corrosive materials.

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.19 Work at Height	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Fall of operative off an unprotected edge.		x			x				12
2	Fall of materials from height		x			x				12
3	Fall of operative or materials through a fragile surface		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	X
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	X
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
Staff Induction	➢ Sufficient safe working at height platforms and equipment is provided for all workers.

Physical Controls	Procedural Controls
➢ Safe means of access to the work location to be provided ➢ Edge protection erected at all openings or edges where falls of can occur. ➢ Where edge protection is removed for access of personnel or materials, and where it is not practicable to provide edge protection, safety lines and harnesses must be worn suitable anchorage points must be provided. ➢ All workers to wear appropriate personal protective equipment [PPE] ➢ Caution to be exercised by staff when accessing company vehicles.	➢ All safe systems of work must be followed. ➢ All work at height equipment (i.e. ladders, scaffolding, hoists) is checked before use and is inspected weekly and all recordings logged in GA 3 form. ➢ Access ladders/steps to be inspected as per above.

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	➢ Toolbox Talk to be carried out with operatives to highlight the Risk.

Task / Activity	2.20 Weils Disease	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Contracting infectious disease		x			x				12
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk			1-3 Low Risk			

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Weils Disease or Leptospirosis is an infectious disease produced by number bacterial called Leptospires. ➢ The most likely area where the problem of Weils Disease can occur is where there are rats. ➢ The mode of transmission of Weils Disease is frequently by contact with soil or water contaminated by the urine of the infected rat, through accidental immersion, by direct contact with the rodent or perhaps by the ingestion of contaminated food or water. ➢ Person-to-person transmission is rare. ➢ Infection usually results by the penetration of Leptospires through damaged skin usually in a moist warm environment	

Physical Controls	Procedural Controls
➢ Programme for laying Bait on a regular bases to eradicate /minimise the vermin population on site. ➢ An education programme for all employees on personnel hygiene to be rolled out to ensure that all employees likely to be at risk to this disease are aware of how good hygiene practices can help reduce the risk. ➢ Employees at risk are advised to contact their GP should they show any flu like symptoms and also advise the GP of their place of work and if they fell that they may have contacted Weil's disease. ➢ Good housekeeping will play a major part in minimising the risk of an infestation of vermin on site. In Particular food should only be eaten in canteens and waste foods should be disposed of correctly. ➢ Employees working in the yard should ensure they wash their hands thoroughly before eating or smoking ➢ Cuts/nicks to be cleaned and covered with a plaster/gloves while working in the yard/& or during waste collection.	All employees working in the yard and collecting waste must wear gloves at all times.

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.21 Electricity	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Electric Shock		x			x				12
2	Fire		x			x				12
3	Burns			x			x			6

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	x
Other Workers/ contractors	X	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves		Boots			

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ All employees must receive site induction prior to starting work.	

Physical Controls

- All electrical equipment will be installed, used, worked and maintained in a safe condition in order to remove danger.
- All fixed equipment must be earthed.
- No damaged electrical equipment will be permitted to be used. Individual On/Off switches and breakers provided at each machine/devise convenient to operator kept in efficient and safe working order.
- Employees must report to supervisors all damaged electrical equipment, plugs, cables and sockets.
- Cables must be securely anchored to plugs.
- 30m A ELCB (RCD) installed to protect all socket circuits.
- Flame proof electrical equipment must be installed and used when flammable vapors are present.
- Avoid placing flexible leads across doors and passageways when possible.
- Low voltage supply for portable appliances in damp or confined workplaces.

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.22 Company Vehicles	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Road Traffic Accident causing serious injury/death		x			x				12
2	Accident on site/depot		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	x	Visitors	x
Other Workers/ contractors	x	Managers	X	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves		Boots	x		

ADDITIONAL CONTROL MEASURES

Information /Instruction/Training

- Induction training
- Smoking is prohibited in company vehicles

Managerial Controls

- DOE/NCT testing will be carried out as required.

