



BALCAN ENGINEERING LIMITED

BANOVALLUM COURT

BOSTON ROAD

INDUSTRIAL ESTATE

HORNCASTLE

LINCOLNSHIRE

ENGLAND LN9 6JR

Tel +44 (0) 1507 528 500

Fax +44 (0) 1507 528 528

email info@balcan.co.uk

www.balcan.co.uk

BALCAN ENGINEERING LIMITED

HEALTH AND SAFETY BOOKLET

FOR YOUR INFORMATION

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Health & Safety Policy – Reviewed October 2023

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COSHH Assessment Phosphor Powder – March 2024

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DIRECTORS: E M RINFRET, A J RINFRET, J P RINFRET, M A RINFRET

COMPANY REGISTRATION NO: 1037378

Environmental Management System Manual

Balcan Engineering Limited

**Banovallum Court
Boston Road Industrial Estate
Horncastle
Lincolnshire
LN9 6JR
United Kingdom**

**Tel: 44 (0) 1507 528500
Fax: 44 (0) 1507 528528**

Email: info@balcan.co.uk

Web: www.balcan.co.uk

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REVISIONS

<i>ISSUE</i>	<i>CHANGE</i>	<i>APPROVAL</i>	<i>DATE</i>

Company Profile

Balcan Engineering Limited, founded in 1972, are designers and manufacturers of Bottle & Vial Crushers, the Hypodermic Needle and Syringe DESTRUCTOR, the Balcan Emergency Life Line (B.E.L.L.) and a range of Lamp crushers. In addition, they offer the Complete Crush On-site crushing & Disposal Service for waste lamps.

All products have been designed with simplicity and efficiency in mind. The B.E.L.L. has obtained more approvals and acceptances than any other life saving device, the range of Bottle & Vial crushers are world renowned for enabling the safe separation of liquids from their containers and the Hypodermic Needle and Syringe DESTRUCTOR, approved by the World Health Organisation, safely destroys the needle and renders the syringe un-useable.

In 1980 Balcan were the first company to design a crusher specifically for waste lamps of all types. The idea was to safely reduce the volume of lamps so they could then be disposed of to suitable landfills. Subsequently, in 1990 they introduced their SOAKUP Sack System to collect the crushed glass along with the water that was used as part of their crushing process. In addition to the client being able to purchase their own crusher, Balcan offers their Complete Crush Service providing a fully traceable disposal route for the waste. With legislation tightening and with recycling becoming more popular Balcan can now offer their recycling service to everyone.

Balcan always tries to provide a one-stop solution to the clients' lamp disposal requirements at a realistic cost. We believe the Balcan Recycling System and Service will do this and develop to provide affordable nationwide recycling centers which in turn will contribute the environment by not having to transport waste lamps long distances.

Environmental Management System (EMS) Requirements (14001/4)

1.0 Scope/General requirements (14001/1)

- 1.1 The EMS applies to Balcan Engineering Ltd's facilities based Banovallum Court Boston Road Industrial Estate, Horncastle, Lincolnshire LN9 6JR. United Kingdom
 - 1.2 The scope of this EMS is specifically associated to management of recycling activities.
- 2.0** The company shall define within this document the scope of its environmental policy

3.0 Environmental policy (14001/5.2)

Balcan Lamp Recycling Limited is committed to a clean, healthy environment. We provide our customers with a safe, reliable and responsive business service in an environmentally sensitive and responsible manner.

We believe that sound environmental policy contributes to our competitive strength and benefits our customers and employees by contributing to the overall well being and economic health of the communities we serve.

We will strive to adopt the highest environmental standards in all areas of operation, meeting all relevant legislative requirements through:

- Complying fully with the letter and spirit of environmental laws and regulations appropriate to the organisation.
- Consideration of environmental issues in all business strategies and initiatives
- Being committed to the continual improvement in the effectiveness of our environmental management system and the prevention of pollution.
- Providing appropriate environmental training for our employees
- Monitoring and review our environmental performance against objectives and targets.
- The purchase of sustainable products wherever feasible
- Maintain a documented system available for review by all interested parties
- Reducing the risk from environmental hazards for employees and others near our operations

This policy applies to all areas of our business both in Balcan Lamp Recycling Limited offices and during work on customers' sites.

This policy will be communicated to all employees and contractors and be available to the public through selected media.



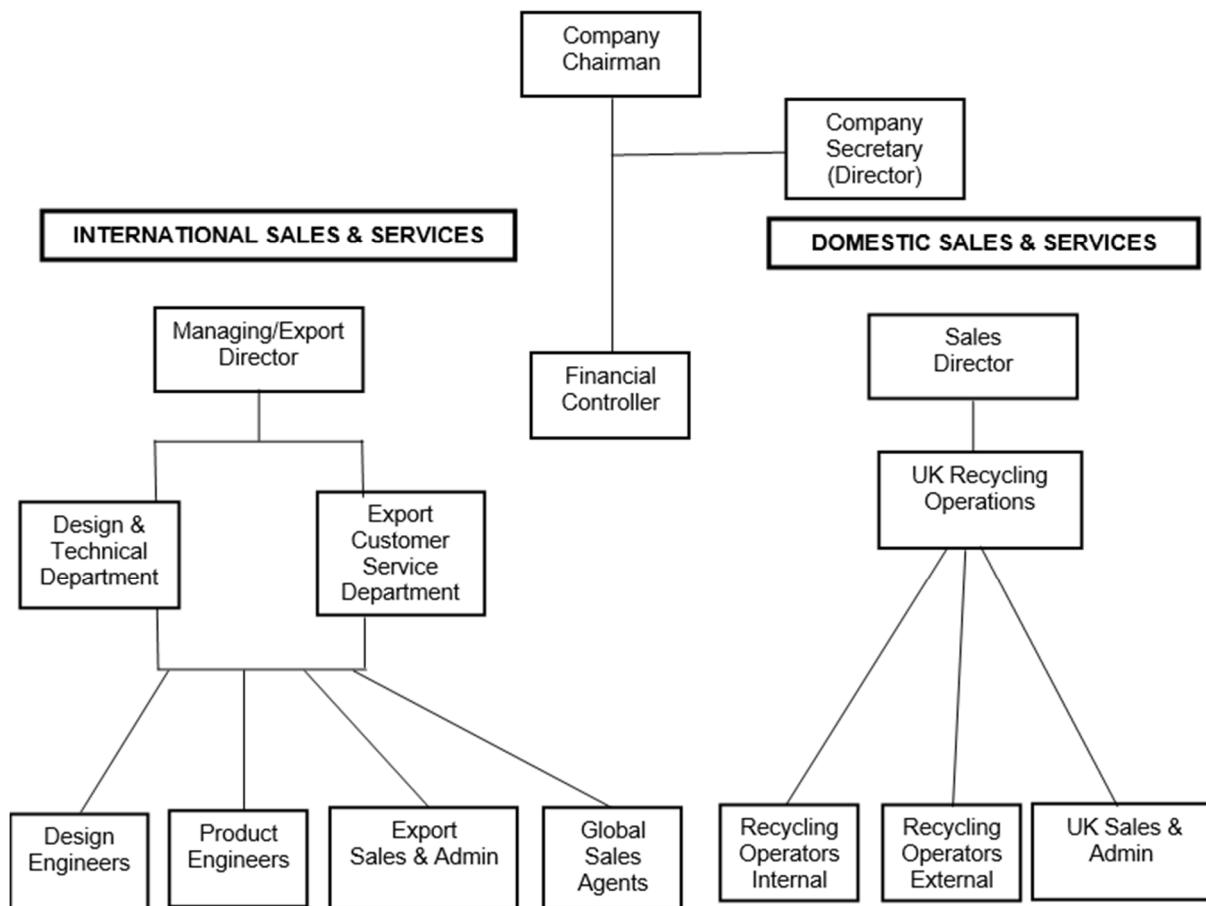
Alistair Rinfret
Managing Director

23 November 2022

Date

4.0 Environmental Management Organisation (14001/5.3)

ORGANISATIONAL CHART



Planning (14001/4.3)

1.0 Environmental aspects (14001/6.1.2)

- 1.1 The Managing Director and Sales Director will in conjunction with the Chairman review the company's environmental aspects and determine changes to the impacts based on products, materials and utilities
- 1.2 The company consider that due to its low key operations and compliance with the relevant legislation, it can hereby declare that it has **no** significant environmental aspects after controls have been implemented within the Balcan Engineering Ltd's operations. (Refer to EA01)

2.0 Legal and other requirements (14001/6.1.3)

2.1 Legal Register

The company maintain a legal register that is reviewed annually

Any changes to the manual or the operating procedures shall be agreed by the management team and necessary changes implemented.

