
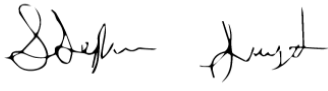
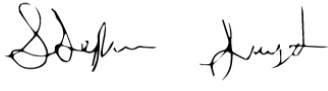




**Site Familiarization/Risk Assessment  
Standard Operating Procedure  
QEHS P 034 (V1)**

The signatures below certify that this Quality Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by		EHS Manager	16/06/2022
Reviewed by		Director	22/06/2022
Approved by		Director	22/06/2022

### COMPANY PROPRIETARY INFORMATION

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Date	Version	Context	Initial
16/06/2022	1	Procedure implemented into Management System	BG

**P 034 Site Familiarization/Risk Assessment SOP**

Quality, Environment, Health & Safety

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## 1.0 Introduction/Purpose

This standard operating procedure has been prepared by Evergreen Fields Ltd. for the purposes of familiarization and risk assessments of facilities that Evergreen Fields Ltd. Collect from in their normal business activities.

## 2.0 Scope/Application

This procedure applies to all staff members that collect/deliver from water/wastewater treatment plants.

## 3.0 Reference Documentation

Reference	Document Title	version
F 034	Site Familiarization/Risk Assessment Form	2

## 4.0 Terms and Definitions

Term	Definition

## 5.0 Responsibility

The management representative will establish and review this procedure. Evergreen Fields Ltd. senior management will work with the management representative to implement it.



## 6.0 Process

- Each site in which the company operates is visited at least once per annum by one of the management team or if processes change at the facility.
- This visit allows for visual inspection of the facility, highlighting safety issues unique to the site and providing updated information for day-to-day operations.
- **F 034 Site Familiarization/Risk Assessment Form** (*Appendix 1*) must be filled out and delivered to EHS manager so they can make any necessary changes to procedures or risk assessments
- This allows for upgrading of standard operating procedure where necessary or the requirement for further staff training and familiarisation.
- This inspection is visual and is to inform the driving staff of any new risks associated with the collection of sludges.
- Any changes required to procedures are communicated back to staff and the relevant operating procedure is updated.

## 7.0 Review

This document is to be reviewed by management representative on an annual basis or as required by senior management.

## Appendix 1

### QEHS F 034 Site Familiarization/Risk Assessment Form

<b>Name</b>	
<b>Date</b>	
<b>Site</b>	
<b>Plant Type (i.e. WWTP, WTP)</b>	
<b>EWC Code</b>	
<b>Address</b>	
<b>Caretaker</b>	
<b>Contact Number</b>	
<b>Site Access Notes</b> <b>Record details of the following:</b> <ul style="list-style-type: none"> <li>- Public road type/width</li> <li>- Visibility splays to/from public road</li> <li>- Room to park vehicle in front of gate</li> <li>- Type of access road (e.g. tarmac, gravel etc.)</li> <li>- Access road width/length</li> <li>- Access at sludge outlet (e.g. hardstanding, turning circle etc.)</li> <li>- Special access requirements (i.e. codes, fobs etc.)</li> </ul>	
<b>Materials</b> (i.e. sludge, liquid, grit, screenings etc.) <b>Approx DM</b> <b>Approx quantities per week/month</b>	
<b>Existing and/or Proposed Container</b> (i.e. skip, ro-ro, trailer)	

<b>Access to Container</b>  <b>Record details of the following:</b> <ul style="list-style-type: none"> <li>- in a building/open air</li> <li>- width/length of temp storage area</li> <li>- overhead equipment/height restrictions</li> </ul>					
<b>Additional Equipment Required</b>  (i.e. Bauer fittings, additional hoses etc.)					
<b>Risk Assessment</b>					
<b>Description</b>	<b>Comments (tick as appropriate)</b>				
	<b>Red</b>	<b>Amber</b>	<b>Yellow</b>	<b>Green</b>	<b>N/A</b>
<b>General Safety</b>					
Is the site secure (i.e., fencing)?					
Is H&S signage in place?					
Are welfare facilities in place?					
Is an Emergency Procedure in place?					
Are first aid facilities provided?					
Are assembly points clearly signposted?					
Is there a sign-in/sign-out process?					
Is there an induction process?					
<b>Housekeeping</b>					
Site roads/footpaths in clean and free of trip hazards?					

Work area tidy?					
Clear access to work area?					
Flammables stored safely?					
Floor opes/edges properly covered/protected?					
<b>Electricity</b>					
Overhead power lines present? Are they protected?					
Work is in close proximity to electricity cables/appliances?					
Condition/location of leads/cables/equipment acceptable?					
Is adequate lighting provided?					
<b>Fire</b>					
Adequate resources?					
Suitable & clearly indicated?					
Appliances fully serviced & positioned correctly?					
<b>Traffic Management</b>					
Designated set-down area?					
Adequate room for maneuvering?					
Adequate room around container to avoid crushing risk?					
Are pedestrian routes clearly marked?					



<b>Action Required</b>					<b>Action By</b>