Physical Controls

- All vehicles will be maintained in a safe and roadworthy condition; any defects noticed by the driver are to be reported immediately
- Those driving must be at all times take due care of road and ground conditions, especially onto main roads or off roads onto or across rough ground.
- Drivers will check daily that all lights and indicators are working properly, and all defects will be reported immediately. If the vehicle is not in daily use, this check must be carried out immediately before using it.
- When loads are being carried the driver had the primary responsibility for ensuring they are not too heavy (the safe limit will be marked), and that they are secured properly before moving off.
- Overhanging or protruding loads (front and rear) will be marked clearly with the appropriate recommended warning symbol.
- Traffic Management plans must be observed on site at all times

Procedural Controls

- Only those officially approved as drivers will be permitted to operate vehicles.
- Permission to drive will be given only to:
- Those who have a current full drivers licence, appropriate to the class of vehicle involved i.e. those who currently drive and have a clean record.
- Those who have been sent on driving courses by the office and who have passed the full test.
- Employees must not use hand held mobile phones whilst driving company vehicles, If staff must take a phone call they must pull over, stop the vehicle and make/answer the phone. Alternatively other methods to be employed i.e. Bluetooth, handsfree etc.

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.23 Construction Sites (Where Applicable)	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Slips/Trips/Falls		x			x				12
2	Overloading Skips	x					x			12
3	Site accident with mobile plant/construction site operatives		x			x				12
4	Overhead Lines		x			x				12
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk			1-3 Low Risk			

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	x
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	x
Gloves		Boots	x	Other as required by the main Contractor	

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Safe access and safe egress to the site. ➢ Good housekeeping on the site. ➢ Only travel on site traffic management route ➢ Always wear suitable protection equipment (P.P.E) i.e. hard hat, high visibility vest, safety boots ➢ Always put the cover net before lifting the skip. ➢ Never collect an overloaded skip ➢ The policies and procedures of the main contractor to be adhered to at all times ➢ Adhere to signage erected on site and directions issued by the main contractor.	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.24 Exposure to Sunlight	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Heat/Sun Stroke		x			x				12
2	Skin Cancer	x					x			12
3	Eye Damage		x			x				12
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk			1-3 Low Risk			

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves		Boots	x	Other as required by the main Contractor	

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Work in the shade where possible. ➢ Take special care around midday not to expose the skin to direct sun light. ➢ Apply factor 15 or higher water resistant sun cream every 3 hours on unprotected skin ➢ Wear cotton overalls or long sleeve shirt and long trousers where possible. ➢ Wear a brimmed hat or cap with neck shade if necessary. ➢ Keep hydrated	
HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.25 Ladders	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Fall from height		x			x				12
2	Back Injuries			x			x			6
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk			1-3 Low Risk			

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors	x	Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	
Gloves		Boots	x	Other as required by the main Contractor	

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Inspect ladder before use. ➢ Slope of the ladder should be I metre out for every 4 metres of height (4:1). ➢ Secure the top of the ladder. ➢ When lashing the ladder ensure that it is footed. ➢ Ladders should only be used for work of a short duration. ➢ Ladders should be inspected on a regular basis. ➢ Report any defect with the ladder to management	➢ GA3, Weekly inspection to be carried out for ladders in use.
HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.26 Chemicals	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Fire		x			x				12
2	Explosion		x			x				12
3	Poisoning			x		x				08
4	Bodily harm due to above or acid burns/ingestion		x				x			09
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk				1-3 Low Risk		