2.2 Waste Transfer.

The control and documentation relating to waste transfer and the associated annual renewals is managed by the Sales Director.

2.3 COSHH Manual

The Health and Safety Manager reviews the COSHH Manual on an annual basis, any changes made at this review are agreed and signed off.

Any new substances will be added before use on the site.

3.0 Objectives, targets and planning actions. (14001/6.2)

- 3.1 Low key operations on site mean there are **no** significant environmental aspects after controls have been implemented. The company's main objective therefore is to maintain this situation through good management, organization, communication, housekeeping, planning, training and awareness.
- 3.2 The company monitors its targets through a Key Performance Indicator (KPI) system, either monthly or 6 monthly dependent on the KPI in question. (Refer to OP002)
- 3.3 The company's Events/Audit schedule is considered to be the operating programme for meetings, audits and training etc.

Implementation and Operation (14001/4.4)

1.0 Resources, Roles, Responsibility and Authority (14001/7.1)

- 1.1 The company shall ensure the availability of resources which are essential to establish, implement, maintain and improve the environmental management system. Resources shall include human resources, specialized skills, organizational infrastructure, technology and financial resources.
- 1.2 The Managing Director will manage the EMS to ensure it is implemented and maintained in accordance with the requirements of this international standard. (Refer to organizational chart).
- 1.3 The Managing Director and Sales Director report to the management meeting on the day to day operation of the EMS including the current position of any Non Conformance Reports (NCRs) or improvement recommendations as a result of internal and external audits.

2.0 Competence, training and awareness (14001/7.2)

- 2.1 Regular tool box talks are carried out (and recorded) to ensure all staff are aware of the companies' environmental policy and its commitment to the requirements of this international standard.
- 2.2 Recycling activities are regularly reviewed to ensure that best practice, in respect of any environmental impact is strictly adhered to. General housekeeping is of high importance.

3.0 Communication (14001/7.4.2/7.4.3)

- 3.1 Internal communication consists of:
Annual management meetings.
Monthly meetings.
Tool box talks.
- 3.2 Management System documents are retained as transmittal documents and are filed with the relevant contract documentation.
- 3.3 External communications are conveyed via the Company's website and Pre-Qualification Vendor Questionnaires.
- 3.4 Upon receipt of an environmental enquiry by the company it is passed to the Management Team for action and response.

4.0 Documentation (14001/7.5)

- 4.1 The EMS manual includes the environmental policy, objectives and targets.
- 4.2 All other documentation is stored in the Production and Assembly / administration offices.

5.0 Control of documents (14001/7.5.3)

- 5.1 Documents re controlled in line with the ISO 9001:2015 procedures. Refer to QMS P02

6.0 Operational control (14001/7.5.3)

- 6.1 The company considers that due to its low key operations, compliance with legislation and completion of general housekeeping

7.0 Emergency readiness and response (14001/8.2)

- 7.1 The company shall establish, implement and maintain a procedure to identify potential emergency situations, potential accidents that can have an impact on the environment and how once identified these issues are addressed. (Refer to OP005).
- 7.2 The company considers that, due to its low key operations, compliance with legislation and general housekeeping there are **no** significant environmental aspects after controls have been implemented which could cause potential emergency situations or potential accidents.
- 7.3 The company shall periodically review and, where necessary, revise its emergency readiness and response procedure, in particular, after the occurrence of any accident or emergency situation.

Checking (14001/4.5)

1.0 Monitoring and measurement (14001/9.1.1)

- 1.1 The company consider that due to its low key operation and compliance with legislation including housekeeping and a strict audit process environmental impacts are a minimum risk.
- 1.2 The company shall establish, implement and maintain a procedure to monitor and measure, on a regular basis, the key characteristics of its operations that can have environmental impact. The procedure shall include the documenting of information to monitor performance, applicable operational controls and conformity with the company's environmental objectives and targets.

2.0 Evaluation of compliance (14001/9.1.2)

- 2.1 The company shall establish, implement and maintain a procedure for periodically evaluating compliance with applicable legal requirements. (Refer to OP003).

3.0 Nonconformity, corrective action and preventative action (14001/10.2)

- 3.1 The company shall establish, implement and maintain a procedure for dealing with actual and potential nonconformity and for taking corrective action and preventative action. (Refer to OP006).

4.0 Control of records (14001/7.5.2)

- 4.1 The Company shall establish and maintain records as necessary to demonstrate conformity to the requirements of its management systems and the requirements of the appropriate International Standard. (Refer to QMS P02).
- 4.2 The company shall establish the controls needed for the identification, storage, protection, retrieval, retention and disposition of records.

5.0 Internal audit (14001/9.1)

- 5.1 The Company shall establish and maintain programs and procedures for audits of the EMS to confirm its effectiveness and conformance to the specified requirements of the relevant International Standards, the company's Management System and Operating Procedures (OP's). (Refer to QMS P07).

Management Review (14001/9.3)

- 1.0 A working party consisting of the Directors will review the EMS at planned intervals to ensure it remains effective and continues to reflect day to day operating requirements.
- 2.0 Reviews shall include assessing opportunities for improvement and the need for any changes to the EMS, including the EMS policy, environmental objectives and targets. (Refer to OP003).
- 3.0 Any changes will be approved by the Production and Assembly Director or Operations Director.

ENVIRONMENTAL MANAGEMENT SYSTEM (14001) LIST OF RELATED DOCUMENTS

Reference	Description	9001	14001
	Impacts & Aspects Register	-	6.1.2
	Monitoring and Measurement	-	9.1.1
	Evaluation of Compliance	-	9.1.2
	Waste Management Procedure	-	6.1.3
	Disaster Recovery & Business Continuity Plan	-	8.2
	Environmental Legislation Register		
	Internal Audit	9.2	9.2.1
	Control of Documents	7.5.3.1	7.5.3
	Control of Records	7.5.3.2	7.5.3
	Nonconformity, Corrective and Preventative Action	-	10.2
	COSHH Manual	-	-



AND ASSOCIATED COMPANIES

Health and Safety Policy Statement

1 October 2023

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition, we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas;
2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;
4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;
6. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and
7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.

..... **Managing Director**

Mr Alistair Rinfret



AND ASSOCIATED COMPANIES

**HEALTH AND SAFETY HANDBOOK
(1 OCTOBER 2023)**

Signed:

**Mr Alistair Rinfret
(Managing Director)**

**Balcan Engineering Limited
Banovallum Court
Boston Road Industrial Estate
Horncastle
Lincs
LN9 6JR**

**Tel: 01507 528500
Fax: 01507 528527**

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These sections set out the main health and safety policy of the company:

1. Policy
2. Organisation
3. Arrangements

These sections set out additional health and safety guidance:

4. Accidents and Near Miss Reporting
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7. Construction
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21. Workplace Transport
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This handbook has been designed to be used in conjunction with the main Health and Safety Policy, which is available to all employers.

