

The Government has recognised the Metal Recycling sector as a critical industry, playing a vital role in the waste and recycling sector. We will continue to recycle responsibly, and it is vital S. Norton remains operational and plays its part in supporting the waste supply chain at this critical time.

As we continue to closely monitor the developments in relation to COVID-19, our top priority is the health of our employees, customers and suppliers. We must also ensure that our critical waste infrastructure remains available for the nation. We therefore have decided to take further steps to avoid transmission of infection to our staff and suppliers.

To that end we have made temporary changes to the way in which we operate. These changes will take effect from close of business today (25.03.2020).

- To protect our employees and the wider communities in which we operate, we will only accept material from suppliers that hold existing business accounts (VAT registered).
- All End Of Life Vehicles/ scrap cars must be fully depolluted.
- To minimise the number of people we have on-site at any one time, please advise the weighbridge on the yard, by phone, that you will be visiting before your arrival. We ask for prior notification only, we are not asking for people to make appointments.
- We will control all incoming material at the gate, a Yard representative will greet the wagon upon arrival and give clear instructions to the driver. Upon arrival, we will ask the driver to stay safely in their cab, until instructed otherwise.
- The weighbridge will only operate remotely. All contact with the weighbridge staff must be by telephone. The phone number is provided on the bottom of this communication and is the same number you should use to notify us of your visit to site.
- To maintain social distancing at all times we will only issue electronic documents and we will not sign any paperwork. All documentation will be emailed to the email registered on your S. Norton account.
- If you need to e-mail documents prior to arrival on site, please use the e-mail addresses provided below. If you arrive on site without e-mailing the necessary paperwork ahead of time, your load may be rejected.
- After preparing the vehicle for offloading, drivers must return to their vehicle before S. Norton staff approach to conduct an inspection or to offload by material handler. Please note, the turn-around of deliveries may be slower due to the necessary human interaction restrictions.
- Loads will only be accepted if the material can be tipped by the supplier's own vehicle or if the material can be offloaded by mobile plant. We will not permit any manual handling of materials on site.
- Once the material is unloaded you will be required to weigh-off, wagon drivers must remain in their vehicle at all times whilst on the weighbridge.
- Unfortunately, to reduce cross contamination, we will not permit any drivers to use our facilities.

- Its vitally important that your drivers arrive to site with their own PPE as we will be unable to supply PPE due to issues with cross contamination. If your drivers do not arrive with the correct PPE, we reserve the right to a 'no tip'.
- PPE requirements for S. Norton sites remain as standard:
 - Hard hat
 - High visibility vest/ jacket
 - Steel toe capped boots
 - Light eye protection
- All payments will be handled by our Accounts Department via bank transfer. We will endeavour to make payments as soon as possible however; payments may be slower than usual.
- We will insist upon and enforce social distancing at all our sites to protect both you and our S. Norton employees.
- Where we have made commitments to undertake outside/ contracted work, you will be contacted by an S. Norton representative. The criticality of the work will be considered on a case by case basis.
- We ask that your representatives do not arrive at our site if they are displaying symptoms of the COVID-19 virus or have been in contact with somebody displaying the symptoms; in-line with Government guidelines
- Finally, should any of your representatives display any symptoms of the COVID-19 virus we will ask them to leave our premises in order to protect those on site.

We aim to resume normal service as soon as the Government adjusts its guidance and we will continue to keep you informed.

Thank you for your cooperation at this difficult time.

SITE CONTACT DETAILS

Site	e-mail address	Direct phone
Liverpool - Bankfield	LBHWeighbridge1@s-norton.com	0151 955 3322
Liverpool – West Canada Dock	LWCWeighbridge@s-norton.com	
Manchester	MTPWeighbridge1@s-norton.com	0161 872 0466
Southampton	SKDWeighbridge@s-norton.com	02380 528 452
Barking	BRKWeighbridge@s-norton.com	0208 594 9970