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	x
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection		Eye protection		Head Protection	x
Gloves		Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Always read the label on the container before opening, or using. Check the danger symbols on the label, follow the instructions. ➢ Wear the correct protective equipment before handling chemicals, gloves; eye protection, protective clothing, and rubber boots may be required. ➢ All flammable liquids give off vapors which travel unseen into the air, and are easily ignited by flames, sparks or heat. ➢ Never smoke if there are flammable chemicals in the area. ➢ All chemicals should be regarded as toxic. Poisoning can occur by accidentally swallowing the chemical, by eating, drinking, or smoking with contaminated hands. ➢ Wash hands carefully after handling chemicals. ➢ Some chemicals can be absorbed through the skin and cause a wide range of diseases. Always use the right protective equipment and clothing, and apply barrier creams if solvents are being handled. ➢ Some chemicals are poisonous if inhaled; avoid breathing in any fumes from chemicals. Provide good ventilation or work in the open air. ➢ If you feel dizzy or unwell leave the area immediately. ➢ Corrosive chemicals like acids and alkalis destroy the skin. The eyes are particularly vulnerable even to fumes. Always wear eye protection, gloves and protective clothing, when handling these chemicals. ➢ If the skin is splashed with a chemical it should be washed off immediately. Eye contamination should be flushed copiously with water and receive immediate medical attention. ➢ If you are burned by a chemical or feel unwell after using a chemical seek medical attention without delay. ➢ Refer to the material safety data sheet/safety data sheet	Material Safety Data Sheet Register for chemicals to be kept in the office.
HSA & Other Guidance	**Comments**
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.27 Tyre Changing	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Compressed Air		x			x				12
2	Manual Handling Injuries	x					x			12
3	Sharps		x					x		06
4	Hand Injuries		x					x		06

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Only competent operatives will change tyres on vehicles. ➢ All tyres will be subject to a visual inspection. If tyres have bulges or are worn they will be discarded. ➢ All operatives involved in tyre changing activities will receive manual handling training. ➢ Tyre changing equipment will be inspected for any defects. ➢ All compressed air equipment will be operated by competent persons. ➢ No Unauthorised persons will be in the vicinity of tyre changing. ➢ Operatives involved in changing tyres will wear appropriate PPE for the task. Safety Boots, overalls, gloves, hi- Viz clothing, safety goggles. ➢ The Wheel must be located in a safety cage when being inflated	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.28 Bailer	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Falls into compaction chamber		x			x				12
2	Traps/Entanglement with compactors & bailing mechanism		x			x				12
3	Fall from height		x			x				12
4	Accessing the bailing mechanism from the outlet of the machine, to adjust the bale, or check the wire feed mechanism		x				x			09
05	Fatal crush injuries		x			x				12
Risk Assessment Scores:		8+ High Risk		4-7 Medium Risk			1-3 Low Risk			

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors	x	Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection	x	Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	➢ Entry onto a moving conveyor must not be permitted under any circumstances. If it is absolutely necessary to walk up an inclined conveyor, the conveyor and baling machine must be isolated, locked off and a safety harness must be used, attached to a suitable anchorage point.

Physical Controls	Procedural Controls
➢ Only trained and authorised employees are permitted to operate the bailer. ➢ Control devices (emergency stop and other controls where appropriate) must be clearly visible, properly marked, reliable and perform all the tasks necessary for safe operation. ➢ All machines must have a means to isolate and lock off power, in an accessible position nearby. ➢ You must assess the overall assembly of the machinery or parts of machinery designed to work together before use. ➢ Safety guards must function correctly and safety controls ,emergency stop and isolators must stop the machinery and all associated equipment when operated. ➢ Operators need to be made aware of the risks when people or vehicles enter a potential danger zone, the procedures for clearing material blocks, and the importance of emergency procedures. ➢ Provide additional barriers if there is moving traffic in the vicinity of the operator console, e.g. lorries ➢ emptying waste material, or lift trucks used to load conveyors. ➢ Emergency stops need to be easily accessible from every place a person works and is likely to be working. ➢ Erect a fixed access platform where regular access is required. ➢ Make sure guards cover the full ➢ path of the ram and needle stroke including the needle pit. ➢ Bailer and all associated parts must be serviced regularly ➢ Defects to be notified immediately to management ➢ PPE must be worn as signage indicates ➢ Compactor must not be overloaded (minimize blockages).	➢ Permit to work to be implemented for maintenance of the bailer. ➢ The permit to work system to be under the control of a member of management.
HSA & Other Guidance	**Comments**
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.29 Picking Line (Separation of Waste)	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Manual Handling		x					x		06
2	Noise		x					x		06
3	Dust		x				x			09
4	Sharps		x				x			09
5	Contaminated Waste		x			x				12
6	Slips, Trips & Falls		x					x		06

