



CUSTOMER INFORMATION ON TOILET HIRE FROM THE SITE WELFARE COMPANY LTD

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2 - SAFETY GUIDANCE NOTES

For the safety of yourselves and others we recommend that you adhere to the following guidance notes :-

DO NOT open the toilet tank or in any way attempt to empty it. Exposure to the contents of the tank will lead to risk of infection from disease, such as tetanus, hepatitis A & B. Potential health hazards and staining of skin and clothes may result from exposure to the blue chemical toilet additive in the tank. All Site Welfare Company employees at risk of exposure have been offered, at company expense, inoculation against Tetanus and Hepatitis A & B and trained in the use and handling of these substances.

DO NOT attempt repair of any faults on equipment or toilets. Prevent use of faulty toilets and contact the number below.

DO keep the toilet upright, DO NOT attempt to move it yourselves. DO NOT tilt the toilet unit more than 15'.

DO NOT smoke in the toilet units.

DO arrange extra servicing of toilets should they require it.

DO NOT place any substances in the toilet tank other than human and sanitary waste.

To reduce the potential risk of any accident during set-up and break down of site drivers, are instructed to adhere to your site speed limit. Please advise this.

To minimise any risk of accident during an event, two people will proceed the vehicle to clear a path through festival crowds.

To minimise any risk of fire, petrol for donkey engines will be stored in one gallon containers on the vehicle away from the donkey engine. Donkey engines will be filled with petrol in a remote location, using proper hose connections to their container.

Should you have any further queries please contact 08700 426 115 during the hours of 7.30am - 5.00pm Monday to Friday.

For emergencies please contact: John Lambert on 079200 983 68.

3 - RISK ASSESSMENT

MANUAL HANDLING

Depot and Workshop Employees

<u>HAZARDS</u>	<u>CONTROLS</u>
Handling/Lifting/Carrying	<p>Ensure all operational employees (depot and workshop) attend the manual handling training course.</p> <p>Ensure sack barrow and 'elephant's feet' are available, as appropriate, at all locations.</p> <p>Produce procedures for the correct use of sack barrows, tail lifts and ramps. Incorporate these into our manual handling training.</p> <p>Identify all equipment weighing over 50kg by precautionary red sticker.</p> <p>Instruct all employees to use the appropriate lifting aid whenever applicable.</p> <p>Depot and workshop employees must be taught the correct technique for loading equipment into restricted areas such as car boots.</p> <p>Convert all wheel mounted equipment, weighing more than 500kg to road-tow.</p> <p>Consider the purchase of tail lifts with all delivery vehicles.</p> <p>Carry a sack barrow on delivery vehicles at all times.</p>

PPE Required: Protective clothing, protective safety footwear and hand protection.

3-RISK ASSESSMENT

TOWING

All Company Drivers

<u>HAZARDS</u>	<u>CONTROLS</u>
General	Observe risk assessments for loading and unloading
Condition of towed equipment	Before towing commences: Visual inspection, including but not necessarily be restricted to lights, tyres, 'A' frame, break-away cable, brake cable and correct number plate. Consideration must be given to the general condition and appearance. Operational check of the handbrake and lights. Trailer service schedule must be completed.
Entrapment of hands/fingers etc when disconnecting the trailer	Exercise due care and attention when hitching trailer to vehicle. Apply the handbrake, then lower the jockey wheel or jack leg and clamp the outer sleeve in place. Adjust the jockey wheel to take the weight of the trailer. Uncouple the trailer. Reverse the procedure when connecting the trailer.
Operation of handbrake	Release and apply the handbrake carefully.
Equipment may come adrift when being towed.	Ensure trailer is correctly coupled. The breakaway cable must be fitted.
Overloading trailer	Trailer must have maximum load capacity clearly indicated. Load Procedure must be observed.
Unsecured load	Loads must be securely strapped down whenever there is a risk of movement. Additional webbing straps must be carried for the trailer
Speed Limits	Observe additional speed restrictions.
Exceeding Gross Train Mass (GTM) As indicated on Vehicle Identification Plate	The combined mass of the trailer and vehicle must never exceed the Gross Train Mass for that vehicle.

PPE Required: Protective Clothing, Protective Safety Footwear, Hand Protection

3-RISK ASSESSMENT

DRIVING

All Company Drivers

<u>HAZARDS</u>	<u>CONTROLS</u>
Unlicensed Driver	Copy of driving licence must be produced on commencement of employment, and thereafter when requested to submit.
Alcohol / Drugs	Driving is prohibited when under the influence of alcohol / drugs.
General Condition of Vehicle	Observe daily safety checks and record on vehicle log sheet for weekly submission. Observe specified servicing intervals in accordance with company 'Driver Handbook'
Overloading or incorrect loading of vehicle.	Display and observe the requirements of the loading / unloading procedure.
Speed	Observe regulation speed limits, taking into consideration local conditions, which may require further speed reduction.
Weather Conditions	Adjust driving to suit additional hazards posed by adverse weather conditions.
Traffic	Observe due care, consideration and courtesy with respect to other road users.
Fatigue	After 2 hours continuous driving take a short break.
Complacency	Where the Law requires, a tachograph must be fitted and statutory hours observed. Maintain high levels of concentration.

