

**A Report for:** Woldgrain Storage Ltd  
**At:** Hemswell Airfield  
Hemswell  
Nr Gainsborough  
Lincolnshire

## **Health and Safety Audit**

**For the attention of:** John Burnett

**Audit Date :** 25 March 2015

**By:** Graham Cox, CMIOSH  
Chartered Safety & Health Practitioner

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## **1.0 Introduction**

- 1.1 The annual health & safety audit was undertaken on 25 March 2015 by Graham Cox, Lincsafe (Health & Safety) Ltd with John Burnett in attendance throughout. A desktop review was carried out to check on safety performance and of any changes to the day to day operations undertaken. A brief walk through of the new site arrangements and facilities was undertaken prior to the conclusion of the audit. Discussions centred around the traffic management systems, signage and possible speed limits.
- 1.2 There have been significant changes since the last visit due to an increase in grain silos and a new 2 storey Premises/Weighbridge being constructed to replace the previous offices which have now been demolished. A risk control document attached to this report identifies a number of recommendations which are to be considered for ongoing action. The safety management system will be reviewed in the coming days and forwarded for consideration and on-going use.
- 1.3 There have been personnel changes since the last audit with John now undertaking all aspects of safety management since the departure of Lindsay with Amanda being the Laboratory Assistant.

## **2.0 Management**

- 2.1 There are now 5 full-time employees and 1 part-time member of staff. These include Gary (Senior Supervisor) & Dan (Supervisor) as well as weighbridge operators. There are no mobility issues reported.
- 2.2 The in-date safety policy statement will be amended as part of this review and will be forwarded as part of the safety policy for display in an appropriate location. The updated health & Safety Law Poster is displayed. Lincsafe contact details were written in the blank 'Other Health & Safety Contacts' section on the bottom of the notice.
- 2.3 There have been no security issues to report regarding theft, damage or break-ins.
- 2.4 Contractors used continue to be well-versed in company site rules and procedures to follow. John continues to issue permits-to-work when work involves significant risk. The auditor pointed out that the sign-off of the permits must be completed.
- 2.5 Discussion was held regarding how to ensure visiting drivers adhere to site rules i.e. to remain in their cabs at all times unless absolutely necessary to vacate and to follow site traffic management system i.e. one way system and speed limit. The management of contractors as and when required is undertaken by ensuring their written safe systems of work are relevant to the task and any permit to work

issued is appropriate. It was noticed however that the final sign-off by relevant parties were not always completed.

- 2.6 A meeting of hauliers who visit Woldgrain is due imminently where these rules will be explained to ensure all drivers fully understand what is expected when they are on site and of expected consequences if any breach of site rules is observed.
- 2.7 Whilst in the control room a typical loading situation was viewed where drivers see the need to watch the trailer being loaded with grain by standing on the access platform without wearing any form of PPE i.e. dust masks. This practice should cease as the dust inhalation is unacceptable and there appears to be no need for a driver to actually observe the loading from the platform.
- 2.8 The use of Pre-Qualification Questionnaires for contractors was felt to be a useful tool to establish the safety culture and performance of visiting contractors. It is customary practice now in construction for all those contractors engaged in supplying goods and services complete such questionnaires annually. These questionnaires need not be over-burdensome or complicated. Woldgrain have an example questionnaire for their possible use.
- 2.9 There have not been any visits from the HSE or Environmental Health during the reporting period.
- 2.10 Woldgrain Directors Board Meetings are held every 2 months with John Burnett being the Board 'champion' with delegated responsibility for the health & safety management of the site. Health & Safety is an agenda item on these meetings.

### **3.0 Consultation & Communication**

- 3.1 Having a small workforce assists management in having effective, daily communication and consultation with the workforce. All personnel are encouraged to report any health and safety issues or concerns they may have to any Supervisor or direct to John.
- 3.2 Team meetings are undertaken on a regular basis, but not formally planned i.e. weekly/monthly. The auditor viewed the most recent meeting where minutes were taken.
- 3.3 The new laboratory and weighbridge office has a number of notices displayed. It is recommended a separate Health & Safety notice-board is displayed where appropriate information can be displayed i.e. fire, first aid, Lincsafe newsletters or trace newsletters.
- 3.4 Formal toolbox talks are not carried out and are not considered necessary due to the day to day contact and discussions held with the operations staff. As and when any relevant information is received either via Lincsafe or trade safety alerts,

a briefing will be given by John on the information. It is recommended that any such briefings are formally recorded.

#### **4.0 Accidents**

- 4.1 The accident book is held in the weighbridge laboratory and shows no accidents or near misses have been recorded.
- 4.2 John is fully aware of the need to report any serious incidents to Lincsafe as soon as possible for advice on how to proceed.