1. *Policy – The Health and Safety Policy of Balcan Engineering Limited*

The policy of Balcan Engineering Limited is to provide and maintain safe and healthy working conditions for all our employees and any contractors working on our behalf. In addition, we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. members of the public and our customers.

The Managing Director, Alistair Rinfret, recognises and accepts his overall responsibility.

The Managing Director is primarily responsible for health and safety issues under the Health and Safety at Work Act 1974, and for ensuring that all aspects of the company's health and safety policy are complied with.

We believe our objectives to provide and maintain safe and healthy working conditions can be achieved through proactive health and safety management and positive working attitudes. If you see anything which you believe to be a health and safety risk (for example, tools or materials which look as if they could fall onto someone) please do something about it or report the matter to the Export Director immediately.

2. *Organisation – The Organisation for Carrying out the Policy*

Responsibilities of the Managing Director:

The Managing Director has overall responsibility for the implementation of the company's health and safety policies and procedures.

Responsibilities of Employees:

All employees must adhere to the requirements detailed within the Balcan Engineering Limited health and safety policy file and this booklet.

All employees have a legal duty to ensure their own safety and the safety of others (for example their fellow workmates, contractors working on the same premises and customers and visitors to the premises) under the Health and Safety at Work Act 1974. Employees must therefore:

- i. Not operate machinery that they are not competent and authorised to use.
- ii. Report all safety hazards, accidents, injuries and dangerous occurrences to the Managing Director.
- iii. Ensure that appropriate action is taken to rectify unsafe systems or actions.
- iv. Comply with all general safe working procedures and any site-specific rules.
- v. Not misuse anything provided in the interests of health and safety.

Responsibilities of Contractors:

Contractors have a legal duty to ensure their own safety and the safety of all others on the same premises.

In addition to the general requirements in this booklet, specific responsibilities include:

- i. All plant, machinery, tools and other work equipment brought onto site by contractors must be in a safe condition.
- ii. Contractors must be familiar with the work they are required to carry out and the relevant safety requirements, method statements, etc.
- iii. Contractors must not operate plant or machinery that they are not competent and authorised to use.
- iv. Contractors must report all safety hazards, accidents, injuries and dangerous occurrences to the nominated Manager.
- v. Contractors must ensure that appropriate action is taken to rectify any unsafe conditions.

3. Arrangements – The Arrangements for Carrying out the Policy

The following sections provide guidance for those responsible for health and safety (that means you!), on how to minimise health and safety risks.

4. Accident and Near Miss Reporting

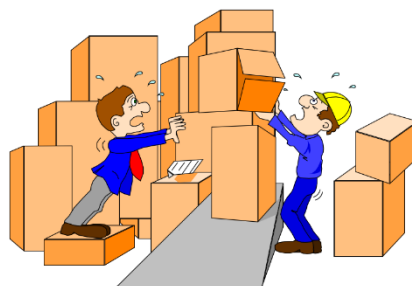
An accident is an unplanned, uncontrolled event that may cause major or minor injury, disease, illness, damage or other losses, even death. Accidents at work should be anticipated and prevented as far as practicable, however it is inevitable that some accidents will occur. When accidents and near misses (which could result in serious accident) arise, investigating the causes means that actions may be identified that could prevent a reoccurrence.

Always:


- If you are injured at work, see a First Aider (if necessary) and then tell your Manager or Supervisor as soon as possible
- Ensure details are recorded in the accident book
- If a visitor or contractor is injured, arrange first aid for them and ensure details are recorded in the accident book
- Report any accident or illness which prevents you from doing your normal work to your Manager or Supervisor
- Inform your Manager or Supervisor of any near miss at work, particularly if any structure or equipment is damaged

Never:

- Operate any machinery that you are not trained and authorised to use
- Play games, practical jokes or distract other persons
- Misuse or interfere with any item of equipment or engage in dangerous work practices
- Try to conceal accidents or near misses – your employer may be able to take steps to prevent a reoccurrence
- Make a false accident report
- Work when under the influence of drugs and/or alcohol, this includes working whilst taking medication known to cause drowsiness and which clearly advises against the operation of dangerous machinery



 The accident book is located Sales Office

 The Manager or Supervisor to report to is Mindi Read

5. Asbestos

All types of asbestos are dangerous. Asbestos is made up of thin fibres that cannot be seen with the naked eye but can be breathed in. The fibres can become stuck in the lungs causing scars that stop the lungs working properly (asbestosis), or cancer. The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 15 to 60 years to develop and there is no cure. Anyone who disturbs asbestos containing materials (ACMs), for example, by working on or even near them, may be at risk of exposure.

Always:

- Ensure that work on or near ACMs is properly planned and that the right controls are in place
- Minimise dust by keeping materials wet, use hand tools, clean as you go, double bag and label any waste properly
- Wear appropriate personal protective equipment, e.g. disposable overalls, boots and a properly fitted dust mask
- Decontaminate when you finish work, before removing your mask. Place disposable clothing in with labelled waste
- If you are unsure at any time, stop work and seek advice immediately

Never:

- Work if you are unsure if asbestos is present, your employer (or customer) should tell you
- Work if asbestos is present and you have not been trained to work safely with it
- Work on ACMs that are sprayed coatings or lagging on pipes or boilers, or are other products for which a licence is required, unless you have that licence
- Eat, drink or smoke in the work area
- Take any materials or clothing home that is likely to be contaminated



6. *Confined Spaces*

A confined space is any space of an enclosed nature where there is a risk of serious ill health, even death, from the build-up of hazardous substances, e.g. dusts, gases, fumes or vapours, or from the presence of other dangerous conditions, e.g. lack of oxygen or extreme heat.

Always:

- Avoid entry into confined spaces, e.g. by doing as much work as possible from outside
- If entry is unavoidable, ensure that work is properly planned and carried out following the safe system of work (and/or permit to work) provided
- Satisfy yourself that adequate emergency arrangements are in place before you start work

Never:

- Enter a confined space unless you have been specifically trained and authorised
- Enter a confined space if you suffer from claustrophobia, or are otherwise under medical advice not to
- Enter a confined space without first effectively isolating, and if possible, locking off, any electrical or mechanical devices that could be operated inadvertently

7. *Construction*

Construction covers a wide range of activities, and therefore there are many hazards and controls that must be observed. Over the years more fatalities have occurred in the construction industry than any other, most of the fatalities being caused by fall from height (see *Work at Height*).

Always:

- Familiarise yourself with the health and safety arrangements at the site and abide by site rules, e.g. the wearing of PPE
- Ensure you co-operate with any other persons on site, such as the customer or other contractors
- Keep access and egress routes in good condition and clearly signposted
- Ensure any holes are protected with clearly marked and fixed covers to prevent trips or falls
- Keep the site tidy and ensure materials are stored safely.

- Ensure any waste is disposed of appropriately and in a timely manner

Never:

- Enter any excavations unless it is absolutely necessary and adequate precautions have been taken
- Leave the site or any plant unsecured against intruders – construction sites are an attractive playground for children
- Place any other person at risk.

In addition, for excavations:

Always:

- Use a suitable ladder to access and egress an excavation and not the shoring at the sides
- Arrange for an excavation to be pumped out if it becomes waterlogged, however ensuring that the sides are not undermined by the pumping

Never:

- Begin excavations without first ensuring that a full survey has been completed for underground services, etc
- Use diesel engine, or other, equipment in or close to an excavation, which could cause fumes to accumulate in the excavation
- Dump spoil close to the sides of an excavation
- Enter or stay in an excavation if you can smell rotten eggs or if the sides start to collapse

8. Display Screen Equipment (DSE)

Simple precautions can be taken to prevent ill health, e.g. eyestrain, fatigue and work-related upper limb disorders, caused by prolonged or repeated use of DSE, e.g. computers.