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Dust Suppression System ➢ Safe Access/ Egress to be provided to the Picking Line ➢ Emergency Exits to be kept clear of debris in the picking line and plant and machinery at the emergency exit point in the yard. ➢ Good house keeping principles to be implemented to avoid tripping hazards. ➢ Emergency stop buttons to be within easy reach of picking line to stop conveyor in the case of an emergency. ➢ PPE must be worn when working on the picking line. Safety boots, overalls, hi-visibility vests, gloves, ear defenders, dust masks. ➢ When the feeder is being loaded people must never stand directly under loads. ➢ Stairs and area along the picking line to remain clean & tidy i.e. Access route must remain clear ➢ Guards to the feeder/hopper must never be removed. ➢ Elevated Picking Line – Caution Tipping Waste bins ➢ Over head magnet – Protrudes Watch your head when walking by. ➢ Resetting the picking line to be done by authorised personnel only	
HSA & Other Guidance	**Comments**
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.30 Compactor	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Falling or climbing into compaction chambers to retrieve or clear waste		x			x				12
2	Overloading		x			x				12
3	Electrocution		x			x				12
4	Entrapments/Crushing & Moving Parts		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors	x	Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Compactors must be serviced regularly to ensure that they are working in a safe manner. ➢ Only authorised persons may operate machinery ➢ Lock Out/Tag out Permit to work system must be put in place prior to the commencement of planned maintenance and breakdown maintenance. ➢ Emergency stops, limit switches safety beacons and warning lights must be in place and in good working order. ➢ It should only be possible to start or restart equipment using the proper controls. ➢ Always evenly load material onto the conveyor to prevent blockages. ➢ Do not overload the compactor. ➢ Maintain equipment properly following manufacturer's guidance. ➢ Site compactor must be in a position that allows enough space and headroom for a vehicle to reverse onto the compactor to remove / replace the container. ➢ Restrict access to the machine to ➢ authorised people only.Segregate the area from personnel or provide barriers or other means of separation. ➢ Where regular access is required, interlocked guards must be provided, e.g. for inspection ports, covers or doors enclosing adjustment mechanisms such as conveyor alignment/tensioning. ➢ Operators must be trained on the safe operating procedures for the machine, safe system of work for cleaning and on how to carry out checks to ensure guards and other safety devices are in place and working.	
HSA & Other Guidance	**Comments**
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.31 Cable Shears	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Catch/Trap Points		x			x				12
2	Entanglement		x			x				12
3	Sharps		x			x				12
4	Electricity		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection	x	Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	
Physical Controls	Procedural Controls
➢ Only competent operatives will be authorized to use the cable shears. ➢ Never use the machine for purposes other than its intended use. ➢ Do not put your hands or other parts of your body into the blades, cutting area or hold down arm. ➢ Foot Pedal – do not jam this. ➢ Do not remove the guarding ➢ PPE must be used when operating the cable shears (Goggles, hearing protection, safety boots). ➢ Operating Procedures as per the manufacturers guidelines must be followed ➢ Do not attempt to shear enclosed vessels, cylinders, gas bottles etc ➢ Be aware of catch points & trap points inc under the hold arm or guard as materials will move when being sheared. ➢ Do not wear loose clothing when operating the cable shears. ➢ The machine should be electrically locked out prior to commencing any maintenance	➢ Machine must be serviced on a regular basis in line with the operations & manufacturers manual.

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.32 Copper Granulator	Risk Assessment	

DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1			x			x				12
2	Manual Handling Injuries		x				x			9
3	Noise		x					x		06
4	Electricity		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors	x	Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection	x	Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Only competent and authorized employees to use the granulator. ➢ PPE must be worn when using the granulator in particular ear muffs & eye protection. ➢ Familiarise yourself with the location of the emergency stop buttons prior to use. ➢ Report any defects (emergency stop button not working machine must not be operated) ➢ Before starting the machine ensure the hopper is empty. ➢ Keep the area around the granulator clean ➢ Operators must be familiarise themselves with the operating manual for the copper granulator prior to use. ➢ The granulator should be electrically locked out prior to commencing any maintenance ➢ Observe all danger, warning & caution signs ➢ Never attempt to operate the granulator unless it is fully assembled with all guards and interlocks in place & functional. ➢ Never wear loose clothing.	➢ Copper Granulator must be serviced on a regular basis in line with the operations manual.