PPE Required: None Specified

HEALTH & SAFETY POLICY STATEMENT

The Company is committed to ensuring the Health, Safety and Welfare of the employees so far as is reasonably practicable.

The Company extends that same commitment to those personnel who are not employed by the Company who may be affected by our acts or omissions.

The Company requires the commitment to health and safety from all employees for the successful implementation of this policy.

The Company will ensure to provide and maintain healthy and safe working conditions and a suitable environment for all personnel involved in its activities.

The Company will appoint competent personnel to assist in meeting our statutory duties.

The Company employees will be given such information, instruction and training as is necessary to enable work activities to be undertaken giving due consideration to health and safety.

The Company will ensure all customers will be offered such information and instruction to enable safe operation of hired equipment and, where applicable, training will be arranged.

The Company will ensure that all equipment provided for hire is inspected, maintained, tested and fit for purpose.

The Company will identify areas of significant risks and establish controls to address these risks and monitor their effectiveness.

The Company will periodically review its own performance and establish plans to keep abreast of developments in legislation; establish best practice and address areas of concern.

Signed
(Managing Director)

Date Date

COSHH ASSESSMENT SHEET

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PRODUCT NAME	GRAFFITI REMOVER AEROSOL	CODE No:-	TBA
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EMERGENCY INFORMATION No	0191 4108668	ASSESSMENT DATE	11/05/99
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GENERAL DESCRIPTION :-

Aerosol used for the removal of graffiti.

HAZARD IDENTIFICATION :-

Harmful by inhalation irritating to respiratory system. In use, may form flammable / explosive vapour-air mixture.

FIRST AID MEASURES :-

Skin	There may be irritation and redness at the site of contact. Remove clothes, wash with soap and water.
Eyes	There may be irritation and redness. Corneal burns may occur. Bathe eyes for 15 minutes. Seek medical advice if symptoms persist.
Swallowing	Nausea and stomach pain may occur. There may be vomiting and diarrhoea. Do not induce vomiting. If conscious, give 1 pint of water to drink immediately and seek medical advice if symptoms persist.
Inhaling	Exposure may cause coughing or wheezing. Remove to fresh air.

FIRE FIGHTING REQUIREMENTS :-

Carbon dioxide, alcohol resistant foam.
Self contained breathing apparatus and protective clothing to prevent contact with skin and eyes.

ACCIDENTAL RELEASE MEASURES :-

Wash the spillage site with large amounts of water.

STORAGE & HANDLING REQUIREMENTS :-

Ensure there is sufficient ventilation of the area. Smoking is forbidden. Store in a cool well ventilated area. Keep away from sources of ignition. Keep container tightly closed. Ensure lighting and electrical equipment are not a source of ignition.

PERSONAL PROTECTION REQUIRED :-

Head	N/A	Ears	N/A	Eyes	Goggles with side shields
Hands	Full protection required	Feet	Safety footwear	Body	Overalls
Breathing	Respiratory protection required	Other			

DISPOSAL CONSIDERATIONS :-

Arrange for collection by specialised disposal company.

NOTE

The purpose of the above information is to describe this product only in terms of Health and Safety requirements. The information given therefore, should not be construed as guaranteeing specific properties or specification. Customers should satisfy themselves as to the suitability and completeness of this information for their own particular use, bearing in mind any other Health and Safety legislation or regulations.

The information and recommendations in this publication are to the best of our knowledge reliable. However, nothing herein is construed as a warranty or representation. Statements concerning the use of the products described herein are not to be construed as recommending the infringement of any patent. No liability for infringement arising out of any such use is to be assumed.

COSHH ASSESSMENT SHEET

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PRODUCT NAME	SC9 PLUS ORIGINAL	CODE No:-	TBA
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EMERGENCY INFORMATION No	0191 4108668	ASSESSMENT DATE	07/06/99
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GENERAL DESCRIPTION :-

Aqueous mixture of perfume, surface active agents, dye and antibacterial agents used to bio degrade toilet waste.

HAZARD IDENTIFICATION :-

Irritating to skin.