#### **5.0 Training**

- 5.1 There has been a number of training courses received by the operational staff in this reporting period. These include manual handling, vermin control, fire awareness and knapsack spraying. Records are kept in hard copy. A spreadsheet was kept by Lindsay of all initial and refresher training. It is recommended this continues to be kept up-to-date in case of hard copies being destroyed i.e. by fire.
- 5.2 Tele-handler refresher training has been received by Gary on 12/2/14.

#### **6.0 Risk Assessment**

- 6.1 Generic risk assessments undertaken by John continue to be in place. Due to the fact they were undertaken in 2007 (one in 2011) it is recommended they are reviewed and put into the HSE Style format for ease of use. The auditor will attach to this report an amended version which has added information i.e. signature box to confirm the contents have been received and fully understood by the operatives.
- 6.2 CoSHH assessments are in the safety folder but there is no indication of the contents of these assessments having been relayed to those at risk. It is recommended that all risk assessments and their contents are provided to those at risk and signatures obtained to confirm the briefing has been given. It would be useful if a copy of all assessments were held in the silo operational control room for ease of reference.
- 6.3 A recent contractor risk assessment and method statement was viewed by the auditor to confirm such documents are in place prior to external contractors undertaking work and of their completeness, as was the case in this example. The document however did not show any evidence of the contents being provided to the contractors on site. Signatures/dates should be obtained on their RA's and method statements to prove they have been understood. It is the contractor's responsibility to ensure these safe systems of work have been communicated to their employees.

6.4 A review of the Dangerous Substances and Explosive Atmosphere regulations risk assessment is to be undertaken due to the recent changes and additions to the silos. A quotation has already been received from FireStop Ltd. It was agreed that Lincsafe would tender a quote also.

## **7.0 Inspections**

7.1 The site tele-handler appeared to be in good working condition with all windows, mirrors, beacon etc. Due to its infrequent use, it is formally inspected by operatives on a monthly basis with records kept (viewed by auditor).

7.2 Premises inspections are to be re-introduced now the premises and control room have been completed. These monthly inspections should be recorded.

## **8.0 Occupational Health**

8.1 Health surveillance continues to be undertaken every 2 years. No ill health symptoms have been reported.

8.2 Face masks are worn as and when appropriate. Appropriate filters for the half masks are readily available.

8.3 Stress related ill-health has not been reported or thought to be an issue.

## **9.0 Fire & First Aid**

9.1 FireStop Ltd provide ongoing fire support and services for Woldgrain. Extinguishers were found to be in good order, sited appropriately with labels above to indicate their contents. Fire escape routes, doors & signs were found to be in place and kept clear.

9.2 A new fire risk assessment has been undertaken by FireStop Ltd on 17/12/14 which includes the new premises.

9.3 A fire evacuation drill is to be carried out in the near future to ensure all fully understand the new arrangements.

9.4 Gary & Dan are both Emergency First Aid trained (8/12/14) as well as Amanda (16/4/13). This is sufficient cover for the staffing levels and risks involved. The auditor will send a first aid notice which could be used to identify the names of first aid trained personnel.

## **10.0 Premises and Housekeeping**

- 10.1 The new silo control room and premises are a great improvement to the previous facilities provided. All furniture and welfare facilities were seen to be in very good condition.
- 10.2 Site signage was discussed. This was mostly to do with vehicle one way, speed limit and give way signs.

### **11.0 Equipment Maintenance**

- 11.1 Safety harnesses are occasionally used and are signed for as and when they are required.
- 11.2 PPE continues to be provided as and when required. Signatures are obtained when replacements are necessary.

### **12.0 Mechanical and Electrical Equipment**

- 12.1 Key Electrical Contractors are a constant presence on site due to the new facilities commissioned. Permits are issued prior to any electrical work being undertaken and the control room supervisor aware of their presence.
- 12.2 Electrical equipment is formally inspected and tested every 3 years in line with their agreed policy. The auditor explained an annual visual inspection should continue to be undertaken by a competent person to check electrical apparatus, leads, plugs etc. are in good condition. A simple record sheet should be kept to confirm equipment is in good order.
- 12.3 Thorough examination certificates for lifting apparatus continue to be issued annually (certificates viewed by auditor to have been undertaken on (10/7/14).

### **13.0 Conclusions**

- 13.1 The operational activities undertaken continue to be undertaken & supervised by competent and experienced personnel. Having a small, experienced and motivated team greatly helps to achieve a good safety culture with effective monitoring and supervision being carried out by supervisors and John.
- 13.2 The risk control document has a number of minor areas to be considered for action. The mid-year review will be an opportunity to see what changes and improvements have been made to confirm continual improvement is being achieved.