

## TATA STEEL DELIVERY PLAN

**Customer / Delivery Point Name and Address:**

DLS Concrete Plant

Daytime telephone number: [07557233466](tel:07557233466)

Out of hours telephone number: [07557233466](tel:07557233466) / [01639 886916](tel:01639886916)

**Delivery Times:**

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

Periods of unavailability: [Weekends](#)

**PPE requirements** (circle as appropriate):



Additional PPE requirements:

### **Reporting Arrival:**

Who / where should the driver report to on arrival to the site? Report at main gate – within control room on site there is also a sign in & out book to which you can record your arrival

Are there any parking or vehicle waiting restrictions? None

### **Discharge Points:**

What is the site speed limit? 20mph on site, 10mph within tipping area

Do any 'one way' systems operate on your site that a delivery driver should be aware of? Yes, however there are none within tipping area

Is the Delivery Point INDOORS or OUTDOORS? Outdoors

Is reversing required? There is a designated turning area for all delivery drivers to turn safely and then reverse to the designated tipping area

If **yes**, who provides the Banksman / how can they be contacted? When required a plant operator will guide the delivery vehicle into position for tipping, from a safe distance from within their cabs. Where applicable external deliveries from other contractors using the site, will supply their own banksman

What is the method of unloading? E.g. Forklift truck, Overhead Gantry Crane There are various methods used on site from tipping to discharging loads

Where should the driver be positioned during unloading? All DLS delivery personnel are to remain in the cabs during tipping or discharging of loads. There are no personnel within the tipping or discharging areas at any time

Is there access equipment available for the driver to access the trailer bed if needed? This method of tipping or discharging of loads onsite is not applicable. There is no designated access equipment onsite

Is there a minimum gap required between the products and / or the headboard? All plant and vehicles tipping or discharging of loads onsite are designed for the purpose they are used for only. There are no gaps required for any loads being tipped or discharged

Do the deliveries require to be sheeted (*Tubes only*) There are no plant or vehicles delivering to site that require sheeting.

### **Site Limitations:**

Max product weight? 85t (this type plant would be a Caterpillar 745 Rear Tipping Dumper)

Max vehicle height? 4m (As Above)

Max vehicle length? 15m (As Above)

Max vehicle width? 3.5m (As Above)

### **Additional Information:**

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

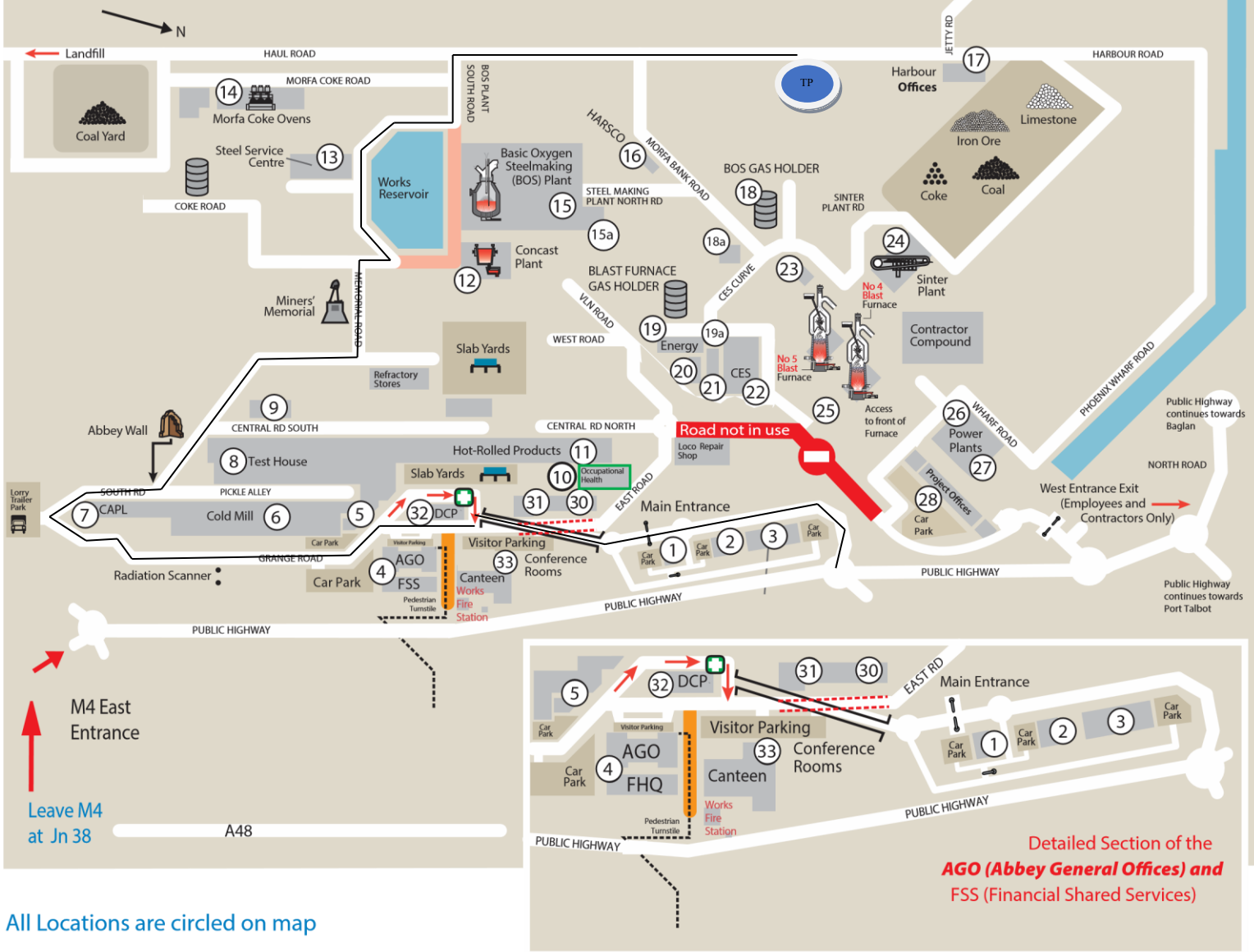
Not all delivery drivers would be directed to tipping e.g. possibly discharge areas