Always:

- Adjust your chair and DSE to gain the most comfortable position
- Ensure there is enough space under your desk to allow you to move your legs freely
- Avoid reaching or twisting, especially to move or pick up items whilst seated
- Move about – don't sit in the same position for long periods, and take advantage of breaks to get away from your workstation

Never:

- Arrange your DSE so that you are directly facing windows or bright lights. If this is necessary, use curtains or blinds
- Attempt to make any equipment changes or modifications unless you are specifically trained and authorised to do so



9. Electrical Safety

Contact with electricity can cause electric shock, electrical burns, even death. Damaged, faulty or misused electrical equipment can cause fires.

Always:

- Visually check electrical equipment for obvious signs of damage or defect before use
- Report any damage or defect immediately to your Manager or Supervisor
- Check for overhead electrical services before using any ladders or operating any lifting equipment

Never:

- Leave cables or electrical equipment where they may become damaged
- Use any electrical equipment from home unless it has been tested as safe
- Carry out any electrical repairs or work on live equipment unless you have been trained and are authorised to do so

10. Fire Safety

All fires are preventable. Small fires can become quickly out of control causing injury, e.g. burns, smoke and/or toxic fume inhalation, damage to equipment and property. Many businesses fail to recover following a serious fire.

Always:

- Ensure escape routes and fire exits are kept clear at all times
- If you discover a fire, first raise the alarm, then if you have been trained and it is safe to do so, fight the fire using a suitable extinguisher
- Switch off electrical equipment when it is not in use
- Ensure any flammable liquids are stored safely
- Follow the fire evacuation procedure whenever the alarm is raised – one day it might be for real
- Bring any condition that may be a fire hazard to the attention of your Manager or Supervisor immediately

Never:

- Allow waste to accumulate so it becomes a fire hazard
- Overload electrical sockets
- Allow strangers to walk around the site unchallenged
- Re-enter a building or area following a fire unless you have been assured it is safe, e.g. by the a Fire Office



11. First Aid

First aid is the first help given to someone to prevent injury or illness from becoming worse. First aid can save lives, so there must be enough suitable equipment, facilities and designated personnel in every workplace to deal with cases of injury or illness.

Always:

- Ensure you know what the first aid arrangements are in your place of work, e.g. where the first aid kit is located and who the first aiders are

Never:

- Remove items from a first aid kit without notifying someone who can arrange for its replenishment

12. Hazardous Substances

The use of hazardous substances should be eliminated. Where this is not possible, then the safest alternatives should be used. It is likely that you will come into contact with some hazardous substances, and it is therefore important you read, understand and apply the information available, and use any control measures necessary, to ensure that you and others remain safe.

Always:

- Follow the precautions on the product label, safety data sheet and COSHH (Control of Substances Hazardous to Health) assessment when using hazardous substances, e.g. wear appropriate personal protective equipment
- Report any damage or defect with your personal protective equipment immediately to your Manager or Supervisor
- Wash your hands after handling any hazardous substance, before going to the toilet, eating, drinking or smoking

- Ensure all containers are properly sealed when not in use and returned to proper storage after use

Never:

- Use hazardous substances other than for their intended purpose
- Transfer hazardous substances into an unlabelled container
- Leave any spills or fail to report any loss of containment immediately to your Manager or Supervisor
- Allow your work area to become untidy



Explosive



Oxidising



Flammable



Toxic



*Harmful
or
Irritant*



Corrosive



*Dangerous for the
environment*

In addition, for hazardous substances, such as industrial gases:

Always:

- Observe all information given by the gas supplier with regard to the storage, handling, use and transportation of gas cylinders, etc
- Wear eye, hand and foot protection when handling gas cylinders
- Secure cylinders against a wall or place them in a suitably designed stand or trolley
- Close a cylinder's valve when not in use, and when the cylinder is empty

Never:

- Lift a cylinder by the valve cap or guard, unless the supplier states it is designed for that purpose
- Loosen, remove or tamper with cylinder valves or valve guards
- Connect a cylinder without first ensuring that no back feed is possible to the system
- Use a naked flame to check for leaks

13. Manual Handling

Unnecessary or incorrect manual handling techniques can cause injury, particularly to the back.

Always:

- Use mechanical aids to move items where these are provided
- If items have to be handled manually, assess the load, e.g. its weight, size and stability, and determine if you are able to complete the task
- Plan the task, e.g. where the load is to be placed, is there any obstructions?
- Use good handling techniques

Never:

- Handle items manually if there are suitable mechanical aids available
- Lift anything you believe to be beyond your capabilities
- Be afraid to ask if you need assistance



14. Noise

Prolonged or repeated exposure to high levels of noise can lead to temporary or permanent damage to your hearing and eventually deafness.

Always:

- Wear hearing protection when you are advised to do so, or when you see the mandatory hearing protection sign
- Ensure hearing protection is clean, without damage and worn properly
- Warn others if you are about to start making noise so that they have the chance to protect themselves
- Keep noise levels to the lowest level reasonably practicable
- Report any ear or hearing trouble promptly to your Manager or Supervisor

Never:

- Discard your hearing protection, even for a short time, as your hearing may still be damaged
- Share hearing protection intended for personal use
- Attempt to modify your hearing protection



15. Personal Protective Equipment (PPE)

PPE is used as a last resort following the introduction of other control measures. PPE is provided free of charge and replaced as necessary for all company employees. All persons working on company premises or at sites controlled by the company must:

Always:

- Use PPE in accordance with the information, instruction and training you have received
- Report any damage or defect with your personal protective equipment immediately to your Manager or Supervisor
- If appropriate, wash and clean your PPE and store it as instructed between uses

Never:

- Mistreat or misuse PPE
- Use PPE that is contaminated, damaged or otherwise requires replacement



16. Safety Signs and Signals

Various safety signs and signals are provided to give you specific instructions or information to ensure you remain safe at work.

Always:

- Adhere to safety signs and signals



Warning signs – warn you of hazards, such as the presence of flammable materials



Mandatory signs – tell you that you must do something, such as wash your hands

Never:

- Remove or deface safety signs



Prohibition signs – prohibit you from doing certain things, such as smoking



Safe condition signs – give you information about safety features, such as the location of fire exits

Traffic and fire signs are also common in workplaces.

17. Stress

Under normal circumstances most people can cope with some degree of stress, but if sustained it can be damaging to health. The symptoms of stress are often difficult to identify, however common signs include anxiety, boredom, headaches, fatigue, indigestion, backache, irritability, heavy smoking, depression, heavy drinking, tension or sleep problems.

Always:

- If you feel that your work is causing stress, inform your Manager or Supervisor so that preventative measures can be put in place

Never:

- Allow the symptoms of stress to damage your health. Work related stress can be avoided by getting the right help early

18. *Vibration*

Prolonged or repeated exposure to significant levels of hand-arm vibration can cause hand-arm vibration syndrome (HAVS). HAVS is a term used to describe many disorders affecting the blood vessels, nerves, muscles and joints of the hand, wrist and arm caused by vibration.

Always:

- Ask if your job can be done without using vibrating tools, else use low-vibration tools
- Reduce the amount of time you use vibrating tools in one go
- Report any signs or symptoms of HAVS, such as pain, tingling or numbness in the fingers, hands, wrists and arms promptly to your Manager or Supervisor

Never:

- Attempt to use the wrong tool for the task
- Start work without checking tools to ensure that they have been properly maintained and repaired to avoid vibration caused by faults or wear

19. *Work at Height*

Falls from height frequently result in serious injury and are a major cause of fatalities. Wherever possible work at height should be eliminated. Where it cannot be eliminated, steps must be taken to minimise risk.