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.33 Office Equipment	Risk Assessment	

DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Compressed Air		x			x				12
2	Manual Handling Injuries	x					x			12
3	Sharps		x					x		06
4	Hand Injuries		x					x		06

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public		Visitors	
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Only competent operatives will change tyres on vehicles. ➢ All tyres will be subject to a visual inspection. If tyres have bulges or are worn they will be discarded. ➢ All operatives involved in tyre changing activities will receive manual handling training. ➢ Tyre changing equipment will be inspected for any defects. ➢ All compressed air equipment will be operated by competent persons. ➢ No Unauthorised persons will be in the vicinity of tyre changing. ➢ Operatives involved in changing tyres will wear appropriate PPE for the task. Safety Boots, overalls, gloves, hi- Viz clothing, safety goggles. ➢ The Wheel must be located in a safety cage when being inflated	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.34 Transport & Waste Collection	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Collisions with pedestrians, member of the public		x			x				12
2	Failure of bin hoists/equipment.		x			x				12
3	Road Traffic Collision		x					x		

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	x	Visitors	
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Daily checks must be carried out by the driver ➢ Breakages & Faults must be reported to the office ➢ Operatives must never stand on any part of the moving vehicle. ➢ Smoking is not permitted in the cab. ➢ Accidents & incidents reported to the office ➢ Cab of the vehicle must be kept clean – this is the responsibility of employees. ➢ Drivers direct vision through the windscreen must should not be obstructed by items such as stickers, clothing, newspapers etc. ➢ PPE – High Visibility Vests, Boot, Gloves must be worn. ➢ High Visibility warning lights/beacons fitted to the RCV. ➢ Reversing alarms should be fitted & clearly audible. ➢ Bin hoists should be fit for purpose, robust & adequately maintained. ➢ Vehicles should not be overloaded. ➢ Where possible eliminate reversing, reduce reversing distances, plan collection times, never stand behind or at the side of the vehicle. ➢ Sheeting/unsheeting must be carried out on level undamaged ground. ➢ Manual sheeting to be carried out from the ground. ➢ Avoid the need for work at height. ➢ Ensure bins, containers are not overfilled & contents are evenly distributed. ➢ Ensure straps, nets, sheets are tidily stored away when not in use. ➢ Position containers, skips, bins and compactors to allow vehicles safe access for loading, unloading, and exchange operations, avoiding unnecessary vehicle movement. ➢ Local and National speed limits to be adhered to by drivers. ➢ Drivers should not climb into bins to decant overfilled containers ➢ The health service executive (HSE) UK, are aware of incidents where adults and children have been found in skips. Check before removing the skip. ➢ Drivers must never drive whilst under the influence of drink or drugs.	➢ Check drivers have a clean driving license.
HSA & Other Guidance	**Comments**
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.35 Mobile Plant	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Collision with other plant/vehicles		x			x				12
2	Collision with Loftus Recycling operatives, visitors/third parties to the premises.		x			x				12
3	Unsecure plant			x			x			06
4	Overturning			x			x			06
5	Fumes		x				x			09
6	Noise	x						x		06

