

OIL SALVAGE LTD

WASTE OIL RECOVERY SPECIALISTS
PROCESSORS, BUYERS & DISTRIBUTORS of NEW & RECLAIMED OILS

•ONE STOP• WASTE SERVICE

HEAD OFFICE/WORKS
Lyster Road, Bootle
Merseyside, L20 1AS

Tel: 0151 933 4084
Tel: 0151 922 3822
Fax: 0151 922 8488

e-mail: sales@oilsalvage.com
Web: www.oilsalvage.com



Coronavirus Company Statement

Oil Salvage Ltd is closely monitoring the Coronavirus outbreak, with particular regard to the wellbeing of all our customers, employees, production process and visitors. The Directors are regularly assessing the impact and potential mitigating actions to ensure normal operations can resume.

Oil Salvage Ltd have taken measures to ensure waste collections and PFO supplies can continue by:

- Informing employees on the latest government advice.
- Increased hygiene measures at site.
- Social distancing measures for drivers visiting customer sites and for employees working, visiting our production facility at Lyster Road.
- Providing Managers with information on handling any suspected cases on site.
- Basic screening of employees, vulnerable employees, visiting drivers, visitors and contractors.
- Monitoring our supply chain and purchasing extra stock of essential supplies.

Oil Salvage Ltd will continually monitor the Coronavirus outbreak and take action to ensure firstly the safety of customers, employees and visitors to the site and continued provision of all the services that we offer.

At this stage Oil Salvage Ltd is confident that operations can continue as normal.

Vin Vernon

A handwritten signature in black ink, appearing to read 'Vin Vernon'.

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Coronavirus Control Measures

Oil Salvage Ltd is closely monitoring the Coronavirus outbreak, with particular regard to the wellbeing of all our customers, employees, production process and visitors.

The Directors are regularly assessing the impact and potential mitigating actions to ensure normal operations can resume.

Oil Salvage Ltd have taken the following control measures to ensure waste collections and PFO supplies can continue by:

- Displaying and implementing the latest government advice on hygiene measures around the site.
- Implemented toolbox talks and handed out flyers to staff on hygiene
- Leaving internal doors open to reduce contact during opening hours.
- Implementing a fire watch during these periods.
- Removing cloth hand drying towel dispensers and replacing with paper towel dispensers.
- Increasing stock of soap, paper towels.
- Implemented toolbox talks and flyers about social distancing on site.
- Increased the space between office staff
- Perspex screens introduced to office and reception areas.
- Introduced requirements for visiting drivers and contractors to wash hands on site arrival and departure.
- Implemented a no touch system for signing consignment notes by our company drivers to customer sites.
- Information given to drivers about hand washing at arrival on customer sites and social distancing.
- Additional stock of supplies used for supporting production and provision of services has been ordered.
- Hand sanitizer and wipes issued to all drivers.
- Assessment procedure (including temperature checks) for employees returning to work after self-isolation, non-related illnesses and furlough.
- Shared tools wiped after each use.
- Assessment procedure for contractors entering the site.
- Sanitizing stations located around site.
- Offices and vehicles disinfected with mist on a regular basis.
- Face coverings to be worn by all persons entering internal areas on site.

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Contingency Measures

Oil Salvage Ltd will continually monitor the Coronavirus outbreak and take action to ensure firstly the safety of customers, employees and visitors to the site and continued provision of all the services that we offer. The following contingencies can be put into place to help keep the business running if required.

- Monitoring staff levels, suspending non business critical activities.
- Prioritising work activities.
- Provision of overtime for employees.
- Review use of temporary agency staff for low risk activities.
- Review driver routes and change depending on business demand.
- Additional provision of overtime.
- Communication with our service providers ongoing.
- Additional space provided for any additional stockpiling of waste due to any reduced processing times.

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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Oil Salvage Ltd Date 14/5/20

Who to contact: Gareth Perry EHS Compliance Manager
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

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Oil Salvage Ltd Risk Assessment Form

Reference Number	RA 59	Version	1.3	Assessors Name	Gareth Perry
Work Operation/Activity Description	Coronavirus COVID - 19			Position	Compliance Manager
Location	Site Wide			Signature	
Assessment Date	15 Jan 21			Review Date	Periodically Reviewed
Approved By	Company Directors			Date	-

Persons at Risk (tick appropriate boxes)

Employee	<input checked="" type="checkbox"/>	Visitor/Contractor	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	Young Person	<input type="checkbox"/>
Pregnant Person	<input checked="" type="checkbox"/>	Disabled Person	<input type="checkbox"/>	Lone Worker	<input type="checkbox"/>	Other	<input type="checkbox"/>

Sharp surface / object.	<input type="checkbox"/>	Other work nearby	<input type="checkbox"/>	Fire or explosion	<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>
Moving machinery.	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>	Manual Handling	<input type="checkbox"/>	Hazardous Energy Source (i.e. hydraulics, compressed air, liquids/gases)	<input type="checkbox"/>
Asphyxiation	<input type="checkbox"/>	Repetitive Strain	<input type="checkbox"/>	Pressure systems	<input type="checkbox"/>	Vibration	<input type="checkbox"/>
Chemical hazards (including Dust)	<input type="checkbox"/>	Suspended loads	<input type="checkbox"/>	Restricted access.	<input type="checkbox"/>	Struck by moving object	<input type="checkbox"/>
Biological Hazards	<input checked="" type="checkbox"/>	Hot/Cold Surfaces	<input type="checkbox"/>	Work at heights	<input type="checkbox"/>	Violence	<input type="checkbox"/>
Use of Tools	<input type="checkbox"/>	Electricity	<input type="checkbox"/>	Vehicle movements	<input type="checkbox"/>	Hot Work	<input type="checkbox"/>
Trips / Slips / Falls	<input type="checkbox"/>	Air Conditioning	<input type="checkbox"/>	Stress	<input type="checkbox"/>	Other (describe below)	<input type="checkbox"/>
Temporary loss of personnel.							

