

Abbey Road

Household Reuse & Recycle Centre

Health and Safety Induction for all stakeholders



West London Waste
making waste as a valuable resource

Site Layout

- The site can be accessed via a single road leading to the entrance/exit.
- Weighbridge available for weighing and payment of waste.
- Household Reuse and Recycling Centre (HRRC) located on the lower part of the site for residential waste disposal.
- Waste Transfer Station (WTS) situated at the top of the site for commercial waste offloading.
- Access to the WTS is provided by the access road, which passes behind the vehicle workshop and welfare building.
- A speed limit of 10 MPH is enforced on the access road, with a stricter 5 MPH limit throughout the rest of the site.
- The fire assembly point is located adjacent to the main access gate.
- Pedestrians must adhere to paths marked with yellow labels while navigating the site on foot.



Site induction

Welcome to Abbey Road Recycling Centre. This induction provides essential information about the site for all users.

- Abbey Road features both a Household Re-use and Recycling Center (HRRC) and a Waste Transfer Station (WTS), operating as a busy facility.
- The HRRC primarily serves residents of the London Boroughs of Brent, Ealing, Harrow, Hounslow, Hillingdon, and Richmond Upon Thames, though all householders are welcome to utilize our services (subject to terms and conditions).
- Our Waste Transfer Station is open to all commercial entities that possess a valid Waste Carrier Licence and handle non-hazardous trade waste.
- Upon entry, your waste may be inspected, and you could be required to segregate it into designated bays or bins as per the material type.
- At the HRRC, waste is directed through a sorting station to separate different material streams for processing.
- Waste collected at Abbey Road is processed internally and subsequently sent to our Energy from Waste plants or repurposed for various recycling and re-use initiatives.

Prohibited items

- Smoking, vaping, and the use of electronic cigarettes are strictly prohibited, including inside vehicles.
- Anyone found smoking or vaping must leave the site immediately and will not be allowed to return until they have completed a re-induction process.
- The consumption of drugs and alcohol is absolutely prohibited under a zero-tolerance policy.
- Access to site buildings is only permitted when explicitly directed by a staff member.
- Abusive behavior will not be tolerated in any form. Please report any concerns or feedback to site management.
- Mobile phone use is severely restricted on the site.
- Mobile phones may only be used within designated safe areas, well away from mobile plant operations and inside buildings.
- Any violations of site rules will result in the offender being placed on the "site user infringement list," requiring re-induction to regain site access. A 3-strike policy is applied to all infringements.
- Climbing onto the roof of your vehicle is strictly prohibited under any circumstances.



Health and Safety Signs & PPE Requirements

The driver is responsible for the safety of all the passengers in the vehicle

- Please take the time to review our signs carefully and adhere to the instructions provided.
- If you are unsure about the meaning of any signs, do not hesitate to ask a staff member for clarification.
- The site is at all times staffed with sufficient number of first aiders.
- First aid kits are available throughout the site. Should you sustain any injuries, please inform a WLWA staff member immediately.

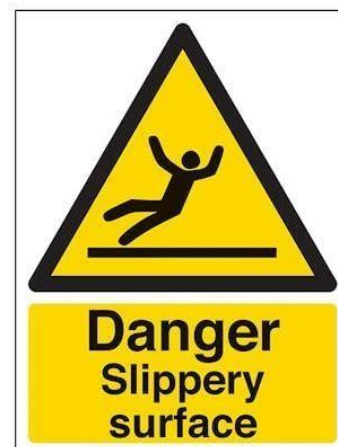
To access our Transfer Station and any operational areas, the following are mandatory:

- Steel-toe cap shoes
- High visibility jacket or vest

You may also opt to wear:

- Protective gloves
- Eye protection
- A hard hat

Failure to comply with these requirements may result in being asked to leave the site and prohibited from re-entry until re-induction is completed.



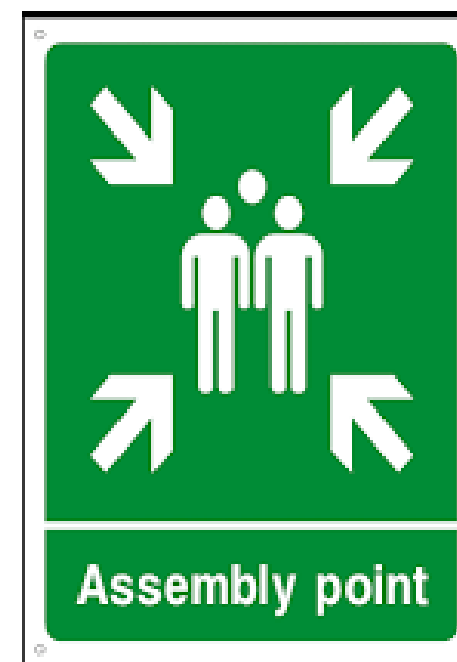
Hazard Reporting & CCTV

- The site maintains a strong safety record, thanks to the systems and processes implemented by WLWA. It's essential that we all adhere to these to maintain our site's safety standards.
- Observing your surroundings and reporting any potential hazards is crucial, as health and safety are a collective responsibility.
- If you notice anything concerning or witness activities that could jeopardize the safety of anyone on the site, including the public, please report these issues immediately to site management or any available staff member.
- The site is securely enclosed with fencing, and the sole entrance and exit are accessible via the access road leading to the office.
- Security is reinforced with 24/7 CCTV monitoring.
- Site operatives may be equipped with body cameras to ensure everyone's safety.
- Our team strives to communicate site rules and information politely and clearly. If you have any questions or need clarification, feel free to ask.
- If you have any complaints about how you've been treated, please speak to a staff member in WLWA uniform or email info@westlondonwaste.gov.uk for assistance.