Always:

- Ensure edges which people could fall from are provided with double guard rails or other suitable edge protection
- Use mechanical access equipment wherever possible

Never:

- Walk on fragile surfaces, e.g. roofs
- Use any access equipment unless you have checked it for obvious sign of damage or defect, report this to your Manager or Supervisor immediately
- Overstretch from any access equipment

In addition, for working platforms, such as mobile tower scaffolds.

Always:

- Ensure working platforms are properly boarded to the width of the platform
- Follow the manufacturer's instructions for erecting and dismantling tower scaffolds and lock all wheels and outriggers

Never:

- Erect, dismantle or modify scaffolding unless you have been specifically trained and authorised to do so
- Work off a platform only one board wide
- Allow people to remain on tower scaffolding when it is being move

In addition, for working platforms, such as mobile elevating work platforms (MEWPs):

Always:

- Carry out user checks and report any damage or defects immediately to your Manager or Supervisor
- Before use, check the terrain the MEWP will be working on. Even if it is a rough terrain MEWP, you should check its capabilities in the handbook
- Ensure any outriggers are extended and chocked before raising the work platform
- Ensure that users of MEWPs wear a harness attached to a suitable anchorage point inside the MEWP
- Check for overhead obstructions and services

Never:

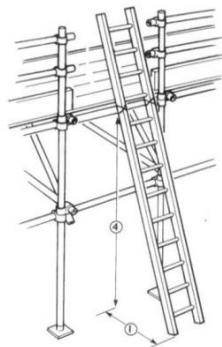
- Use a MEWP unless you have been specifically trained and authorised to do so
- Use a MEWP showing signs of damage or defect
- Overreach from a MEWP
- Allow a knuckle, or elbow, of a MEWP to protrude into traffic routes, etc
- Move the MEWP with the platform raised unless it is specifically designed to do so safely by the manufacturer

In addition, for work at height involving ladders and stepladders:

Every year people are killed in accidents involving the unsafe use of ladders. Most accidents occur because ladders are not adequately secured or fixed.

Always:

- Carry out user checks and report any damage or defects immediately to your Manager or Supervisor
- Ensure ladders are on a firm base and at a safe working angle of 75° (1 in 4)
- Ensure the ladder you are using extends at least 1m above the platform you are getting to, or the rung you need to stand on to work
- Ensure stepladders are opened out fully and locked



Never:

- Use a ladder for heavy duty work, work expected to last for more than 30 minutes or when you are unable to maintain three points of contact – find a safer alternative
- Use a ladder or stepladder showing signs of damage or defect
- Use a ladder without it being securely tied at the top or footed at the bottom
- Never overreach from a ladder or stepladder – move it
- Work from the top platform of stepladders unless designed for this purpose
- Place ladders or stepladders on other items to gain additional height
- Position steps side on to the task

20. Work Equipment

Many serious accidents at work involve work equipment, e.g. machinery and tools. Mechanical hazards include entrapment, impact, contact with sharp, hot or abrasive surfaces and entanglement with clothing, jewellery or hair. Non-mechanical hazards include noise, vibration, electricity and hazardous substances.

Always:

- Carry out user checks and maintenance before use and report any defects immediately to your Manager or Supervisor
- Follow safe working procedures following the information, instruction and training you have received
- Use the right tools or machinery for the task
- Ensure tools or machinery are maintained in good repair and working order
- Ensure machines are switched off when they are not in use

Never:

- Use any item of work equipment unless you have been trained and authorised to do so
- Use any work equipment with the guards removed or safety devices defeated
- Try to clean or adjust a machine in motion – switch it off and isolate it
- Wear loose clothing, dangling chains or keep long hair when using machinery with moving parts
- Distract people who are using machinery
- Switch on any machinery until you are sure that nobody is in a position where they may be in danger

In addition, for work equipment using compressed air:

Always:

- Visually check any tools, devices and associated hoses and pipework before use
- Report any damage or defect immediately to your Manager or Supervisor

Never:

- Use compressed air to clean contaminated surfaces – the contamination will enter the air and could be breathed in
- Use compressed air to clean yourself down (unless a safety nozzle is fitted) – air can be introduced into the body causing ill health, even death

In addition, for mobile work equipment, such as forklift trucks:

Always:

- Carry out user checks and maintenance before use and report any defects immediately to your Manager or Supervisor
- Operate work equipment appropriately, e.g. according to site rules, conditions and the activities being completed, and only for purpose intended
- Switch off any equipment when unattended and remove the key

Never:

- Use any item of mobile work equipment unless you have been specifically trained and authorised to do so
- Exceed the safe working load of the equipment
- Move off without ensuring that any loads being carried are properly secured
- Enter or leave a building, or approach a blind bend without sounding your horn to warn others
- Ride on any parts of work equipment not intended for that purpose, e.g. forklift tines.

In addition, for lifting equipment and lifting operations:

Always:

- Ensure lifting operations are properly planned and carried out following the safe system of work provided
- Use lifting equipment of adequate strength and stability for the load being lifted
- Visually check lifting equipment for obvious signs of damage or defect before use
- Report any damage or defect immediately to your Manager or Supervisor
- Return lifting equipment to appropriate storage following use, to prevent damage or deterioration

Never:

- Use any item of lifting equipment unless you have been specifically trained and authorised
- Use lifting equipment that is not clearly marked indicating its safe working load (SWL)
- Use lifting equipment that has been involved in an accident or dangerous occurrence unless it has received a thorough examination by a competent person

In addition, for work equipment, such as power take-offs shafts:

Always:

- Visually check power take-off shafts and guarding for obvious signs of damage or defect before and after each use
- Report any damage or defect immediately to your Manager or Supervisor
- Use guards that are a non-rotating type and fitted with restraining devices at both ends
- Clean and lubricate guards regularly

Never:

- Use guards that are not the correct size and length for the shaft
- Rest guards on the equipment drawbar, drop it on the ground or suspend it with its restraining device

In addition, for work equipment, such as racking:

Always:

- Visually check racking for obvious signs of damage or defect each time you add or remove something from it
- Report any damage or defect immediately to your Manager or Supervisor
- Ensure any materials stored above head height are suitably wrapped so they will not topple

Never:

- Use racking that is not clearly marked indicating its safe working load (SWL)
- Never overload racking
- Use racking that has been involved in an accident unless it has received a thorough examination by a competent person
- Use broken pallets – instead, remove them from service

21. Workplace Transport

Every year many accidents are reported involving workplace transport. People are knocked or run over, or crushed against fixed structures or other vehicles.

Always:

- Obey any designated speed limits
- Use any designated parking
- Keep reversing to a minimum – seek assistance if your view is obscured
- Keep vehicles properly maintained – report any defects with company vehicles to your Manager or Supervisor
- Report any accidents immediately to your Manager or Supervisor
- Access and egress transport safely, e.g. facing it and using the handholds provided

Never:

- Operate any vehicle or attachments unless you have been specifically trained and authorised (and hold a relevant licence, where necessary)
- Stand or walk behind a reversing vehicle
- Transport any load on a vehicle unless it is properly distributed and secured
- Carry passengers unless the vehicle is designed to carry them
- Use a hand-held mobile phone whilst driving

22. Workplace Health, Safety and Welfare

There are certain issues and features that need to be considered for all workplaces, e.g. layout and space, structures, ventilation, heating, lighting, maintenance, housekeeping and welfare arrangements, such as toilets and hand wash facilities.

Always:

- Report any damage or deficiencies on walkways, on stairs, or anywhere else which could cause a trip or fall
- Be on the lookout for visitors, and ensure they are aware of any relevant procedures, e.g. fire, parking. Keep children under appropriate supervision
- Use designated pedestrian walkways and doors where these are provided

Never:

- Smoke in areas or at times when smoking is prohibited
- Leave items in walkways, on stairs, or anywhere else where they could fall onto someone or cause a trip or fall
- Trail cables, etc, where they could cause a trip or leave spillages where they could cause a slip, including during cleaning and maintenance activities
- Allow rubbish to accumulate in your work area.