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

**Key**

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

# Port Talbot Site Map for Visitors



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

Leave M4 at Jn 38

All Locations are circled on map

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

# Tipping Location Risk Assessment

**Location name: TATA Steel - Port Talbot – DLS Concrete  
Plant**

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

**Date of Assessment: 24/08/2020**

**Assessor's name: Ben Smith**

**Assessor's Signature: *Ben Smith***

**Position in Company: Vehicle Standards Officer**

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

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

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

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

### 3. Evaluate the controls required

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

### 4. Record your findings

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

### 5. Monitor and review

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

Likelihood (L)		Severity (S)					
5	Frequently	5	Fatality	Permanent environmental impact	System loss, business interruption, significant impact to brand image and/ or stock damage		
4	Probable	4	Major RIDDOR	Potential long term detrimental effect	Major non-compliance with EHS laws/regulations		
3	Occasional	3	7 Day + RIDDOR	Reversible with corrective action	Major non-compliance with Standards		
2	Remote	2	Occupational Injury/ Illness/ Medical Treatment/ First Aid Case	Reversible with minor corrective action	Minor non-compliance with EHS laws/regulations, operational requirements		
1	Improbable	1	No treatment injury	Negligible environmental impact	Administrative non-compliance with operational requirements		
<b>Site Name</b>		<b>TATA Steel- Port Talbot</b>		<b>Tipping Area Assessed</b>	<b>Lime Plant- Hanson's Cement</b>	<b>Date</b>	<b>24/08/2020</b>

Identified Hazard	Who may be at risk?	Risk before Controls			Controls already in place ( include Personal Protective Equipment)	Any further controls required	Actioned by (Name/Dept.)	Completion Date	Risk after Controls		
		L	S	Total (LxS)					L	S	Rate
Slips, Trips & Falls- Poor Housekeeping	<b>Anybody working in this area</b>	4	4	16	There is evidence of poor housekeeping in the area	Cleaning regime to be established by area	Local Area	01/11/2020	2	2	4
Machinery & Plant movements in the area	<b>Anybody making a delivery in this area</b>	3	5	15	There are no controls in place to prevent moving machinery causing a collision with persons or vehicles whilst a delivery is taking place	Restrict movement of Machinery/Plant whilst a driver is making a delivery in the area	Local Area	01/11/2020	2	4	8
Poor Lighting in Area	<b>Anybody working in this area</b>	3	4	12	There is no fixed lighting in the area	Installation of permanent lighting or consider use of mobile lighting towers	Local Area	01/11/2020	2	3	6

		LIKELIHOOD	INCREASING LIKELIHOOD				
			Improbable	Remote	Occasional	Probable	Frequently
			Never experienced in Tata Steel	Never experienced in Tata Steel Strip Products, but has occurred elsewhere in the Business.	Experienced in TSSPUK but in different circumstances	Has occurred in similar circumstances on this site or more than once per year in TSSPUK	Has happened at the location, or more than once per year on this site in similar circumstances
CONSEQUENCES			1	2	3	4	5
INCREASING SEVERITY	Fatality	5	5	10	15	20	25
	Major RIDDOR	4	4	8	12	16	20
	7 Day + RIDDOR	3	3	6	9	12	15
	Moderate	2	2	4	6	8	10
	Minor	1	1	2	3	4	5
Legend			<b>Risk Not Tolerable</b>		<b>Risk Tolerable if ALARP</b>		<b>Risk "Broadly Acceptable"</b>