Fire Monitoring & First Aid

- If you detect a fire, immediately alert a staff member or activate the fire alarm by using a break-glass point, which is located in each building.
- The fire alarm is very loud. Upon hearing it, please adhere to the directions provided by our staff.
- During a fire alarm, only move your vehicle if you are instructed to do so by the Fire Marshall.
- Proceed to the “Fire Assembly Point”, remain at the assembly point and wait to be accounted for by a Fire Marshall.
- Even after being marked as ‘present,’ do not leave the muster point until you are instructed to do so.
- The site is at all times staffed with a Fire Marshall.
- The site is at all times staffed with sufficient number of first aiders. If you or someone you are with is require first aid, please notify a member of staff.
- First aid kits are accessible throughout the site. If you sustain any injuries, inform a WLWA staff member as soon as possible.



Plant movements & Pedestrians

- Abbey Road is a bustling site with frequent movements of vehicles, plant equipment, and pedestrians.
- Always maintain a minimum distance of 5 meters from any plant activities.
- Traffic controllers are present in all operational areas to safely direct traffic. It is essential to follow their instructions at all times.
- For safety reasons, climbing on top of your vehicle is prohibited due to the risk of falls.
- If you need to approach mobile plant equipment, make sure you are visible to the operator, signal to them, and wait for their signal indicating it is safe to approach.
- Pedestrians must use designated footpaths at all times when on the site.
- Before moving your vehicle, check your surroundings for other vehicles and pedestrians. If you exit your vehicle, you must wear a high-visibility vest to ensure you are clearly seen by other drivers.
- Adhere to all driving regulations on-site and yield to oncoming traffic whenever necessary.



Traders

- A WASTE CARRIER LICENCE is required upon your first visit. For assistance in obtaining a license, please speak with a member of the weighbridge staff.
- Each visit requires a WASTE TRANSFER NOTE, detailing the type, amount, and origin of waste. This can be completed online or on paper. For assistance, please inquire at the Weighbridge.
- Payments are accepted only via debit or credit card, and we support all major Debit/Credit cards.
- Please ensure you separate your rubbish to optimize recycling efforts.
- When at the checkpoint/weighbridge, clearly declare the materials in your vehicle. Failure to accurately report your load may result in following the infringement policy.
- If you don't have a High Vis jacket, one can be provided at the weighbridge for a £5 fee, which will be added to your final bill.
- Abbey Road does not accept certain items from traders, such as asbestos, tyres, sharps, gas bottles, etc. For a complete list and more information, please refer to our website or consult a staff member.
- Non-compliance with WTS/general site rules may result in being barred from site services.
- For inquiries regarding pricing or setting up a trade account with us, please speak to a member of staff.
- For further details on our trade waste policies, please visit www.westlondonwaste.gov.uk/brent/trade-waste.

Council vehicles

- All trade rules apply to council vehicles excluding charges.
- Please be aware you are expected to separate your rubbish to maximize recycling.
- Be specific and concise at the checkpoint/ weighbridge while declaring the materials in your vehicle. Failure to do so, may result the driver being barred from site.
- There are a range of items Abbey Road WTS do not accept from council vehicles such as Asbestos, Sharps etc.
- Tyres, gas bottles, Fridges, Fire extinguishers, household chemicals etc is to be reported to the traffic controller upon entry and you must put them in the designated areas.
- If you are carrying over an agreed upon amount of specific waste such as household chemicals, tyres, gas bottles etc, you need to notify Abbey Road prior to your visit.
- There may be delays due to operational priorities.
- Not adhering to the Waste Transfer Station or general site rules will result in the enforcement of our infringement policy.

Contractor and visitors

- All visitors and contractors must sign in upon arrival and sign out upon departure at the site office.
- High-visibility clothing, safety footwear, hard hats, and gloves must be worn at all times.
- Additional PPE such as eye protection, hearing protection, and respiratory protection must be worn as required for specific tasks.
- In the event of an emergency, follow the instructions of the site staff and proceed to the designated assembly points.
- All contractors must have all necessary permits before carrying out any works.
- Maintain a clean and tidy work area. Dispose of waste materials in the appropriate containers.
- Report any unsafe conditions or near-misses to the site supervisor immediately.
- If you encounter any aggressive behavior from the public, do not engage. Seek assistance from a colleague or contact the site manager.

Thank you for helping Abbey Road be a safe site.

You can use the QR code to sign the completion of your induction online.



On behalf of,

West London Waste

Treating waste as a valuable resource