HSE Website
www.hse.gov.uk

HSE Infoline
0845 345 0055

**IF YOU ARE UNSURE ABOUT ANYTHING IN THIS
HEALTH AND SAFETY HANDBOOK – PLEASE ASK!**

THANK YOU FOR YOUR CO-OPERATION

The Management of Health and Safety at Work Regulations require that health and safety arrangements be reviewed at suitable intervals. To ensure the validity of this handbook, it is recommended that it be reviewed within 12 months of the date shown on the front page.

If this handbook is issued later than 12 months after the date shown, Cope Safety Management Limited may no longer be providing health and safety advice and assistance to the company.



Boston Enterprise Centre, Venture House, Enterprise Way,
Endeavour Park, Boston, Lincs. PE21 7TW
Tel : (01205) 367098 : Fax : (01205) 356417

www.jwcope.co.uk



NFU Mutual

A H Bryant, J M Hewitt & R J Carter
4 Cotswold Link
Cotswold Business Village
Moreton in Marsh
Gloucestershire
GL56 0JQ

Telephone: 01608 651781
Fax: 01608 651827
Email:
moreton_in_marsh@nfumutual.co.uk

To whom it may concern

26 January 2024

Dear Sirs,

PUBLIC LIABILITY INSURANCE POLICY – RL0293720
(Underwritten by QBE European Operations)

I hereby confirm that Balcan Engineering Ltd has Public and Product Liability insurance, with a renewal date of 16 February 2025, with cover being summarised as follows:

- Public Liability: £10,000,000, any one occurrence
- Products Liability: £10,000,000, any one occurrence & in the aggregate
- Pollutions Liability: £10,000,000, any one occurrence & in the aggregate


Cover is subject to an excess of £2,500 in respect of any one claim involving damage to property....no excess is payable if the claim involves personal injury.

EMPLOYERS LIABILITY INSURANCE POLICY – 080X3469581
(Underwritten by NFU Mutual)

I hereby confirm that Balcan Engineering Ltd has Employers Liability insurance, with a renewal date of 16 February 2025, with cover being summarised as follows:

- Employers Liability: £10,000,000, any one occurrence

Yours faithfully



Alfred H Bryant
Agent

CERTIFICATE OF REGISTRATION

This is to certify that the management system of:

Balcan Engineering Limited

Main Site: Banovallum Court, Boston Road Industrial Estate,
Horncastle, LINCS, LN9 6JR, United Kingdom

has been registered by INTERTEK SAI Global as conforming to the
requirements of:

ISO 9001:2015

The management system is applicable to:

The provision of a fully traceable recycling & disposal service for
managing 'end of life' gas discharge light sources; the manufacture and
supply of the Balcan Emergency Life Line (B.E.L.L.); and the
manufacture and supply of hypodermic needle & syringe destructor.
The Design Build and Supply of Recycling Machines.

Certificate Number:

0172843

Initial Certification Date:

05 March 2002

Date of Certification Decision:

19 April 2024

Issuing Date:

22 April 2024

Valid Until:

31 May 2027



ISO 9001



WWW.JAS-ANZ.ORG/REGISTER

Calin Moldovean

President, Business Assurance

SAI Global Certification Services Pty. Ltd.
Level 7, Suite 7.01
45 Clarence Street
Sydney NSW 2000
Australia





Certificate of Accreditation

This is to certify that
Balcan Engineering Ltd

has achieved SafeContractor accreditation

Date: 18th March 2024

This certificate is valid until: 18th March 2025

Certificate number: ZL4803

Signed:

Alyn Franklin
Alcumus CEO



23043



Alcumus SafeContractor Ltd is a UKAS accredited Type C Inspection body under ISO17020:2012 covering the SSIP Core Criteria element of the SafeContractor Assessment Standard.

Full Validation of this certification should be made via the SSIP Portal <https://www.ssiportal.org.uk/>



STANDARD



FOUNDER MEMBER

CERTIFICATE

OF

ACCREDITATION

This is to certify that

BALCAN ENGINEERING LIMITED

Membership No.: CHAS-228034
SSIP Approved

has been awarded certification after demonstrating compliance with the CHAS standards in line with the requirement of SSIP Core Criteria and UK H&S Legislation.



Ian McKinnon
Managing Director



CERTIFICATE VALID UNTIL

6 MARCH 2025

0345 521 9111

CHAS.co.uk

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name	
Address	National Customer Contact Centre 99 Parkway Avenue Sheffield S9 4WF
Telephone number	03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier	BALCAN ENGINEERING LIMITED
Registered as	An upper tier waste carrier, broker and dealer
Registration number	CBDU133525
Address of place of business	BALCAN ENGINEERING LTD UNIT A BANOVALUM COURT BOSTON ROAD INDUSTRIAL ESTATE HORNCastle LN9 6JR
Telephone number	01507 528500
Date of registration	9 September 2022
Expiry date of registration (unless revoked)	19 October 2025

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.



**ENVIRONMENT
AGENCY**

ENVIRONMENTAL PROTECTION ACT 1990

WASTE MANAGEMENT LICENCE

LICENCE NO: EA/WML/73243

FACILITY TYPE: Waste Transfer Station

The Environment Agency in pursuance to Part II of the Environmental Protection Act 1990, hereby grant a Waste Management Licence authorising the **KEEPING AND TREATMENT** of controlled waste on the land specified in schedule 1 to this licence to **Balcan Engineering Ltd, Banovallum Court, Boston Road Industrial Estate, Horncastle, Lincolnshire, LN9 6JR** those persons being in occupation of said land, the said licence being subject to the conditions specified in schedule 2 to this licence.

SCHEDULE 1: SPECIFIED LAND

The licence relates to land at **Unit A, Banovallum Court, Boston Road Industrial Estate, Horncastle, Lincolnshire, LN9 6JR, National Grid Reference TF2673568532** (hereinafter called "the site") edged red on drawing no. **EA/WML/73243/01** attached to this licence.

Signed: S. S. Mitchell.....

Name: Simon Mitchell
Environment Manager
(Northern) Region

Dated: 9/6/05.....

For official Environment Agency use only

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL DETAILED IN THE NOTES AT THE END OF THIS LICENCE.

Environment Agency, Waterside House, Waterside North, Lincoln, LN2 5HA

EA/WML/73243
Balcan Engineering Ltd
Date of issue: 9th June 2005



Alistair Rinfret
Balcan Engineering Limited
Boston Road Industrial Estate
Horncastle
Lincolnshire
LN9 6JR

Our ref: WEE/CB0002ZS/ATF

Date: 14 December 2023

Dear Alistair,

**The Waste Electrical and Electronic Equipment Regulations 2013 (as amended)
Notification of grant of approval of an authorised treatment facility**

We have considered your application for approval as an authorised treatment facility (AATF) under the Waste Electrical and Electronic Equipment Regulations 2013 (as amended) and hereby grant approval to **Balcan Engineering Limited** to operate as an AATF at the following site only:

Site name and address	Approval number
Balcan Engineering Limited Banovallum Court Boston Road Industrial Estate Horncastle Lincolnshire LN9 6JR	WEE/CB0002ZS/ATF

Your approval is subject to the conditions of approval specified in Part 2 of Schedule 11 to the Regulations at the approved site listed above. A copy of these conditions is attached.

Your approval is valid from 01 January 2024 and ends on 31 December 2024, unless it is otherwise suspended or cancelled. The approval applies only to the named operator for the specified approved site. You must notify us immediately, in writing, of any changes to the details submitted with your application.

This approval applies only to the legal entity named in this letter. If this changes then your approval will be deemed to be cancelled and you must make a new application for approval. If you cease to be an authorised treatment facility your approval will also be deemed to be cancelled.

