

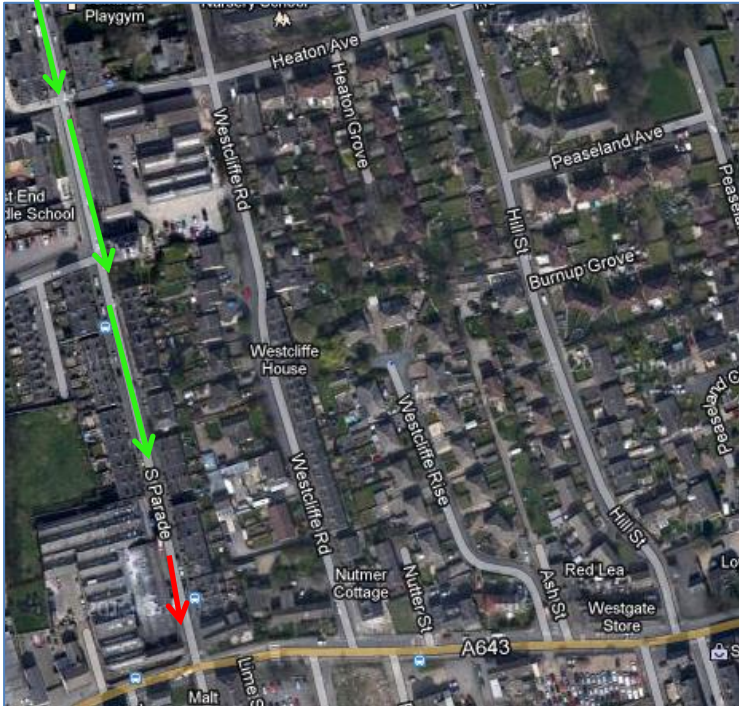
CUSTOMER INFORMATION PACK

Customer Name :	Tangerine Confectionery, Cleckheaton Site				Site Address : South Parade, Cleckheaton, West Yorkshire, BD19 5EB			
Contact Name(s) :	Marcus Raynor	Role(s) :	Logistics Manager					
Site Tel No :	01977 692500 (Pontefract switchboard)	Inspection Date :	18/05/2016		BS Inspector(s) : MJH			
Silo Name :	Sugar Silo	Capacity :	18	Tonnes	Sugar Grade :	Std Gran	Tanker Type :	Tipper

NB : There is a requirement that the tanker driver follow a specific routing to avoid delivery hazards. The routing involves navigating around schools – avoid travel during 08:30 and 09:15 in mornings. ALSO, deliveries occur in the public right of way.

SITE REQUIREMENTS / INFORMATION - Health & Safety

Known Hazards		
		 
PPE Requirements	Accident / Incident Reporting	Evacuation Procedure
As British Sugar Standard.	All accidents and incidents occurring on site should be immediately reported to a site contact and to BSD Office.	Follow instructions provided by site at induction. Siren Testing: Choose an item. Choose an item.

Site Plan	Routing
	Leave M62 Westbound at J26 and follow A638 to Manor Park Way Turn right at first set of traffic lights into B6121 Whitechapel Road, up the hill. Then turn left into B6120 Turnsteads Avenue. Veer left (first exit) at mini roundabout into Whitcliffe Road. Then right into South Parade Road. Off-loading bay for tanker should be coned off. KEY:  Represents slow direction of movement  Represents cautious stop or reversing manoeuvre

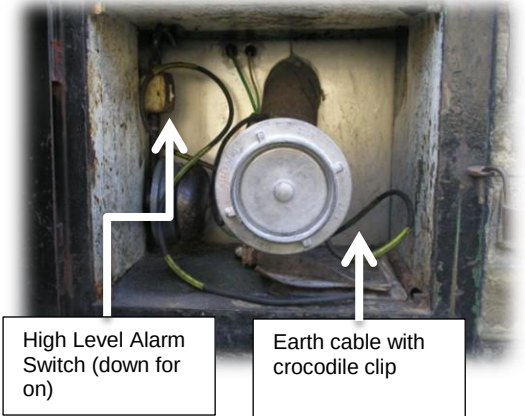
SITE PROCEDURES

Arrival At Site	Journey to Delivery Point
Approach from main carriageway:  Stop in carriageway and move cones	Site speed limit: 10 mph Reversing Manoeuvre? Y Banksman Assistance? N Reception Office entrance – Driver to register arrival with Goods In – press buzzer on door. There should always be space available for sugar deliveries whereas the glucose delivery occupies the loading bay further down the road. It may be necessary to perform a parallel reversing manoeuvre. There have been issues in the past where police have had to be called to get residents to move their cars.