FIRST AID MEASURES :-

Skin	There may be irritation and redness at the site of contact. Wash off with soap and water, contaminated clothes should be laundered before reuse.
Eyes	There may be irritation and redness. Bathe eyes for 15 minutes. Seek medical advice if symptoms persist.
Swallowing	If conscious give 1 pint of water. Do not induce vomiting. Seek medical advice if symptoms persist.
Inhaling	Exposure may cause coughing or wheezing. There may be congestion of the lungs causing severe shortness of breath. Remove to fresh air and seek medical attention if recovery is not rapid or complete.

FIRE FIGHTING REQUIREMENTS :-

Carbon Dioxide. Alcohol or polymer foam. Dry chemical powder.

In combustion emits toxic fumes. Wear self contained breathing apparatus and protective clothing to prevent contact with skin and eyes.

ACCIDENTAL RELEASE MEASURES :-

Turn leaking containers leak-side up to prevent the escape of liquid. Do not discharge into drains or rivers. Contain the spillage using bunding. Absorb into dry earth or sand. Wash the spillage site with large amounts of water.

STORAGE & HANDLING REQUIREMENTS :-

Ensure there is sufficient ventilation of the area. Smoking is forbidden. Avoid direct contact with the substance.

PERSONAL PROTECTION REQUIRED :-

Head	N/A	Ears	N/A	Eyes	Goggles with side shields
Hands	Full protection required	Feet	Safety footwear	Body	Overalls
Breathing	Respiratory protection required	Other			

DISPOSAL CONSIDERATIONS :-

Arrange for collection by specialised disposal company.

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PRODUCT NAME	TARSOLVE H.D	CODE No:-	TBA
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EMERGENCY INFORMATION No	0191 4108668	ASSESSMENT DATE	02/11/00
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GENERAL DESCRIPTION :-

Solvent emulsifier used for the removal of bitumen and tar.

HAZARD IDENTIFICATION :-

Flammable. Harmful by inhalation and in contact with skin. Irritating to skin.

FIRST AID MEASURES :-

Skin	There may be irritation and redness at the site of contact. Wash off with soap and water, contaminated clothes should be laundered before reuse.
Eyes	There may be irritation and redness. Bathe eyes for 15 minutes. Seek medical advice.
Swallowing	There may be irritation of the throat. Nausea and stomach pain may occur. There may be vomiting. If conscious give 1 pint of water. Do not induce vomiting. Seek medical advice.
Inhaling	There may be irritation of the throat with a feeling of tightness in the chest, Drowsiness or mental confusion may occur. Remove to fresh air and seek medical advice if recovery is not rapid or complete.

FIRE FIGHTING REQUIREMENTS :-

Carbon dioxide, alcohol resistant foam. In combustion emits toxic fumes of carbon dioxide and carbon monoxide. Self contained breathing apparatus, Impervious body suit.

ACCIDENTAL RELEASE MEASURES :-

Eliminate all sources of ignition. Mark out the contaminated areas with signs and prevent access to unauthorised personnel. Do not discharge into drains or rivers. Mix with sand or vermiculite and transfer to a suitable container.

STORAGE & HANDLING REQUIREMENTS :-

Ensure there is sufficient ventilation of the area. Ensure lighting and electrical equipment are not a source of ignition. Earth any equipment used in handling. Do not breathe vapour or spray. Ensure eye bath is to hand. Avoid skin contact. Containers should be kept tightly closed. Smoking is forbidden.

PERSONAL PROTECTION REQUIRED :-

Head	N/A	Ears	N/A	Eyes	Goggles with side shields
Hands	Full protection required	Feet	Safety footwear	Body	Overalls
Breathing	Respiratory protection required	Other			

DISPOSAL CONSIDERATIONS :-

Arrange for collection by specialist disposal company.

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PRODUCT NAME	ONE SHOT BERRY	CODE No:-	TBA
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EMERGENCY INFORMATION No	0191 4108668	ASSESSMENT DATE	19/06/02
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GENERAL DESCRIPTION :-

A mixture of surface active agents, odour digesters, disinfectants and dye used to bio degrade toilet waste.

HAZARD IDENTIFICATION :-

Harmful by inhalation and if swallowed. Irritating to eyes and skin. May cause sensitisation by inhalation and skin contact.

FIRST AID MEASURES :-

Skin	There may be irritation and redness at the site of contact. Wash off with soap and water, contaminated clothes should be laundered before reuse.
Eyes	There may be irritation and redness. Cornea burns may occur. Bathe eyes for 15 minutes. Seek medical advice if symptoms persist.
Swallowing	Nausea and stomach pain may occur. There may be vomiting. If conscious give 1 pint of water. Do not induce vomiting. Seek medical advice if symptoms persist.
Inhaling	Exposure may cause coughing or wheezing. Remove to fresh air.

FIRE FIGHTING REQUIREMENTS :-

Carbon Dioxide. Alcohol or polymer foam. Dry chemical powder.
In combustion emits toxic fumes. Wear self contained breathing apparatus and protective clothing to prevent contact with skin and eyes.

