

Health and Safety Induction

Transfer Station, Abbey Road, London NW10 7TJ



Welcome to Abbey Road

- The purpose of this induction, is to give the vital information you need regarding the health and safety rules and procedures in place at the site in order to keep you safe
- If you have any questions as a result of the induction please ask a member of staff or email your question(s) to abbeyroad@westlondonwaste.gov.uk if you're doing this induction remotely before your visit to site.

Meet and Greet

- We have a 'Meet and Greet' process at the site entrance,
- There is a random waste checking process carried out by the 'Meet and Greet' staff.
- Commercial users and residents carrying 'chargeable' waste are directed to the weighbridge office lane, to be weighed and for traders to present their waste transfer notes.

Covid-19



[This Photo](#)

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- There are a number of controls which have been developed to ensure the safety of our team and site users during the Covid-19 pandemic.
- If you are at higher risk of contracting or suffering the effects of Covid-19, you should remain at home.
- Social Distancing – you should remain at a distance of at least 2 metres from other people whilst at the site.
- Please wear a mask or face shield, if you are able
- Staff will not be able to help you unload any items.
- There are no toilet or welfare facilities available for visitors to use.

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Site Layout

- The site is served by a single access road, to the site entrance/exit point. There is a **10 MPH** speed limit on the access road to the site and a **strict 5 MPH speed limit** throughout the site.
- Weighbridge (for the weighing and payment of waste).
- Transfer Station (TS) at the top of the site, for offloading of commercial waste.
- Access to the TS is via the access road, which leads behind the vehicle workshop and welfare building.
- Do not enter the TS until directed by a member of staff – it's essential that you follow the instructions given by staff.
- Household Reuse and Recycling Centre (HRRC), on the lower part of the site, for use by residents to deposit waste from homes.



PPE Requirements

- To use the transfer station you **MUST** wear:
 - Protective footwear (steel toecaps and if possible steel midsole) – whilst every effort is made to keep the site clean and tidy, it is a waste site and you could walk on sharp objects and a mix of different types of unpleasant items.
 - High visibility jacket/vest – if our mobile plant operators or other customers cannot see you, you are likely to get run over. Make sure you are visible. If you do not have one, hi-vis vests can be purchased on site for £5

If you do not wear these items you will **NOT** be allowed to use the site.

You may also choose to wear:

- Protective gloves
- Eye protection
- A hard hat



Plant Movement & Pedestrians



- Abbey Road is a busy site, with vehicle and plant movement, as well as pedestrians.
- **Always** follow instructions given by staff
- **Always** keep to the speed limit
- **Always** drive on the left side of the road
- **Always** use the pedestrian walkways when walking across the site.
- **Always** follow the instructions on our signage
- **Always** ensure you are a minimum of 5 metres away from plant activities
- If you need to approach mobile plant, always ensure you can be seen by the plant operator and signal to them, and wait for them to signal that it is safe for you to approach.
- Before moving your own vehicle check for others around you.

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Health and Safety Signs

- There are a range of health and safety signs across the site.
- Please read these signs and follow the instructions on them.
- If you do not understand a sign please ask a member of staff.
- As well as signs, staff will be giving you information and instructions, please follow these instructions.



Smoking/Vaping

- The site is a no-smoking/no vaping site.
- There are areas for staff to use but no visitors to site are to use these area.
- Site users should not smoke/vape in their vehicles.
- If you are found to be smoking/vaping, you will be asked to leave site



Drugs and Alcohol

- There is a zero tolerance to the consumption of drugs and alcohol on site



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Mobile Phones

- There are tight restrictions on the use of mobile phones on-site.
- Mobile phones should only be used in safe, designated areas.
- You should not use your mobile phone or ear pieces whilst at the weighbridge or driving your vehicle on site.



Fire



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- The fire alarm is very loud. If you hear it please follow the instructions given by our staff
- If you discover a fire you should raise the alarm, either by shouting FIRE or using a break glass point (in each of the buildings).
- You should make your way to the entrance gate, where the fire muster point is situated.
- You should stay at the muster point to be checked off as 'present' by a Fire Warden or Site Manager.
- Even if you have been checked off as 'present' do not leave the muster point until told to do so.
- During a fire alarm only drive your vehicle away from an area if instructed to move it.

Accidents and Near Misses

First Aid

- If you have an accident or a near miss whilst at site, you should report this to a Chargehand or the Site Manager.
- First aid points are situated in the weighbridge office and the transfer station office.
- There are a number of first aiders on site. If you need first aid, get a first aider, do not attempt to treat yourself.
- If you injure yourself on site we would like to know about it and will ask you for details to complete an accident form.
- Never attempt to treat someone if you are not a trained first aider.



Your first aiders are:-

	TEL
	TEL

The nearest first aid box is situated:-

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Hazard Reporting

- The site has a good safety record.
- This record is maintained through the WLWA team and site users reporting any hazards they see whilst at site.
- If you see anything which you don't think is right, or if you witness anything which could compromise the health and safety of anyone on site, including members of the public, then report these issues to the Chargehands or to the Site Manager.

**Aggression, threats
and violence will
not be tolerated**

- Our team aim to be polite and explain the site rules and information clearly. If you do not understand something or want to ask a question about something please ask.
- The team are trying to do their jobs, we do not expect customers to shout, swear or threaten those working on site. Anyone behaving inappropriately will be asked to leave.
- If you wish to complain about the way you have been treated you can either speak to a Chargehand or Manager on site or email info@westlondonwaste.gov.uk.
- The site is securely fenced, with the entrance and exit point leading from the access road, to the office.
- The site is covered by 24/7 recorded CCTV

Your induction is now complete

- Thank you for reading this induction. Now please complete the induction form to confirm you've read and understood the information and will follow these instructions whilst on site.

[Complete induction now](#)

- Next time you arrive on site please ask at the weighbridge for your induction card.
- Keep the card safe and put it on your dashboard so the team can see you have completed an induction.
- You will need to display it every time you bring material to Abbey Road transfer station.