



Additional Health and safety policy and  
procedures for **Crew**  
Must be read in conjunction with  
procedures for **Litter Pickers**

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Greenbox Events has a responsibility, so far as it lies within its power to do so, to protect the health and safety of its employees, visitors to its premises and members of the public. The company takes this responsibility seriously and gives it a high priority. It is company policy to take all reasonable steps to protect the health, safety and welfare of employees, contractors, visitors to its premises and of all other persons who may in any way be affected by the activities of the company and its staff.

The company will make every reasonable effort to provide safe and healthy working conditions so far as is possible and provide equipment and appropriate clothing for its staff.

Information and instructions will be given to all company employees and temporary and voluntary staff on Health and Safety policies and procedures. Basic training will be given to the various groups of staff as is required by the nature of their work. Training will be given to promote safe and healthy working practices and to assist staff to comply with their health and safety responsibilities.

Safety can best be promoted by the constant vigilance and frequent reappraisal of working methods. Employees and contractors have a responsibility to work in such a way that does not put the health and safety of themselves or others at risk. It is the duty of all employees to conform to the companies Health and Safety policy. All employees have a responsibility in the first instance to alert others should their actions pose a risk to health and safety and when this fails to report the situation to the Health and Safety Co-ordinator. In exceptional cases the Health and Safety Co-ordinator should be notified immediately.

All employees are required to read this policy statement and the companies' Health and Safety policy. Staff should raise any matters about which they require clarification and should consult the Health and Safety Officer if they wish to discuss any issue relating to safety, health and welfare matters.

This policy statement has been prepared in accordance with the Health and Safety at Work Act 1974 and is issued for the direction, guidance and information of all employees, contractors, suppliers and members of the public to whom it may relate. The company will issue further guidance on matters of health, safety and welfare as this may be required to comply with changing circumstances, regulations and legislation.

Clive Phillips

Director - Greenbox Events

18<sup>th</sup> March 2012

## **Ensure you have read the Health and Safety procedures for Litter Pickers as these are only additional procedures**

### **Working in and around vehicles**

Whenever vehicles are moving around on site you must take the following precautions.

- Always wear a high visibility jacket or waistcoat
- When entering or leaving the camp site or Greenbox Events yard, always use the pedestrian exit if there is one.
- You should avoid approaching vehicles or plant where possible and should ensure that you have the attention of the driver before doing so. Never assume this – you need them to acknowledge that they have seen you.
- Avoid walking within 5 metres behind any working vehicle if the vehicle is not moving forwards, unless you have the driver's attention (again, this should not be assumed). There is a danger that the vehicle might reverse.

### **Passengers and driver's mate**

- You may only travel in a vehicle if you are sitting in a proper seat and wearing a seatbelt. Never travel on the back of a flat bed or on a trailer.
- Take care not to distract the driver
- When climbing in and out of the cab of a vehicle, maintain three points of contact at all times. When climbing down, go backwards. Never jump out of the cab.

### **Acting as a banksperson**

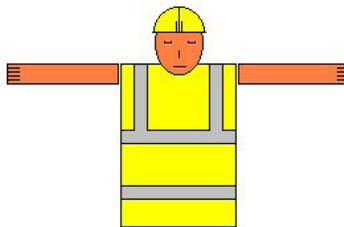
Do not act as a banks-person for any non Greenbox Events vehicle, except in the case of overseeing skip delivery or removal. If another contractor or member of the public is reversing near Greenbox Events staff, then encourage the staff to move out of the way.

Do not act as a banks-person if you have not attended a Greenbox Events banks-person training course.

When directing a vehicle, remember to take care of your own safety. In particular watch out for:

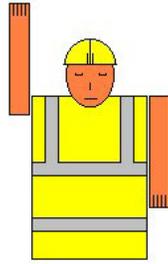
- Uneven ground or objects that you could trip over
- Ensure that you are at least 5m from the vehicle at all times. ( To ensure you do not get hit by the vehicle you are directing).
- Ensure you are not going to trap yourself between the vehicle and something else (e.g. a wall or another vehicle).