ACCIDENTAL RELEASE MEASURES :-

Turn leaking containers leak-side up to prevent the escape of liquid. Do not discharge into drains or rivers. Contain the spillage using bunding. Absorb into dry earth or sand. Wash the spillage site with large amounts of water.

STORAGE & HANDLING REQUIREMENTS :-

Ensure there is sufficient ventilation of the area. Smoking is forbidden. Avoid direct contact with the substance. Store in a cool well ventilated area.

PERSONAL PROTECTION REQUIRED :-

Head	N/A	Ears	N/A	Eyes	Goggles with side shields
Hands	Full protection required	Feet	Safety footwear	Body	Overalls
Breathing	Respiratory protection required	Other			

DISPOSAL CONSIDERATIONS :-

Dispose of as normal industrial waste.

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COSHH ASSESSMENT SHEET

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PRODUCT NAME	SCALE OFF	CODE No:-	TBA
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EMERGENCY INFORMATION No	0191 4108668	ASSESSMENT DATE	19/05//99

GENERAL DESCRIPTION :-

Blend of inorganic acids, water and detergents used for the removal of graffiti and stains.

HAZARD IDENTIFICATION :-

Irritating to respiratory system.

FIRST AID MEASURES :-

Skin	Sever burns may occur. Remove all contaminated clothes and footwear immediately unless stuck to skin. Drench the affected skin with running water for 10 mins or longer if stuck to skin.
Eyes	There may be severe pain. Corneal burns may occur. Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination.
Swallowing	There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur. There may be vomiting. If conscious give 1 pint of water to drink immediately. Do not induce vomiting. Transfer to hospital immediately.
Inhaling	There may be irritation of the throat with a feeling of tightness in the chest. Seek medical attention if recovery is not rapid or complete. Remove to fresh air.

FIRE FIGHTING REQUIREMENTS :-

Dry chemical powder. Halons. Alcohol resistant foam. Wear self-contained breathing apparatus and protective clothing to prevent contact with skin and eyes.

ACCIDENTAL RELEASE MEASURES :-

Do not discharge into drains or rivers. Contain the spillage using bunding. Absorb into dry earth or sand. Wash the spillage site with large amounts of water.

STORAGE & HANDLING REQUIREMENTS :-

Store in a cool well ventilated area. Avoid direct contact with the substance. Must only be kept in original packaging. Avoid incompatible materials and conditions.

PERSONAL PROTECTION REQUIRED :-

Head	N/A	Ears	N/A	Eyes	Goggles with side shields
Hands	Full protection required	Feet	Safety footwear	Body	Overalls
Breathing	Respiratory protection required	Other			

DISPOSAL CONSIDERATIONS :-

Dispose of in a regulated landfill site or other method for hazardous or toxic wastes.

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COSHH ASSESSMENT SHEET

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PRODUCT NAME	TRUCKWASH CONCENTRATE	CODE No:-	TBA
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EMERGENCY INFORMATION No	0191 4108668	ASSESSMENT DATE	25/11/99
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GENERAL DESCRIPTION :-

Aqueous mixture of perfume, surface active agents, dye and antibacterial agents used for removing traffic film and tar.

HAZARD IDENTIFICATION :-

Irritating to eyes, respiratory system and skin.

FIRST AID MEASURES :-

Skin	There may be mild irritation at the site of contact. Wash off with soap and water, contaminated clothes should be laundered before reuse.
Eyes	There may be irritation and redness. Bathe eyes for 15 minutes. Seek medical advice.
Swallowing	There may be soreness and redness of the mouth and throat. Nausea and stomach upset may occur. If conscious give 1 pint of water. Do not induce vomiting. Seek medical advice if symptoms persist.
Inhaling	No significant hazard. Remove to fresh air.

FIRE FIGHTING REQUIREMENTS :-

Water. Water spray. Carbon Dioxide. Alcohol or polymer foam. Dry chemical powder
Wear self contained breathing apparatus and protective clothing to prevent contact with skin and eyes.

ACCIDENTAL RELEASE MEASURES :-

Contain the spillage using bunding.. Do not discharge into drains or rivers. Absorb into dry earth or sand. Wash the spillage site with large amounts of water.

STORAGE & HANDLING REQUIREMENTS :-

When using do not smoke or drink. Store in a cool, well ventilated area.

PERSONAL PROTECTION REQUIRED :-

Head	N/A	Ears	N/A	Eyes	Goggles with side shields
Hands	Full protection required	Feet	Safety footwear	Body	Overalls
Breathing	Respiratory protection required	Other			

DISPOSAL CONSIDERATIONS :-

Dispose of as normal industrial waste.

NOTE

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