The approval allows you to issue evidence notes for waste electrical and electronic equipment (WEEE) which you received at this site and which is subsequently re-used, treated, recovered or recycled.

This approval does not replace any other environmental authorisation(s) that you may have for the site. You must continue to comply with these and other relevant legislation. This includes complying with the legal requirements for persistent organic pollutants and hazardous waste. More information on this can be found by contacting our Chemicals Compliance team at POPsandWEEE@environment-agency.gov.uk.

AATFs wishing to be approved for the next compliance period (01 January – 31 December 2025) and to have their approval run continuously, should apply to the Environment Agency using the relevant application forms before 30 September 2024.

If you have any specific queries about your approval or general queries regarding the WEEE Regulations please contact 03708 506 506 and ask to speak to a member of the Producer Responsibility Regulatory Services (PRRS) team.

Yours sincerely

Samantha Hall

Samantha Hall
Senior Technical Officer
Producer Responsibility Regulatory Services
Environment Agency



AND ASSOCIATED COMPANIES

MERCURY BEARING PHOSPHOR
POWDER COSHH ASSESSMENT
(MARCH 2024)

Balcan Lamp Recycling
Banovallum Court
Boston Road Industrial Estate
Horncastle
Lincolnshire
LN9 6JR

Tel: +44 (0) 1507 528500

Fax: +44 (0) 1507 528528

Email: lamprecycling@balcan.co.uk

Web: www.balcan.co.uk

Introduction

Mercury is contained within fluorescent tubes, lamps and lighting units that are recycled at Balcan Engineering Limited.

During the recycling of lamps, mercury bearing phosphor powder is released and this process is fully enclosed, with suitable engineering means provided including a Local Exhaust Ventilation System, to control the release of mercury.

The mercury is then collected in designated containers and disposed of in accordance with waste management requirements.

Possible symptoms from an acute (short term) exposure include severe nausea, vomiting, abdominal pain, bloody diarrhoea, kidney damage and death. Potential symptoms from chronic (long term) exposure include inflammation of the mouth and gums, excessive salivation, loosening of the teeth, kidney damage, muscle tremors, jerky gait, spasms of the extremities, personality changes, depression, irritability and nervousness.

To monitor the potential for acute, and chronic effects of the exposure to mercury periodic health surveillance is undertaken. This is in the form of biological monitoring, testing of mercury levels in urine.

You must report any concerns with the potential exposure to mercury bearing phosphor powder to management immediately, and where any biological monitoring concerns are noted you will be informed immediately.

HAZARDS

Skin Contact

It is the mercury within the powder that causes the greatest concern with contact with skin, as the material is classed as an irritant when in contact with the skin. There is also the risk of absorption through the skin.

The process of recycling is fully enclosed, and the risk of contact with the skin of the product is low, however hand protection should be worn at all times when handling lamps and tubes for recycling. Long sleeves should also be worn to reduce the likelihood of contact with the upper arms.

If contact with the skin occurs the area should be thoroughly cleaned.

Inhalation

The potential for inhalation of powder is controlled by the enclosed process and the installation of a Local Exhaust Ventilation System. Mercury can be absorbed through the respiratory tract.

Where there is a risk of inhalation, such as changing of the waste containers, an approved respirator is to be worn. This will be a particulate filtered respirator with FFP2 protection as a minimum.

Ingestion

Mercury is classified as toxic if swallowed, and at all times you must follow good personal hygiene practices. Welfare facilities are provided with running hot and cold water and soaps. You must always wear gloves and cover any exposed skin where a risk of contact occurs, such as disposing of the lamps, handling broken tubes and changing the waste containers. Prior to eating, drinking, smoking or using the toilet you must wash any exposed skin thoroughly.

ASSESSMENT OF RISK

Provided that the above precautions and control measures are used the health risks associated with mercury bearing phosphor powder at Balcan Engineering Limited are deemed to be low.



.....
Mark Bartholomew **DipNEBOSH**
Health and Safety Services Manager

March 2024



AND ASSOCIATED COMPANIES

METHOD STATEMENT ON SITE SERVICE

JULY 2023

**Balcan Lamp Recycling
Banovallum Court
Boston Road Industrial Estate
Horncastle
Lincolnshire
LN9 6JR**

Tel: +44 (0) 1507 528500

Fax: +44 (0) 1507 528528

Email: lamprecycling@balcan.co.uk

Web: www.balcan.co.uk

Complete Crush and Recycling Service Method Statement

Prices quoted include hire of a Balcan Electric FSL Lamp Crusher and operator to crush the lamps and include the SACKS necessary to contain and store the resultant mercury bearing debris. The procedure undertaken during the Complete Crush service is generally as follows:

1. The lamps are crushed by Balcan operators using a Balcan Electric Bottom Loaded FSL lamp crusher.

These machines require an electricity supply.

The lamps are fully encased as crushing commences

Control of all dust and vapours is achieved by the use of an extractor fan to create negative pressures at the loading point and in turn remove all dust and vapours from the crushing chamber. The dust particles are then trapped in a filter and the remaining air passes through a container of activated carbon to ensure removal of any mercury vapours that may be present.

Vehicular access to the lamps is required. They should be stored in a dry, well ventilated area.

2. Upon receipt of order, each job is allocated a unique job number that becomes the reference used throughout and the identification for the waste.

3. Mercury bearing lamp debris from the crushing process will be collected in HMIP recognised ORANGE sacks for disposal. Which is clearly labelled as to its contents.

4. Once each sack is full, it is sealed using cable ties and marked with a job number.

5. At the point of removal of the full sacks, the correct Duty of Care Controlled Waste Transfer Note (A) will be issued (referenced with the job number).

6. Sacks are transferred to Balcan Lamp Recycling, licensed to accept this (B), thus enabling full traceability of your waste, where your waste will be listed with the correct EWC Code.

7. We request that fluorescent tubes are unsleeved. They may be placed loose in their boxes but if the tubes are individually sleeved, the time taken to complete the job can, in some cases, be doubled. A surcharge will be levied for tubes requiring unsleeving.

8. A suitable disposal route should be made available for waste packaging from the lamps by yourselves. We can usually arrange a visit for the Complete Crush at your convenience.

9. After the lamps have been crushed & removed from site they are returned to our plant in Lincolnshire.

10. The three main components are separated out. The mercury bearing powder is extracted and transported by RHP to Future-Waste where it is reprocessed.

11. The Glass cullet is transported by Mountain's waste to Mid UK Recycling and used to road fill & insulation manufacturing.

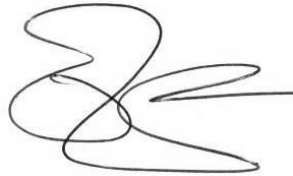
12. The end caps contain aluminium are transported by Paul Riddel Skip Hire to Paul Riddel Scrap Metal.

13. COVID 19: The Engineer has been instructed to wear all appropriate personal protective equipment. You can be assured that our Engineer has been fully trained in this work, and is aware of the precautions necessary when handling our products.

If the Engineer requires welfare facilities such as toilets, they must liaise with a staff member accordingly who will direct them to the appropriate locations.