Delivery Point Safety Features					
Item	Y/N	Item	Y/N	Item	Y/N
Level Hard-standing	N	Silo Pressure Gauge	N	Flood Lighting	N
Earth Strap	Y	Posted Procedure	Y	Weather Refuge	N
Silo Contents Gauge	N	Fill Point Coupling	Storz	Spill Kit	N
Hi Level Alarm (beacon & siren)	Y	Locked Fill Point	Y	Refuse Bin	N
DSEAR Hazard Notification	N	Spilled Sugar Container	N		

If N: Brief Description

Earth strap provided: Driver to ensure that the earth strap is applied to tanker before commencing delivery, ALSO switch the selector to ON before beginning the delivery. This turns the dust extraction unit as well as the circuit for the high level alarm ON

Delivery Point Features and Procedure	Photographs of Delivery Point
Sugar Silo : Within locked cabinet  High Level Alarm Switch (down for on) Earth cable with crocodile clip	Once Goods-in personnel have opened cabinet and advised driver of the silo contents readings (strain gauges), request them to approve authorisation to deliver form.  Site Operator will unlock the off-load cabinet

Driver Procedure: - Operative will advise driver of information regarding which silo to receive the sugar and provide silo contents. He will then check tanker seals, collect documentation and take sugar sample. - Connect the earth lead first then connect delivery hose to tanker first then to Customer's fill pipe. - Once all connected call Supervisor again to say that you are ready to discharge – request them to sign form. - There is a selector switch within the cabinet at the delivery point. The switch must be ON so that the dust extractor and high level alarm will be energised. - Supervisor will authorise if all clear. - Begin discharge using Max 0.69 bar (10 psi) tanker pressure but 0.5 barg max line pressure. - Decay top air pressure within tanker for final 10 minutes of transfer. - Once high level alarm sounds or delivery is completed, open vent valve 20% to vent tanker as slowly and silently as possible, switch off high level alarm AND switch off blower. Lower tank and stow all equipment. - Report back to Operative to receive signed documentation and copy of BS proof of delivery. - MAX CAPACITY: Silo: 18 Tonnes - Once completed, stow all discharge equipment leaving earth lead to last item. Ensure that all spillages are reported and cleaned up.				Note: There is no pressure sensor on this silo but again max 0.5 bar on delivery line pressure. The limited silo capacity means that approx 12T of sugar will typically be delivered. Driver is to remain in the area but must pack everything away if he/she is to leave the vehicle. A further delivery will occur in the late afternoon.			
Journey to Exit				Leaving Site			
Once documentation is retrieved, check pavement for pedestrians, and if all clear, move away slowly. If the glucose tanker is still in position, a reversing manoeuvre may be required.				Proceed onto main carriage way by turning left after steep decline. There may be numbers of lorries parked in the area so visibility could be obstructed.			
Amenities / Refreshments							
Smoking on site?	N	Refuges Available?	N	W.C?	Y	Canteen Facilities?	N

SITE SPECIFIC PERSONNEL RISK ASSESSMENT:

Hazard	At Risk	Existing Control	HML	Additional Control	HML	Who/When
Pedestrian / vehicle separation NB: Operatives attending to other bulk deliveries in street. RISK of poor behaviour of some public drivers (boy racers in street)	All site users	Local speed limit Hi-vis clothing Pedestrian walkways Driver Training Site lighting	HIGH	Site route familiarity training Only access delivery hoses if street is clear	Med.	Security & drivers / ongoing
Positioning vehicles to access delivery point. Drivers requires possible reversing manoeuvre up steep incline.	Risk of property damage.	Local lighting Driver Training and vehicle equipment Ice policy during winter	Med.	Route changed to accommodate downhill access with easier egress		
Manual Handling of delivery hoses etc.	Driver	Induction and annual refresher training in manual handling techniques. Wait for traffic to clear before stepping into roadway.	Med	Wear Gloves	Low	Drivers
Lighting – some deliveries require working in hours of darkness	Driver	Local lighting good in discharge area - good Driver's torch	Low	Check that lights all operational during out of hours		Site Engineers
Dust – Sugar dust in air can contribute to an explosive atmosphere	All site users	Training and use of earthing clamp Driver MUST use earth clamp	Low			
Overfill of silos resulting in possible blowing of explosion covers and contamination of product.	Property damage and stock contamination	Technician will advise driver of ullage capacity. High level alarm provided – driver must energise switch	Low			
Outside work in extremes of weather	Driver & area rep.	Driver issued with suitable clothing	Low			
Noise	Driver & area rep.	Driver is issued with ear defenders. Compressor is situated at the front of the vehicle some distance from driver's position. No banging of tanker sides	Low			

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Revision No.: 1

Owner: Bulk Logistics Manager

Date: May16

Falls from Height	Driver	Vehicle access / egress training Safety footwear Steps / hand-holds Vehicle checks No access to platform by driver	Low			
Slip trip fall issues	Driver	Lighting Safety footwear STF training	Med			
Lone Working. Drivers work unsupervised in an area often unmanned during out of hours periods.	Driver	Driver reports on arrival Driver has cab phone Driver adjacent to production building	Low	.		
Use of pressure equipment for discharge	Driver/ site staff	Maintenance and checks Pressure relief valves Driver training & SSOW	Low			
Instability of raised tipping tank.	Driver/ site staff	Flat, hard standing parking position alignment Driver training and SSOW Vehicle maintenance and checks	Med			
Access and egress restrictions	Driver/Site staff	Access and egress awareness training. Hazard identification to site contact.	Low			
Anaphylactic shock (from wasps/bee stings)	Driver / Site	Sugar spillage control, training awareness.	Low			
Contractors /Other Groups working in area	Driver	Local risk assessment for contractors	Low			

ENVIRONMENTAL RISK ASSESSMENT

Hazard	At Risk	Existing Control	HML	Additional Control	HML	Who/When
Loss of product containment	Site	Tank/hose maintenance Pre-delivery checks	Low	Application of spill control via vehicle and site spill	Low	Driver & site staff / ongoing

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				kits. Kits are located within warehouse		
Noise sensitive site	Site	No banging of tanker sides with rubber mallet	Low	Nil	Low	Driver