**The following represent the most commonly used banks-person signals:**

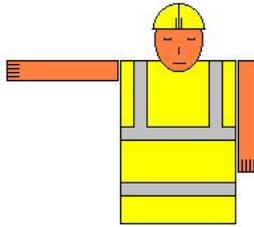


**Ready/ Start moving**

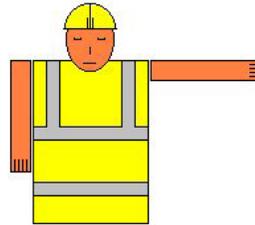
Additional Health and safety policy and procedures for Crew



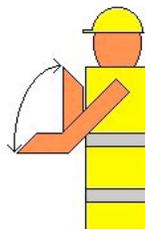
**Stop**



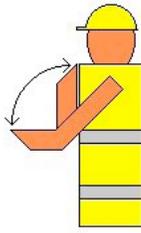
**Turn to direction indicated**



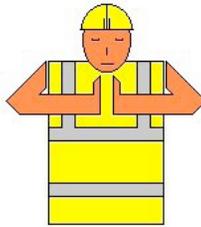
**Turn to direction indicated**



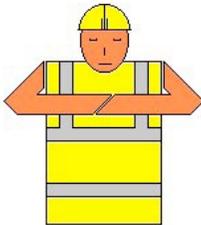
**Move Backwards**  
(palms of the hand uppermost, gesturing towards banksperson)



**Move Forwards**  
(Palms of the hand facing down, gesturing away from banksperson)



**Horizontal Distance**  
(move hands together to indicate decreasing distance)



**Operation Complete**  
(Hands clasped together close to banks-person's chest)

### **Hitching and unhitching trailers**

Hitching and unhitching trailers should only be carried out by the driver of the vehicle or by someone qualified to do so, with the permission of the driver.

### **Additional procedures for RCVs (dustcarts)**

- No-one should be allowed to operate the compaction equipment who hasn't been given specific training on that type of vehicle
- One person should take charge of the compaction equipment at the back of the dustcart (usually the driver's mate or the driver). Establish who this is.
- Never put any part of your body in the back for any reason. If something has been put in the back by accident, inform the driver, who will shut off the compactor and stop the vehicle.
- Only approved RCV drivers may enter the back of the vehicle to carry out cleaning work. Procedures for this are included in the drivers' procedures document.

### **Additional procedures for tail lifts**

- The controls of the tail lift should be operated only by one designated person (usually the driver or driver's mate) who has received appropriate training.
- Tail lift vehicles must never be driven with the tail lift down. The tail lift must be secured in the upright position before moving.
- Tail lifts should not be left in the down position, unless the edges of the platform are marked with hazard tape and are clearly visible.
- The maximum safe load of the tail lift must be clearly displayed. You must not use a tail lift if you are not aware of the maximum safe load.
- The tail lift should only be used on flat ground, or in situations where the can is slightly downhill of the vehicle body.
- When not under appropriate supervision, the tail lift must be switched off using the isolation switch in the cab.
- When loading bin stacks on tail lift, the loader should ensure bin stacks clear the loading aperture with a comfortable tilt on the bin stack. In particular when loading 3.5t lutons with the usual 8-stack (plastic Omnium bins) is not acceptable practice and bin stacks must be limited to 6-stack. Alternatively, grey bins may be used in 8 stacks as the stacks are shorter and can be loaded with a comfortable tilt on the stack through the aperture.

### **Additional procedures for cage trailers**

- Always ensure trailer bed and tailgate are free from slip hazard
- Load skips through skip door and with trailer tailgate down wherever possible
- When loading over 40yrd skips from trailer ensure
- Bags are not heavy – place to side for mechanical lift where necessary
- Footing is sure, and that trailer is close to skip
- Avoid stepping on waste bags in trailer
- Do not overreach work in twos
- Ensure tailgate is properly secure before moving off
- Trailer is not overloaded
- Items are not protruding dangerously from the sides
- Check caging for sharp edges on daily basis as damage can occur report to site manager defects

### **Additional procedures for 5th wheel trailers**

Hitching and unhitching trailers should only be carried out by the driver of the vehicle, who must hold an LGV license class C+E. Procedures for this are included in the drivers' procedures document.

### **Skips**

- When overseeing the delivery and placement of skips, the Site Manager (or competent delegate) should ensure that the area is completely clear of other people. A minimum clearance of 20 metres is required before skips may be loaded or offloaded.
- Skip doors are heavy and can move with force if the skip is placed on a slope or wind moves the door. Skips should not be placed in situations where there is a significant gradient. In situations of a slight gradient the door must be placed on the uphill aspect.
- You may climb the access ladders on a skip in order to observe the contents. You should never climb on any other area of a skip.
- Do not climb onto or into skips full of waste in order to load or to push material down. If the skip is too full to load, a new skip must be ordered. If a shovel loader is working on site, the driver may be asked to compress the load with the shovel.
- Exercise caution in opening and closing the skip doors, especially in windy conditions. Do not leave a skip door open unless it has been adequately staked or wedged.