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	x	Visitors	
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Daily checks must be carried out by the driver. ➢ Breakages & Faults must be reported to the office. ➢ Smoking is not permitted in the cab. ➢ Accidents & incidents reported to the office. ➢ Plant must be certified & driven by a competent person. ➢ Plant must be checked and maintained on a regular basis. ➢ Speed Limits must be adhered to. ➢ Flashing beacon & Reverse beeper must be in place and in good working order. ➢ Defects to be reported to management. ➢ Weekly inspection carried out by operator/driver. ➢ Safe Working Loads (SWL) must be adhered to. ➢ Plant to be parked up when not in use and secured. ➢ Remain Cognisant of pedestrian traffic in the yard ➢ Only authorised drivers over 18 years of age are permitted to operate any site transport. ➢ All personnel should keep clear of the swing radius of the machine ➢ All attachments must be free from defects and must be properly attached. ➢ Safety pins must always be fitted to quick hitches were required. ➢ Battery operated plant is required for indoor activities and will be the first option when sourcing new plant.	
HSA & Other Guidance	**Comments**
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.36 Gas Cylinders	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity	Almost Certain	Likely	Unlikely	Zero to Minimum	Fatality, disabling injury or illness	Major injury or illness	Minor injury or illness	No injury or illness	Likelihood x severity
	Score:	4	3	2	1	4	3	2	1	
1	Manual Handling		x				x			09
2	Fire		x			x				12
3	Explosion			x		x				08
4	Toxic or noxious gas leaks			x			x			06

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	x	Visitors	x
Other Workers/ contractors	x	Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	
Physical Controls	Procedural Controls
➢ All gas cylinders will be inspected on delivery. ➢ Defective cylinders will not be used. ➢ Fittings and equipment will be visually checked for defects. ➢ Cylinders will be stored & Chained in an upright position in racks and when being transported will be chained to transport trolleys. ➢ Always use mechanical means of transporting gas cylinders. ➢ Labels and colours must of the gas delivered, must correspond to the gas required for the job. ➢ Ensure gas cylinders are fitted with flashback arrestors. ➢ Ensure there are no naked flames or potential fire sources in the vicinity of gas cylinders. ➢ Ensure regulators are closed before turning on the gas. ➢ In the event of a gas leak (strong pungent smell) turn gas off at the cylinder.	

HSA & Other Guidance	Comments
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.

Task / Activity	2.37 Welding & Gas Cutting	Risk Assessment								
DETAILS OF ASSOCIATED HAZARDS		Likelihood				Severity				Risk Score
Ref:	Key Hazards associated with the above task/activity Score:	Almost Certain 4	Likely 3	Unlikely 2	Zero to Minimum 1	Fatality, disabling injury or illness 4	Major injury or illness 3	Minor injury or illness 2	No injury or illness 1	Likelihood x severity
1	Burns		x				x			09
2	Cuts		x					x		06
3	Eye Injuries		x			x				12
4	Strain			x			x			06
5	Electrocution			x		x				08
6	Fire/Explosion		x			x				12

Risk Assessment Scores:	8+ High Risk	4-7 Medium Risk	1-3 Low Risk

PERSONS AFFECTED					
Loftus Recycling Staff	x	Members of the Public	x	Visitors	x
Other Workers/ contractors		Managers	x	Young Persons	

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	
Hearing Protection		Eye protection	x	Head Protection	
Gloves	x	Boots	x		

ADDITIONAL CONTROL MEASURES	
Information /Instruction/Training	Managerial Controls
➢ Induction training	

Physical Controls	Procedural Controls
➢ Welding will only be carried out by competent workers. ➢ Hot Work Permit must be obtained from the person in charge of work where it applies. ➢ Before starting to burn or weld. The work area must be inspected to ensure that sparks or molten will not fall on combustible material and the area cordoned off. ➢ Warning signage must be put in place to prevent unauthorised entry. ➢ Location of fire points containing fire fighting equipment in the work area and nearest emergency exit must be known. ➢ Where combustible material is fixed and immovable, it must be protected with non combustible material such as a sheet of metal or a fire blanket. ➢ Eyes & Face must be protected from hot slag. ➢ Special care must be taken to prevent flames reaching combustible material through channels, chases or open ended pipes. ➢ Remove or protect metal work that could be damaged from transfer of heat. ➢ Work equipment must be inspected prior to work. Report defects to your supervisor. ➢ Ensure that the apparatus is not left unattended. ➢ Allow for adequate cooling off periods. ➢ Full PPE must be worn when welding and cutting. Safety boots, fire proof overalls/welding apron/face shield/goggles/gloves.	
HSA & Other Guidance	**Comments**
Legislation ➢ The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005) ➢ The Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007	.