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PPE Requirements							
Hands	Feet	Body	Hearing	Respiratory	Eyes	Hi Visibility	Head
Red Mechanical BS EN 388 Green Chemical BS EN 374	Safety Boots EN ISO 20345 S3	EN ISO 11611 EN ISO 11612	If requested by the customer EN 352	FFP2 or FFP3 if required by the customer or task	Safety Glasses EN166-F	Overalls provide EN 471 class 3	If required by the customer or task

Additional Control Measures		
Action	Responsible	Completion Date
Add Perspex sheeting to driver and garage receptions, between desks in main office	G. Perry	26 May 20
Review and amend office layout for additional employees returning to work	G. Perry / B. Dunn	18 May 20
Review and amend break room arrangements for additional employees returning to work. Convert Vin Jr office to additional break room	G. Perry / Directors	09 Jun 20
Face coverings to be worn by more than one occupant in any company vehicle	G. Perry	16 Oct 20
Face coverings to be worn by all persons working or entering internal areas of the site.	G. Perry	19 Jan 21

Hazards associated with the Activity / Operation		Control Measures	
Description	Persons at risk	Existing Control Measures	Proposed additional Control Measures
Risk of infection through breathing in virus or through mucus pathways by: <ul style="list-style-type: none"> - Contact with infected person (coughs, sneezing) - Contact with surfaces (hands pick up virus then touching face) 	Employees Contractors Visitors Customers	Information supplied to employees about: <ul style="list-style-type: none"> - Hand washing. - Catch it, kill it bin it. - Keeping surfaces clean (work areas, computer equipment and phones). - Symptoms. - Social distancing. Cloth towels removed across site and replaced with disposable paper towels. Procedures in place for visiting drivers and contractors including provision of welfare facilities. Procedures in place for action to take in the event of a case at Oil Salvage Ltd.	Add Perspex sheeting to driver and garage receptions. Review and amend office layout for additional employees returning to work. Review and amend break room arrangements for additional employees returning to work. Review of working practices to ensure employees in the vulnerable category are protected.

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		<p>Communication with the Port Security Authority regarding measures taken to screen incoming ship personnel.</p> <p>Procedures for signing off digital consignment notes.</p> <p>High traffic doorways opened at the start of the day and closed at the end of the day.</p> <p>Return to work procedure in place self-assessment questionnaire and temperature monitoring.</p> <p>Sanitizer issued to drivers and office staff.</p> <p>Tools to be wiped down after use.</p> <p>Increased cleaning regime on site, including all high touch areas.</p> <p>Compliance Manager monitors site cleanliness on daily walk around.</p> <p>Hand Sanitization stations located around site.</p> <p>Limits on persons entering break rooms.</p> <p>Procedures and instruction given in the event social distancing cannot be adhered to:</p> <ul style="list-style-type: none">- Provision of face shields.- Masks already provided to maintenance /garage employees approved for COVID protection. <p>Disinfectant fogging spray used in vehicles and office areas.</p> <p>Face coverings to be used by multiple occupants of company vehicles (vehicles can only carry two persons).</p> <p>Face coverings to be worn by all members of staff in internal areas of the site, this includes driver's reception, break rooms, offices (including desks) and the lab.</p>	
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Description	Persons at risk	Existing Control Measures	Proposed additional Control Measures
<p>Fire</p> <ul style="list-style-type: none"> – Spreading of fire due to doors being left open 	<p>Employees Contractors Visitors</p>	<p>Fire walks implemented in the main office, regular walk around by the Compliance Manager. Employee awareness. Only doors in low fire risk areas opened. Doors closed during unoccupied hours.</p>	
<p>Loss of personnel</p> <ul style="list-style-type: none"> – Self-isolation 7-14 days – Time of to care for dependents – Furlough of employees site being run with skeleton crew, reducing numbers of first aiders and fire marshals on site 	<p>Employees Contractors Visitors Customers</p>	<p>Non business critical activities temporarily suspended on site. Prioritising of workloads. Working times to be revised no lone workers on site. If no qualified first aiders on site a person will be appointed to take charge and contact the emergency services, emergency first aid leaflet has been developed and will be distributed. Persons will be designated as fire marshals a toolbox talk has been developed this will be given to the skeleton crew.</p>	<p>Monitor safety critical workers to ensure first aid, fire marshal roles can be maintained.</p>
<p>First Aid</p> <ul style="list-style-type: none"> – Contact with infected person (coughs, sneezing) 	<p>Employees Contractors Visitors</p>	<p>First aiders to guide employees on simple minor treatments where possible (small cuts, burns). Masks are available if a first aider is required to get close to a casualty. If required to transport a casualty the van must be used as first option and the windows opened, if the van is not available a company car may be used but the casualty must sit in the back, windows should be opened. Bag and masks positioned in 3 locations on site (site 1 lab, site 1 re refinery and site 2 office).</p>	

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Increased risk of infection and complications for vulnerable workers.	Employees	Vulnerable workers identified. Vulnerable workers given information. Vulnerable workers will be exempt from tasks that cannot be performed whilst social distancing.	
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HEALTH
EMERGENCIES
programme

Record of Achievement

COVID-19 and work:

Staying healthy and safe at work during the COVID-19 pandemic

Gareth Perry

March 16, 2021