## Manual Handling

Always consider using mechanical means before moving something manually.

- Could you use a wheelbarrow or trolley?
- Consider arranging for a vehicle to come and move the object

If done incorrectly; the risk of strains when moving equipment or waste is high.

A back injury can cause you to suffer for the rest of your life, so it is very important to take the issue of manual handling very seriously.

Greenbox Events staff handle and move a large variety of items as part of their normal work.

These guidelines can be applied to any object you may have to move. If you follow them, you will dramatically reduce your risk of injury.

## Staff (air beam) Tent

- The staff tent is reasonably heavy. A trolley should be used to transport it wherever possible. If the marquee has to be moved without a trolley, then a minimum of two people should manage the lift.
- One competent person must be placed in charge of the operation; all directions and signals are to be issued by this one person only.
- Staff must adhere to the erection instructions provided with the tent.
- Two emergency exits must be maintained and kept clear at all times and fluorescent emergency exit signs displayed above them
- The marquee must be kept clear and tidy and free from trip hazards
- A fire extinguisher and a fire blanket must be kept ready for use and clearly visible in the tent
- The tent must not be erected or dropped during hours of poor visibility or high winds.
- During hours of poor visibility, the tent should either be closed to access or adequately lit.

## Bin Stacks

Moving bin stacks can be a potential hazard. When wheeling bin stacks the person wheeling them should consider the following

- The terrain – uneven terrain, wet terrain, obstructions and long grass all increase the instability of stacks being wheeled.
- Public, colleagues or other site crew in the vicinity of the path the bins are being wheeled – they can be struck by a falling bin stack. Be aware of dominoes effect where one falling bin stack may knock another over. If moving bin stacks among other stood up stacks ensure no one is in range of any falling stacks due to dominoes effects.
- Opening truck loading door with vehicle parked facing up inclines – There is potential for bin stacks to fall when door is opened if they have not been secured properly with ratchet straps.
- Lowering and raising stack on a tail lift – stacks can be unstable and therefore tail lift operator should ensure the area around the vehicle tail lift is clear to avoid injury. Stack should be checked for stability before leaving on tail lift. Vehicles should be parked on even ground with minimum tilt in any direction, preferable tilt is back into truck, with loader alert to possibility stacks could fall.

- When loading/unloading bins from a trailer on ramp, ensure that ramp is not slippery and lower bins down ramp so loader/unloader is always above bin stack. Always consider smaller stacks when loading/unloading trailer
- Unexpected weight in bins – manufacturers load top bin in stack with wheels for all bins in stack, which makes them heavier and harder to control if over tilted. Water ingress can also cause stacks to fill with water (top bin in particular). Anyone moving bin stacks should make an assessment of stack before moving it. A gentle rock of the stack will ascertain its weight and likelihood, that top bin will have additional weight in it.

When moving stacks manually you should always:

- Tilt the stack with one hand on a handle as high up the stack as is practical to reach and the other hand on the bottom handle. This give the ability to move the stack forward with the lower hand while controlling the stack with the higher hand.
- Limit distance bin stacks need to be moved manually. Break bins into 4 or 6 stacks to move longer distances and put wheels on bottom of stacks greater than 4 being moved. Lower stacks can be moved by wheeling walking forward with bins behind.
- If a stack starts to fall do not attempt to resist its fall, as this can lead to strain injuries. Let the stack fall but shout a warning and step away from trajectory of bin stack.
- Wherever possible ensure bin stacks (above 6 high) are led down before leaving them. This is essential on uneven ground, windy sites and where there is a risk the stack may be interfered with. Only time stacks should be left standing is on even hard stand terrain in yard or when prepared for loading and time left in this state should be minimized and supervised.

## Using other equipment

### Petrol driven vacuum cleaners and blowers

- You should never use a petrol driven vacuum in areas where vehicles are working, as the noise of the engine will make it difficult to hear vehicles.
- Never use a petrol driven vacuum cleaner in an enclosed space.
- Always wear hearing protection and a high visibility waistcoat.
- If you are refueling the vacuum, ensure that you carry out the operation well away from any naked flame or other ignition source.
- Ensure correct carrying position and support straps used
- Do not used for periods longer than 20 minutes without breaks

### Pressure washing

Always wear eye protection when using a pressure washer to clean equipment.