Date: 18th July 2023

Signature:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Position: Sales Director



AND ASSOCIATED COMPANIES

RISK ASSESSMENT ON SITE SERVICE

JULY 2023

**Balcan Lamp Recycling
Banovallum Court
Boston Road Industrial Estate
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Lincolnshire
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Tel: +44 (0) 1507 528500

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Complete Crush Service Incorporating Dry Adaption Kit

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK CONTROLLED?	FURTHER ACTION
1 Variable location / Set up and siting of machine on clients' sites	<ul style="list-style-type: none"> · Balcan Operatives · Client's Staff · Visiting Contractors 	<ul style="list-style-type: none"> · Balcan staff are fully trained and conversant in the use and workings of the range of FSL lamp crushers. · Balcan staff are trained to recognise areas that may not be suitable for use of lamp crusher. · Training has been given regarding connecting and siting electricity cable (and water supply, where required). · Where sites have policies regarding in-site contractors these are adhered to at all times. · Clients are made aware of Balcan on-site requirements prior to the visit. · Where large jobs are to be carried out, a Balcan team leader may visit to inspect the proposed site to discuss any potential problems prior to the job being undertaken. <p>The following criteria MUST be satisfied:</p> <ul style="list-style-type: none"> · Area to have easy access for vehicles and space close by for waste storage. Glass waste should travel least distance possible. · As close to electricity supply as possible. · As close to water supply as possible (where required). · Cable positioned safely so as not to cause risk. · To be away from any close sources of ignition (especially important for crushing SOX lamps). · Good ventilation of surrounding area preferred. · No electrical circuitry or apparatus should be mounted or close to FSL. 	<ul style="list-style-type: none"> · If the proposed site is not suitable and no alternative can be provided or the hazard negated, a CompleteCrush service will not be carried out.
2 Use of vehicle mounted machinery	<ul style="list-style-type: none"> · Balcan Operatives 	<ul style="list-style-type: none"> · Balcan staff are fully trained and conversant in the use of vehicle mounted lamp crushers and operate these machines in accordance with manufacturer's instructions. 	<ul style="list-style-type: none"> · Continued training and equipment testing
3 Use of electric machinery (i.e. FSL lamp crusher)	<ul style="list-style-type: none"> · Balcan Operatives 	<ul style="list-style-type: none"> · Balcan staff are fully trained and conversant in the use of FSL lamp crushers and operate these machines in accordance with manufacturer's instructions. · Lamp crushers are regularly checked and serviced by the manufacturers (Balcan). · During a visit, ONLY Balcan staff are permitted to operate the crushers. · The Electric model utilised for Complete Crush services incorporates safety features to ensure it cannot be operated without a collection system intact. The units are also fitted with emergency shut-off. The design of the machine ensures that lamps are fully encased before crushing commences. · Full details are available if manufacturer's instructions. 	
4 Ejection of Material	<ul style="list-style-type: none"> · Balcan Operatives · Client's Staff 	<ul style="list-style-type: none"> · In accordance with machine design, lamps are fully encased before crushing commences. · Safety gloves (kevlar where preferred), safety glasses, safety shoes and overalls are issued to all Balcan staff - these must be worn when undertaking crushing work. 	<ul style="list-style-type: none"> · Regular checks to ensure PPE in good condition or needs replacing.
5 Slipping / Tripping Hazards	<ul style="list-style-type: none"> · Balcan Operatives · Client's Staff 	<ul style="list-style-type: none"> · Ref: Machine siting - refrain from siting cable (and hoses where required) across walkways. · Safety shoes must be worn. 	
6 Fire	<ul style="list-style-type: none"> · Balcan Operatives · Client's Staff 	<ul style="list-style-type: none"> · Ref: Machine siting - Machine to be sited not less than 3 metres from any source of ignition or combustible materials (especially if crushing SOX lamps as they produce hydrogen as a by-product). · No smoking within 3 metres of machine (as per machine labelling). · SOX lamps crushed as per instruction manual using stainless steel bin collection system. · CLIENT TO BE MADE AWARE OF PROCEDURE AS MAY AFFECT MACHINE SITING. 	
7 Work at Height	<ul style="list-style-type: none"> · Balcan Operatives · Client's Staff 	<ul style="list-style-type: none"> · CompleteCrush does not involve work at height. 	
8 Vehicles	<ul style="list-style-type: none"> · Balcan Operatives · Client's Staff · Visiting Contractors 	<ul style="list-style-type: none"> · Balcan Vehicles should be parked as close to designated crushing area as possible to limit distance crushed glass needs to be carried / transported. · Drivers are responsible for making sure Balcan management aware of necessary repairs required and that these are carried out to keep vehicle in good working order. · On-site, all directions and speed limits etc., to be obeyed and parking restrictions observed. 	<ul style="list-style-type: none"> · Appoint member of staff to co-ordinate vehicle repairs, carry out inspections, etc.
9 Dust / Fumes	<ul style="list-style-type: none"> · Balcan Operatives 	<ul style="list-style-type: none"> · Lamp crushers used in accordance with manufacturer's instructions will not pose serious risk with dust and fumes. · For larger jobs, additional protection of dust mask may be utilised. 	<ul style="list-style-type: none"> · Specify Term (COSHH 8hr MEL)

10	Accident/Incident	<ul style="list-style-type: none"> Operatives 	<ul style="list-style-type: none"> All operatives are issued with PPE to avoid injury If an accident occurs on customers site, this must be reported to their H & S Manager and report to Balcan. All engineers carry a first aid kit for minor injuries. Balcan First Aiders are: Alistair Rinfret Denise Johnson Caroline Lea Becci Pocklington Paul Waterfall Reporting of Accidents/Incidents to Mindi Read 	<ul style="list-style-type: none"> Accidents investigated by Cope Safety Any actions will be implemented and communicated
11	Noise	<ul style="list-style-type: none"> Balcan Operatives Client's Staff Visiting Contractors 	<ul style="list-style-type: none"> Balcan staff issued with ear defenders to be used when instructed by Client's. The CompleteCrush process itself generates nuisance noise, but not sufficient to pose hazard. Ref: Machine siting - Crushing area should be away from office areas to prevent nuisance noise and away from noisy on-site machinery if possible. 	
12	Low Temperature	<ul style="list-style-type: none"> Balcan Operatives 	<ul style="list-style-type: none"> Balcan staff issued with waterproof clothing, overalls and uniforms. Low temperatures should not cause risk to machinery. 	<ul style="list-style-type: none"> Balcan staff to ascertain extra uniform / clothing requirements and keep purchasing informed of additional items required / replacements needed.
13	Manual Handling	<ul style="list-style-type: none"> Balcan Operatives Client's Staff 	<ul style="list-style-type: none"> Balcan staff issued with following PPE: Safety Glasses Ear Defenders Safety Helmet Gloves (kevlar where preferred) Safety Shoes Leather Apron Overalls Uniform Safety Glasses, Gloves and Safety Shoes MUST be worn at all times when handling lamps. Safety Helmet MUST be worn if it is necessary to lift items from above head height. Balcan Operatives Safety Glasses, Gloves, Safety Shoes and Leather Apron MUST be worn handling sacks of glass. Balcan staff are responsible for own PPE and ensuring any loss / damage / significant wear is reported to obtain replacements. Uniform and Overalls to be kept clean and washed frequently. Client's staff should not handle glass debris unless wearing the necessary PPE. 	<ul style="list-style-type: none"> Procedure for regular checks to ensure state of PPE.
14	Insurance		<ul style="list-style-type: none"> Details of insurance held and policy numbers can be obtained from the Balcan office. 	
15	Covid 19	<ul style="list-style-type: none"> Balcan Operatives Customers Staff Site Visitors 	<ul style="list-style-type: none"> Separate risk assessment and safe system of documented. All staff briefed on controls. Government guidelines monitored and followed. Symptom monitoring by staff and reporting to management as required. Social distancing maintained as far as possible. Wearing of face coverings where required. Sharing of equipment minimised and enhanced cleaning of communal equipment carried out. Sharing of vehicles minimised. Hand hygiene encouraged including hand washing where possible or use of hand sanitiser. Customer site rules for COVID-19 followed. 	<ul style="list-style-type: none"> Continue to monitor Government guidance and act accordingly

Signed:



Name & Position:

Julian Rinfret
Sales Director

Date:

22 July 2023

Review Date:

22 July 2024